

REGIONAL SCHOOL UNIT 19
PO BOX 40, 182 MOOSEHEAD TRAIL
NEWPORT, MAINE 04953



TO: RSU 19 Board of Directors
FR: Winn Price / Mike Hammer
DT: April 18, 2017
RE: **POLICY COMMITTEE MEETING AGENDA**

DAY: **TUESDAY**
DATE: **April 25, 2017**
TIME: **6:30 PM**
PLACE: **Central Office**

AGENDA

I. Public Comment

II. Policy Review

A. Policies New

- | | |
|---------|---------------------------------|
| 1. JICA | Student Dress |
| 2. JICC | Student Conduct on School Buses |
| JICC-R | Student Conduct of Buses |

B. Policies to Review

- | | |
|----------|--|
| 1. EBBA | Bloodborne Pathogens |
| EBBA-R | Bloodborne Pathogens Exposure Control Plan |
| 2. EBCC | Bomb Threats |
| 3. EBCAB | Mutual Assistance – Emergency Plan |
| 4. EBCE | Emergency Closings and Cancellations |
| 5. JLF | Reporting Child Abuse and Neglect |
| JLF-E2 | Suspected Child Abuse and Neglect Reporting Form |

III. Other

IV. Adjournment

A.D.A. NOTICE: If you have a special need that must be met to allow you to fully participate in this meeting, please contact the Office of the Superintendent at least two (2) days prior to this meeting.

STUDENT DRESS

The Board recognizes that responsibility for the dress and appearance of students rests with individual students and their parent(s)/guardian(s). The Board will not interfere with this right unless the personal choices of students create a disruptive influence on the school program or affect the health or safety of others.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the school unit to provide a safe, healthy and non-discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced.

- A. Articles of clothing that promote the use of tobacco, alcohol or other drugs may not be worn on school grounds (when school is in session) or at school functions.
- B. Clothing, footwear, insignia or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
- C. Articles of clothing with displays that are sexual, vulgar, lewd or indecent or include insulting words (e.g., racial/ethnic slurs) are impermissible.
- D. Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch furniture) is not permitted.

School administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, certain extracurricular activities, work with or around machines or other activities. However, no particular brand may be required.

The Superintendent is responsible for the development of any administrative procedures necessary to implement this policy.

Adopted: _____

PLEASE NOTE MSMA sample policies and other resource materials do not necessarily reflect official Association policy. They are not intended for verbatim replication. Sample policies should be used as a starting point for a board's policy development on specific topics. Rarely does one board's policy serve exactly to address the concerns and needs of all other school units. MSMA recommends a careful analysis of the need and purpose of any policy and a thorough consideration of the application and suitability to the individual school system.

MSMA sample policies and other resource materials may not be considered as legal advice and are not intended as a substitute for the advice of a board's own legal counsel.

STUDENT DRESS CODE AND FRAGRANCE POLICY

A. DRESS CODE

Well-dressed and groomed students tend to have a more positive attitude toward school and toward their fellow students. It is expected that our students dress neatly and appropriately at all times. The following guidelines are enforced for the health and well-being of all.

1. Footwear of some kind must be worn.
2. Clothes must be clean and neat and must meet reasonable standards of hygiene and social conduct. Cleanliness must be observed and maintained.
3. Prohibited: swim wear; ripped, shredded or slashed clothing; decorations and designs advertising drugs, liquor or tobacco products. Decorations or designs promoting violence or having an erotic or suggestive content shall not be worn. Designs or art work that are offensive to students or faculty are a detriment to an educational environment. They shall be removed or reversed on request.
4. Nothing that could be hazardous/damaging to oneself, to others, or to property should be worn and must be removed on request.
5. Dress should be appropriate for weather and season. The building is kept at the recommended minimum temperature in order to conserve energy; therefore, students should keep this in mind and wear suitable indoor clothing.
6. Outdoor clothing (heavy jackets, boots and hats) should be kept in lockers or storage areas during school hours.

B. Fragrance

The MSAD #48 Board of Directors has the goal of maximizing student potential and educational achievements. That goal cannot be realized by students who have difficulty breathing or concentrating as the result of the use or overuse of fragrant substances by other students.

Administrators are authorized to take appropriate measures, including sending students home, to curb excessive use of perfumes, after shaves, and other fragrant substances.

STUDENT CONDUCT ON SCHOOL BUSES

Parents are responsible for the supervision of their child before the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a student boards the bus, he/she becomes the responsibility of RSU 29. Such responsibility shall end when the student is delivered to the designated bus stop at the close of the school day.

The Board requires students to conduct themselves at the bus stop and on the bus in a manner consistent with school and bus rules and the Student Code of Conduct.

Instances in which a student does not conduct him/herself properly on a bus are to be brought to the attention of the building principal by the bus driver. The building principal will inform parents of the misconduct and request their cooperation in correcting the student's behavior.

Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the building principal. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely.

Legal Reference: 20-A MRS § 5401

Cross Reference: EEA –Student Transportation Services
JIC – Student Code of Conduct

Adopted: June 4, 2002

Revised: February 2, 2015

STUDENT CONDUCT ON BUSES

The law requires school systems to furnish transportation for students in Grades K-8. However, riding the bus is contingent upon appropriate student behavior. Consequently, the Board shall require children to behave in a manner consistent with the district's core values and behavior indicators and the established bus rules listed below.

The right of students to ride on the bus depends upon their behavior and the observance of the rules contained herein. Any action which endangers safe operation of the bus may cause the suspension of the student's right to ride on the bus. Drivers/monitors are authorized to enforce the rules and to make other suggestions in line with good citizenship.

Bus Conduct Rules:

1. The driver is in full charge of the bus and the students at all times. This is to include the transportation portion of a field trip. The safety of all is the driver's responsibility. Students will obey the driver promptly and respectfully.
2. All students will be ready in the morning 10 minutes before the time the school bus usually arrives at the pick-up point. The bus cannot wait for those who are tardy.
3. Drivers may assign seats on the bus and students will take the assigned seats.
4. Students shall be picked up and discharged only at regular designated stops. Permission shall not be granted to allow students to leave the bus at any other place.
5. Students are not to stand or move about when the bus is in motion. Students are to remain seated until the bus comes to a full stop.
6. Normal conversation among students is allowed on the bus. Boisterous speech, profane language, gestures and shouting out of windows shall not be tolerated. Students shall not throw objects while on the bus, shall not extend their arms or head out the window and shall keep the aisles and emergency door clear at all times.
7. Bullying behavior of any kind will not be tolerated.

8. Students shall help keep the bus clean. Waste containers are provided on all buses.
9. All school policies regarding substance use or weapons of any kind apply to the school bus.
10. Any and all damage done to seats or other equipment on or in the bus will be paid for by the responsible party or parties.
11. Drivers may restrict carry-on items on the buses if the size of item poses a potential hazard or reduces seating capacity for other passengers.

CONSEQUENCES FOR INAPPROPRIATE STUDENT BEHAVIOR ON BUSES

A breach of the school bus rules may result in suspension of bus privileges.

FIRST OFFENSE: The bus driver/monitor will speak with the student about his/her behavior.

SECOND OFFENSE: The bus driver/monitor will provide the student's principal with a completed written behavior report form. The principal will speak to the student. Parents and/or guardians shall be notified and appropriate disciplinary action will be taken.

THIRD OFFENSE: The bus driver/monitor will provide the student's principal with a completed behavior report. If the need exists, the principal and bus driver/monitor will meet with the student and his/her parent/guardian. The student's bus riding privileges will be suspended for a period of time deemed appropriate.

The first and second offenses above may be omitted for any serious violation or any repeated violation.

Adopted: June 4, 2002

Revised: February 2, 2015

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First Reading:

Adopted:

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First Reading:

Adopted:

BLOODBORNE PATHOGENS

In response to the increase incidence of Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), the Center for Disease Control (CDC) and OSHA have recommended “universal blood and bodily fluids precautions” for all persons who are at risk for accidental occupational exposure in the school setting.

RSU 19 will maintain a Bloodborne Pathogen Exposure Control Plan that will be available to all employees. The Exposure Control Plan will comply with 29 CFR 1910.1030, OSHA’s Bloodborne Pathogens standard.

1st Reading: 10/18/11
Adopted: 11/15//11

**REGIONAL SCHOOL UNIT 19
BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN**

In compliance with the OSHA Bloodborne Pathogens standard, 29 CFR 1910.1030, the following Exposure Control Plan has been developed:

1. EXPOSURE DETERMINATIONS

Within the above named facilities, the following job classifications are determined to be those in which occupational exposure may potentially occur:

- | | |
|-------------------------|---------------------|
| A. Administrators | B. School Secretary |
| C. First Aid Designates | D. School Nurse |

In addition, the following job classifications may include some employees who may have some occupational exposure:

<u>Job Classification</u>	<u>Tasks</u>
Classroom Teacher	Pupil Instruction
Coach	Co-curricular Instruction
Custodian	Building Cleaning
Bus Driver	Pupil Transportation
Educational Technician	Pupil Supervision
Cook	Food Preparation

2. IMPLEMENTATION SCHEDULE AND METHODOLOGY

Universal precautions will be observed in the above named facilities in order to prevent contact with blood and potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. In this District, the following engineering controls will be utilized: universal precautions, soiled clothing disposal, protective equipment, HBV vaccination, etc.

The above controls will be examined and maintained on a regular basis. The ~~Health Nurse will conduct~~ **RSU will provide** annual training to all employees

and will assess effectiveness of individual controls with school administrators **when there is a need.**

Handwashing facilities are available to all employees who incur exposure to blood or other potentially infectious materials. The handwashing facilities are located at numerous sites throughout each facility.

After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible following contact. Gloves shall be worn where it is reasonably anticipated that employees may have contact of their skin (intact or non-intact) to blood or other potentially infectious materials. Other areas in which transmission may occur is through mucous membranes (eyes, nose and mouth). Universal precautions pertain to blood and bodily fluids containing blood and other bodily fluids such as saliva, sputum, feces, tears, nasal secretions, vomitus, urine, vaginal secretions and semen. These fluid and bodily wastes can be sources of infections and should be handled as if they are infectious. Gloves are available at several locations including principal's offices, nurse stations, custodial closets and on each school bus. These disposable gloves are not to be washed or decontaminated for re-use and are to be replaced as soon as practical.

Decontamination will be accomplished by utilizing a **bleach disinfectant** solution or another approved solution approved by the building principal and/or the school nurse which ~~shall be~~ **is** provided at each site noted above. All contaminated work surfaces will be decontaminated after any spill of blood or other potentially infectious materials.

Clothing contaminated with blood or other potentially infectious material will be handled as little as possible. Such clothing will be placed in appropriately marked plastic bag and will be returned to parent/guardian for decontamination or disposal.

HEPATITIS B VACCINE

All employees who have been identified as having a possibility of exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within 10 working days of the acceptance of this Plan, and within 10 working days of a new employee's initial assignment to work in a designated position.

Employees who decline the Hepatitis B vaccine will sign a waiver which uses the wording prescribed by the OSHA standard. (See Appendix A)

If an exposure should occur the HBV vaccine will be offered with administration to occur within 7 days of the exposure to insure effectiveness.

POST EXPOSURE EVALUATION AND FOLLOW-UP

When an employee incurs an exposure incident, the incident shall be reported to the School Principal, ~~who will report to the School Nurse. The School Nurse will then be responsible for maintaining records of exposure incidents.~~ The Principal will report the incident to personnel at central office, where all employee records of an exposure incident will be maintained.

All employees who incur an exposure incident will be offered post exposure evaluation and follow-up in accordance with the OSHA standard. This follow-up shall include the following:

- Documentation of the route of exposure and the circumstances related to the incident.
- If possible, the identification of the source individual and, if possible, the status of the source individual. The blood source individual will be tested (after consent is obtained) for HIV/HBV infectivity. Staff members should NOT disclose information regarding the source individual per FERPA regulations.
- The employee will be encouraged to have their blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status. If the employee decides prior to that time that testing will or will not be conducted, then the appropriate action can be taken and the blood sample discarded.
- The employee will be offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service. Post exposure prophylaxis will include but not be limited to offering HBV vaccination to be given within 7 days post-exposure to insure effectiveness.
- The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be

given information on what potential illnesses to be aware of and to report any related experiences to the ~~School Nurse~~ Central Office.

- The School Nurse ~~is designated to~~ will assist in assuring that the federal requirements outlined here are effectively carried out and ~~to maintain~~ all records related to this federal requirement are forwarded to the Central Office.

WRITTEN RECORDS

The ~~School Nurse~~ Central Office shall maintain written records:

1. When an employee is sent to obtain the Hepatitis B vaccine; and
2. When an employee is sent to health care professional following an exposure incident.

The Health Care Professional shall be instructed to limit their opinions to:

1. Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident;
2. That the employee has been informed of the results of the evaluation; and
3. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials.

TRAINING

Annual training for all employees will include an explanation of the following:

1. The OSHA Standard for Bloodborne Pathogens.
2. Epidemiology and symptomatology of bloodborne pathogens.
3. Modes of transmission of bloodborne pathogens.
4. This Exposure Control Plan, i.e., points of the Plan, lines of responsibility, how the Plan will be implemented, etc.
5. Procedures which might cause exposure to blood or other potentially infectious materials.
6. Control measures which will be used to control exposure to blood or other potentially infectious materials. (See Appendix B)
7. Post exposure evaluation and follow-up.

RECORD KEEPING

All records required by the OSHA standard shall be collected by the ~~School Nurse~~ Central Office and kept in accordance to district protocol.

APPENDIX A

The following form must be signed by all employees. The statement can only be signed by the employee following appropriate training regarding hepatitis B, hepatitis B vaccination, the efficacy, safety, method of administration, and benefits of vaccination, and that the vaccine and vaccination are provided free of charge to the employee. The statement is not a waiver; employees can request and receive the hepatitis B vaccination at a later date if they remain occupationally at risk for hepatitis B.

RSU 19

HEPATITIS B IMMUNIZATION PROGRAM

PLEASE READ AND SIGN

___ Informed Consent (I would like to get the three shot series at work when offered)

___ Informed Refusal (I already have received the shots)

_____ Date and Location of all three shots

___ Informed Refusal (I know the risks, but do not wish to be vaccinated)

I, the undersigned, hereby acknowledge informed consent/informed refusal in my decision to voluntarily participate in the Hepatitis B immunization program. I am aware that there is no guarantee that the vaccine will be effective or free of side effects. I acknowledge that information has been provided to me about Hepatitis B by the RSU 19 Administration prior to or at the time of the immunization.

Signature

Date

Printed Name

Previously signed on:

Date

APPENDIX B

PREVENTING TRANSMISSION OF INFECTIOUS AGENTS: GENERAL RECOMMENDATIONS FOR THE HANDLING OF BLOOD AND BODY FLUIDS

The following guidelines are meant to provide simple and effective precautions against transmission of disease for all persons, including pregnant women, potentially exposed to any blood or body fluids.

Does Contact with Body Fluids Present a Risk?

The body fluids of all persons should be considered to contain potentially infectious agents (germs). The term “body fluids” includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge) and saliva. Contact with body fluids presents a risk of infection with a variety of germs. In general, however, the risk is very low and dependent on a variety of factors including the type of fluid with which contact is made and the type of contact made with it.

Table 1 provides examples of particular germs that may occur in body fluids and the respective transmission concerns. It must be emphasized that with the exception of blood, urine and semen, which are normally sterile, the body fluids with which one may come in contact usually contain many organisms, some of which may cause disease. HIV infection can only be transmitted by blood, semen or vaginal secretions. These are the only vehicles of transmission. There is no well-documented scientific evidence for HIV transmission by any other body fluid. Transmission of HIV occurs with direct blood-to-blood, semen-to-blood or vaginal secretions-to-blood contact. Such contact is more likely if the HIV infected blood, semen or vaginal secretions contact broken skin or mucous membranes. Further more, many germs may be carried by persons who have no symptoms of illness. These individuals may be at various stages of infection: incubating disease, mildly infected without symptoms, for chronic carriers of certain infectious agents including the AIDS and hepatitis viruses. In fact, transmission of communicable diseases is more likely to occur from contact with the infected body fluids of unrecognized carriers than from contact with fluids from recognized individuals because these simple precautions are not carried out.

What Should Be Done to Avoid Contact with Body Fluids?

When possible, direct skin contact with body fluids should be avoided. Disposable gloves should be available where body fluids can be expected to be routinely encountered. Gloves are recommended when direct hand contact with body fluids is anticipated. Gloves used for this purpose should be put in a plastic bag or lined trash can, secured, and disposed of daily.

What Should Be Done if Direct Skin Contact Occurs?

In many instances, unanticipated skin contact with body fluids may occur in situations where gloves may not be immediately available (e.g., when wiping a runny nose, applying pressure to bleeding injury, helping a person in the bathroom). In these instances, hands and other affected skin areas of all exposed persons should be routinely washed with soap and water after direct contact has ceased. Clothing and other nondisposable items (e.g., towels used to wipe up body fluids) that are soaked through with body fluids should be rinsed and placed in plastic bags for transport to the laundry. If presoaking is required to remove stains (e.g., blood, feces) use gloves to rinse or soak the item in cold water. Contaminated disposable items (e.g., tissues, paper towels, diapers) should be handled with disposable gloves.

How Should Spilled Body Fluids Be Removed From the Environment?

The school carries stock sanitary absorbent agents that are specifically intended for cleaning body fluid spills. Disposable gloves should be worn when using these agents. The dry material is applied to the area, left for a few minutes to absorb the fluid, and then vacuumed or swept up. The vacuum bag or sweepings should be disposed of in a plastic bag. Broom and dustpan should be rinsed in a disinfectant. No special handling is required for vacuuming equipment.

➤ Handwashing Procedures

Proper handwashing requires the use of soap and water and vigorous washing under a stream of running water for approximately 10 seconds. Soap suspends easily removable soil and microorganisms allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse under running water and use paper towels to thoroughly dry hands.

➤ Disinfectants

An intermediate level disinfectant should be used to clean surfaces contaminated with body fluids. Such disinfectants will kill bacteria and viruses. The disinfectant should be registered by the U.S. Environmental Protection Agency (EPA) for use as a disinfectant in schools.

Various classes of disinfectants are listed below. Brand names are used only as examples of each type of germicidal solution and should not be considered an endorsement of a specific product.

1. Ethyl or isopropyl alcohol (70%).
2. Phenolic germicidal detergent in a 1% aqueous solution (e.g., Lysol).
3. Sodium hypochlorite, with at least 100 ppm available chlorine (1/2 cup household bleach in 1 gallon of water, needs to be freshly prepared each time it is used).
4. Other:

➤ Disinfection of Hard Surfaces and Care of Equipment

After removing spilled body fluid, apply disinfectant. Mops should be soaked in the disinfectant after use and rinsed thoroughly ~~or washed in a hot water cycle before~~ ~~rinse~~. Non-disposable cleaning equipment (dust pans, buckets) should be thoroughly rinsed in the disinfectant. The disinfectant solution and rinse water should be promptly disposed down the drain pipe. Disposable cleaning equipment should be placed in a plastic bag. Apply the sanitary absorbent agent, let dry and vacuum. If necessary, mechanically remove the matter with a dust pan and broom, then apply rug shampoo (a germicidal detergent) with a brush and vacuum. Rinse the dust pan and broom in disinfectant. If necessary, wash the brush with soap and water. Dispose of cleaning equipment that is not reusable, as noted above.

➤ Disinfection of Rugs

If a wet vacuum is used, ~~run 1/2 gallon of a 1:10 dilution of chlorine bleach in water through the machine after use. It is not necessary to dismantle the machine.~~ use hospital grade disinfectant, let sit and then extract with water.

➤ **Laundry Instructions for Clothing Soiled with Body Fluids**

The most important consideration of laundering contaminated clothing is to eliminate potentially infectious agents with soap and water. Addition of bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material is bleachable, add 1/2 cup of household bleach to the wash cycle. If material is not colorfast, add 1/2 cup nonchlorox bleach to the wash cycle.

Contaminated clothing should be properly bagged and given to the student for removal to their home.

Table 1

**TRANSMISSION CONCERNS OF INFECTIOUS AGENTS
BY BODY FLUID-SOURCE**

<u>BODY FLUID SOURCE</u>	<u>ORGANISM OF CONCERN</u>	<u>TRANSMISSION</u>
Blood -cuts/abrasions -nosebleeds -menses -contaminated needle	Hepatitis B virus HIV (AIDS) virus Cytomegalovirus	Blood stream inoculation through cuts and abrasions on hands
*Feces -incontinence	Salmonella bacteria Shigella bacteria Rotavirus Hepatitis A virus Giardia	Oral inoculation from contaminated hands
*Respiratory secretions -saliva -nasal discharge	Mononucleosis virus Common cold virus Influenza virus	Oral inoculation from contaminated hands
Semen	Hepatitis B virus HIV (AIDS) virus Gonorrhea	Sexual contact (intercourse)
*Urine	Cytomegalovirus	Bloodstream and oral inoculation from contaminated hands
*Vomitus	Gastrointestinal viruses, e.g., (Norwalk agent Rotavirus)	Oral inoculation from contaminated hands

*Transmission of HIV (AIDS) virus and Hepatitis B virus is not a concern from these sources unless they are visibly contaminated with blood.

**TABLE 2
UNIVERSAL PRECAUTIONS AND THE ATHLETE**

1. Before competing, cover any open wounds to reduce the risk of transmission from one open wound to another.
2. Athletes should render first-aid to themselves and cover their own wounds whenever possible.
3. When rendering first-aid to others, wear protective gloves any time blood, open wounds, or mucous membranes are involved. Dispose the gloves and use clean gloves for each person.
4. If you get someone else's blood on yourself, wear protective gloves and wipe it off with a disposable towel using a solution known to inactivate the virus.
5. If blood is present during practice or competition, play should be stopped to allow any contaminated surfaces to be cleaned (i.e., virex or bleach solution) by someone wearing protective gloves.
6. Any surface contaminated with blood should be cleaned by someone wearing protective gloves and the solution to inactivate the virus.
7. Wash your hands after removing the protective gloves.
8. Do not use common towels to clean blood off any contaminated surface. The use of common towels at any time during athletics is a very poor health habit.
9. Wash all soiled uniforms, towels, and other dirty linen in soapy water.
10. In general, use good hygienic practices. Avoid the sharing of towels, cups and water bottles.

BOMB THREATS

The Board recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

A. Conduct Prohibited

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a “look-alike” bomb on school premises will be considered a threat for the purpose of this policy.

It is also a violation of Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools. For the purpose of this policy, “toxic or hazardous substance or material” means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

B. Definitions

1. A **“bomb”** means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, “Molotov cocktail” or other destructive device.
2. A **“look-alike bomb”** means any apparatus or object that conveys the appearance of a bomb or other destructive device.
3. A **“bomb threat”** is the communication, by any means, whether verbal or non-verbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
4. **“School premises”** means any school property and any location where any school activities may take place

C. Development of Bomb Threat Procedures

The Superintendent/designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the school unit's Crisis Response Plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

1. Threat assessment (for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety);
2. Building evacuation and re-entry (including selection of potential alternative sites for those who are evacuated);
3. Incident "command and control" (who is in charge, and when);
4. Communications contacts and mandatory bomb threat reporting;
5. Parent notification process;
6. Training for staff members; and
7. Support services for students and staff.

The Superintendent/designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the Board's required annual approval of the school unit's Crisis Response Plan, or following implementation of the procedure in response to a specific threat.

D. Reporting of Bomb Threats

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, ~~the School Resource Officer~~ or other employee in a position of authority.

An employee of the school unit who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with the school unit's bomb threat procedure, as developed under Section C, and inform the Superintendent of the threat.

All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures.

The Superintendent shall be responsible for reporting any bomb threat to the Department of Education within two business days of the incident. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

E. Student Disciplinary Consequences

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

In addition, a student who is found after hearing by the Board to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A. § 1001(9-A) and Policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances.

A student who has been identified through the **PET IEP** process as having a disability and whose conduct in violation of this policy is related to the disability shall be disciplined as provided in Policy JKF.

F. Aiding Other Students in Making Bomb Threats

A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section E of this policy.

G. Failure to Report a Bomb Threat

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

H. Staff Disciplinary Consequences

A school system employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment.

Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements and Board policies.

A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on school premises will be subject to discipline up to and including termination of employment.

I. Civil Liability

The school unit reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

J. Lost Instructional Time

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest **appropriate** (or: **practicable**) {choose which word} opportunity, as determined by the Superintendent in consultation with the Board.

Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

K. Notification Through Student Handbook

All student handbooks shall address the school unit's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb threats violate Board policy and civil and criminal law.

Legal References: 18 U.S.C. §§ 921; 8921
 17-A M.R.S.A. § 210
 20-A M.R.S.A. §§ 263; 1001(9); 1001(9-A); 1001(17); 1001(18)
 Ch. 125 § 10.06 (Me. Dept. of Ed. Rules)

Cross References: EBCA – Crisis Response Plan
 JKD – Suspension of Students
 JKE – Expulsion of Students
 JKF – Suspension/Expulsion of Students with Disabilities
 JICIA – Weapons, Violence and School Safety
 JIC - Student Code of Conduct

MUTUAL ASSISTANCE – EMERGENCY PLAN

It is the belief of RSU 19 and the Board of Directors that the safe guarding of our students is a priority in the operation of our schools. This level of safety and crisis management extends beyond the borders of our communities and is shared by our neighboring districts.

In times of emergency or crisis, RSU 19 will offer and provide services including, but not limited to, counseling and staffing, transportation, shelter, and general labor with surrounding school districts. Such aid has been reciprocal and, if needed, surrounding school systems stand ready to assist one another.

1st Reading: 02/21/11

Adopted: 03/15/11

EMERGENCY CLOSINGS AND CANCELLATIONS

Every reasonable attempt will be made to maintain the school calendar as adopted annually by the Board of Directors. However, the Superintendent is authorized to cancel school in the event of extreme conditions. Any decision to cancel school will be broadcast through the RSU's call/email notification system and announced via local radio and television stations.

Once in session, schools will remain open the entire school day except in an extreme emergency. In the event that school remains open, parents should use their own best judgment as to whether or not a particular student should attend school or be dismissed in the parent's care prior to the usual hour. Should an extreme emergency cause the Superintendent to dismiss schools early, announcements will be broadcast through the RSU's call/email notification system and made via local radio and television stations. Parents should make arrangements for their children as to where they should go in such an emergency if a parent is not at home. Every reasonable attempt will be made to contact the homes of pre-k students prior to such an emergency dismissal.

On any day that schools in RSU 19 are canceled or closed early because of hazardous weather conditions or an emergency, all activities are canceled for the day, including any form of practice, rehearsal or meeting. No district building or gym will be open for any type of practice or rehearsal either formal or informal.

Notwithstanding the foregoing, the Superintendent is authorized to alter RSU 19 activities to continue on a case-by-case basis.

**RSU 19
REPORTING CHILD ABUSE AND NEGLECT**

I. DEFINITIONS

- A. **Child abuse or neglect.** Child abuse or neglect is defined by Maine law as “a threat to a child’s health or welfare by physical, mental or emotional injury or impairment, sexual abuse or exploitation, deprivation of essential needs or lack of protection from these, or failure to ensure compliance with school attendance requirements, ~~if the~~ **under Title 20-A, specifically when a** child is at least seven years of age and has not completed grade six and has the equivalent of seven full days of unexcused absences or five consecutive school days of unexcused absences during a school year, by a person responsible for the child
- B. **Person responsible for the child.** A “person responsible for the child” means a person with responsibility for a child’s health or welfare, whether in the child’s home or another home or a facility which, as part of its function, provides for the care of the child. It includes the child’s parent, guardian or other custodian.

II. EMPLOYEES’ DUTY TO REPORT

- A. Any employee of RSU 19 who has reason to suspect that a child has been or is likely to be abused or neglected must immediately notify the building administrator. ~~who shall process the report as provided in Section III of this policy.~~
1. In addition to notifying the building administrator, the employee may also make a report directly to the Department of Human Services (DHHS) or the District Attorney ~~when the employee believes a direct report will better protect the child in question~~ **if required (see Section III.B provides further information about reporting to DHHS and the District Attorney).**
- B. **If the notifying employee does not receive written confirmation from the building administrator/Superintendent within 24 hours of his/her notification that a report has been made to DHHS (and the District Attorney if required), the employee shall make an immediate report directly to DHHS and, if the person suspected is not a person responsible for the child, to the District Attorney. In such cases, the employee shall then complete a copy of the Suspected Child Abuse**

and Neglect Form (see JLF-E) in consultation with the building administrator or Superintendent.

- C. If the notifying employee does receive written confirmation from the building administrator/Superintendent within 24 hours of his/her notification (on the Suspected Child Abuse and Neglect Form (see JLF-E), he/she shall sign the form as acknowledgement that the report was made and return it to the building administrator/Superintendent.

~~III. ADMINISTRATORS' DUTIES~~

- ~~A. The principal shall make an immediate verbal report to the Superintendent/ designee. If it is determined that there is a duty to make a report to DHHS or the District Attorney, the building administrator may designate either the school nurse or the guidance counselor to make the appropriate report(s), as provided in section B.~~
- ~~B. The law provides that a report must be made to DHHS when the person suspected is a "person responsible for the child," or to the District Attorney when the person suspected is not a person responsible for the child. However, because the legal definition of "person responsible for the child" is vague, RSU 19 shall report all cases of suspected abuse or neglect to DHHS. In addition, if the person suspected is not the parent, guardian or other custodian of the child, a report shall also be made to the District Attorney.~~
- ~~C. The Superintendent/designee shall retain a record of all verbal and written reports made to DHHS, the District Attorney, or other outside agencies as well as all actions taken by RSU 19.~~

~~IV. REPORTING PROCEDURES~~

- ~~The verbal report shall include the following information, if known:~~
- ~~A. The name and address of the child and the persons responsible for his/her care or custody;~~
- ~~B. The child's age and sex;~~

- ~~C. The nature and extent of the alleged abuse or neglect, including description of injuries and any explanation given for them;~~
- ~~D. A description of alleged sexual abuse or exploitation, if any;~~
- ~~E. Family composition and evidence of prior abuse or neglect of the child or his/her siblings;~~
- ~~F. The source of the report, the person making the report, his/her occupation and where he/she can be contacted;~~
- ~~G. Any actions taken by school staff, including any photographs taken or other materials collected; and~~
- ~~H. Any other information the person making the report believes may be helpful.~~

~~Upon DHHS' request for a written report, the building administrator/designee shall complete the Suspected Child Abuse/Neglect Report and mail a copy to DHHS. Proper documentation shall be maintained in accordance with Section III. C.~~

III. ADMINISTRATOR REPORTING AND CONFIRMATION DUTIES

All building administrators, the Superintendent and any employee designated by the Superintendent, are designated agents to make child abuse and neglect reports.

A. If a building administrator suspects abuse or neglect, or receives such a report from an employee, he/she shall notify the Superintendent immediately.

B. The Superintendent or building administrator shall then make an immediate report by telephone of suspected abuse or neglect to DHHS. In addition, if the person suspected is not the parent, guardian or other custodian of the child, the Superintendent/building administrator shall also make a verbal report to the District Attorney.

1. The law requires the original notifying employee to make his/her own report to DHHS, and the District Attorney if required, if he/she has not received confirmation within 24 hours that a report has been made by the Superintendent or building administrator.

- C. The person making the report to DHHS and/or the District Attorney shall complete the Suspected Child Abuse or Neglect Form in consultation with the notifying employee (see JLF-E).
- D. The Superintendent or building administrator shall provide a copy of the Suspected Child Abuse or Neglect Form to the notifying employee within 24 hours of the employee's initial report. The notifying employee shall sign the report and return it to the Superintendent or building administrator.
- E. The form will be forwarded to DHHS, and to the District Attorney if required. It shall be retained by the school unit for ten years, along with any other information relevant to the case.

~~V.~~ IV. INTERNAL INVESTIGATIONS AND DISCIPLINE

- A. **Employees.** If the person suspected of abuse or neglect is an employee, the ~~building administrator~~ Superintendent/designee shall investigate and take appropriate action, in accordance with applicable Board policies, collective bargaining contracts, and federal and state laws.
- B. **Students.** If the person suspected of abuse or neglect is a student, and the abuse or neglect occurred on school premises, during a school activity, or is otherwise related to the school, the ~~building administrator~~ Superintendent/designee shall investigate and take appropriate action, in accordance with applicable Board policies and federal and state laws.

VI V. INTERVIEWS OF CHILD AND SCHOOL PERSONNEL

~~Upon Department of Human Services (DHHS) request, DHHS personnel shall be permitted to meet with and interview a child who is named in a report of suspected child abuse and neglect when the child is present at the school. The interviewer shall provide written certification that he/she is an authorized representative of the DHHS and that, in DHHS judgment, the interview is necessary to carry out that Department's duties under Maine law.~~

~~The DHHS caseworker shall discuss the circumstances of the interview and any relevant information regarding the alleged abuse or neglect with the~~

- ~~child's teacher or guidance counselor or the school's nurse, social worker or principal, as the caseworker determines is necessary for the provision of any needed emotional support to the child prior to and following the interview.~~
- ~~— School officials may not place any other conditions on the DHHS's ability to conduct the interview, including but not limited to, requiring that certain persons be present during the interview, prohibiting certain persons from being present during the interview, or requiring notice to or consent from a parent or guardian.~~
- ~~— School officials shall provide an appropriate, quiet and private place for the interview to occur.~~
- ~~— That DHHS intends to interview the child is confidential information and may not be disclosed to any person except those school officials, including an attorney for the school, who need the information to comply with Maine law pertaining to child abuse and neglect investigations.~~
- ~~— School personnel who assist DHHS in making a child available for an interview are regarded as participating in a child protection investigation or proceeding for the purpose of immunity from liability.~~

DHHS personnel shall be permitted to meet with and interview the child named in the report when the child is present at school as provided in this section. The building administrator or designee shall:

- A. Require the DHHS employee requesting to interview the child to provide written certification that in the Department's judgment, the interview is necessary to carry out its duties;
- B. Require the DHHS caseworker to discuss the circumstances of the interview and any relevant information regarding the alleged abuse or neglect with the child's teacher, guidance, school nurse, social worker or building administrator as the caseworker deems is necessary to provide needed emotional support to the child prior to and following the interview;
- C. Not place conditions on how the interview is conducted, including, but not necessarily limited to requiring that certain persons be present during the interview; prohibiting certain persons from being present during the interview; and requiring notice to or consent from a parent or guardian;

- D. Provide an appropriate, quiet and private place for the interview; and
- E. Not disclose any information about DHHS's intention to interview the child except to school officials or the school's attorney who need the information to comply with the interview request.

~~VII~~ VI. CONFIDENTIALITY OF INFORMATION AND RECORDS

All records, reports, and information concerning alleged cases of child abuse and neglect shall be kept confidential to the extent required by Board policies and applicable law.

The building administrator/designee is permitted to release a child's school records without prior consent of the parent/guardian to DHHS or law enforcement officials as necessary to protect the health or safety of the child or other individuals under federal law.

~~VIII~~ VII. GOOD FAITH IMMUNITY FROM LIABILITY

Any person who in good faith reports, assists DHHS in making the child available for an interview, or participates in the investigation or proceedings of a child protection investigation is immune from any criminal or civil liability for the act of reporting or participating in the investigation or proceeding. Good faith does not include instances when a false report is made and the person knows the report is false.

Legal Reference: 22 MRSA ~~§ 4011-A, 4021~~ Chap.1071, Child and Family Services and Child Protection Act
20 USC § 1232g, Family Educational Rights and Privacy Act
20-A MRSA §§5051-A(1)(C); 5051-A(2)(C)

Cross Reference: ACAA – Harassment and Sexual Harassment of Students
GBEBB – Staff Conduct with Students.
JLF-E1 – Indicators of Child Abuse
JLF-E2 – Suspected Child Abuse/Neglect Report Form
JRA – Student Records

SUSPECTED CHILD ABUSE AND NEGLECT REPORTING FORM

The following information must be filled out by the administrator or designee and the staff member(s) dealing with the suspected abuse or neglect. A copy of this report is to be sent to the Superintendent's Office marked CONFIDENTIAL.

To Be Completed by Staff Member with Initial Evidence or Suspicion

Student Information:

Name: _____
Street Address: _____

Age: _____ DOB _____
M/F: _____ Grade _____
School: _____

Mailing Address: _____

Known history of abuse/neglect? ___ No ___ Yes, if so
Describe: _____

Parent/Guardian Name(s): _____
(State relationship if other than parent)

Home and Work Telephone Numbers: _____

Other siblings (or other children) in the household:

Name	Age	School	Grade	Relationship
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Nature and Extent of Suspected Abuse or Neglect:

- a. Statements or indicators leading to the suspicion of abuse/neglect (include all known information, including date, time, location, and name of alleged abuser (and relationship, if known):

- b. Describe the nature of the suspected abuse or neglect, including a description of any injuries or physical markings and any explanation for such:

- b. List any photographs taken or other materials collected related to this report:

Staff Member Name

Date of Report

To be Completed by Administrator or Designee Filing Report(s)

Verbal Report to Superintendent/Designee:

Person making Contact: _____
Date and time of Contact: _____
Name Reported to: _____

Report to the Department of Health and Human Services:

Telephone Number: 1-800-452-1999

Person making Report to DHHS: _____
Date and time of Referral to DHHS: _____
Name of Person Reported to (DHHS Personnel/Intake Worker): _____
Name of Child Protective Worker Assigned: _____

Any other comments or commitments made by DHHS or School at time of Referral:

Parental Notification of Referral: ___ Yes ___ No

Comments:

Report to District Attorney:

Person making Report to DA: _____
Date and time of Referral to DA: _____
Name of Person Reported to: _____

Any other comments or commitments made by DA or School at time of Referral:

Parental Notification of Referral: ___ Yes ___ No

Comments:

Confirmation Given (within 24 Hours of Initial Notification) to Notifying Employee that Report was Made:

Person providing completed form to Notifying Employee: _____

Date: _____ Time: _____ Method: _____

Notifying Employee Acknowledgment:

I, _____, acknowledge that I have received the confirmation above that the required reported has been made to DHHS, and the District Attorney if required.

Signature: _____ Date: _____

ONCE THIS FORM IS COMPLETED IN FULL, RETURN IT TO THE SUPERINTENDENT'S OFFICE FOR FILING