

REGIONAL SCHOOL UNIT 19
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NEWPORT, MAINE 04953



TO: RSU 19 Board of Directors
FR: Samantha Brown/ Robin McNeil / Mike Hammer
DT: September 20, 2016
RE: **POLICY COMMITTEE MEETING AGENDA**

DAY: **TUESDAY**
DATE: **September 27, 2016**
TIME: **6:30 PM**
PLACE: **Central Office**

AGENDA

I. Public Comment

II. Policy Review

A. Policies from previous meeting(s):

1. CBI Evaluation of Superintendent
2. CCAD Finance/Budget Chart

B. Policies

1. CGC Adult Education
2. DICA GASB54 Fund Balance
3. DIE Audits/Financial Monitoring
4. DJ Purchasing
5. DJA Purchasing Authority
6. DJH Purchasing & Contracting: Procurement Staff Code of Conduct
7. DLB Tax Sheltered Annuities
8. DN School Properties Disposition
9. EFD Hot Lunch Credit
10. JJF Student Activities Funds Management
11. JLCD Administering Medication to Students
 1. Medical Marijuana in Schools
 2. JLCD Sample Policy that includes Medical Marijuana
12. KBFA Elementary/Middle Level School Title 1 Parent Involvement

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.

EVALUATION OF THE SUPERINTENDENT

The Board will evaluate the performance of the Superintendent as a regular and scheduled activity. The primary purposes of the evaluation will be to continually improve administrative leadership, to strengthen the working relationship of the Board and Superintendent governance team, and to assist the Board in reviewing issues associated with the Superintendent's employment.

Guidelines

- A. The Superintendent should be involved in developing the evaluation form and standards or reviewing the existing evaluation form and standards.
- B. The evaluation(s) should be at a regularly scheduled time and place, in an executive session in which the majority of Board members are present.
- C. The Superintendent should prepare for the evaluation by conducting a self-evaluation.
- D. The Board should prepare for the evaluation as follows:
 1. Board members will submit individual written assessments to the Chair, using the evaluation form and standards, with supporting comments giving specific examples related to conduct and/or performance.
 2. The Chair will develop a composite evaluation from members' written opinions.
 3. The Board will meet in executive session to review the composite evaluation and materials related to the Superintendent's performance. The Superintendent may be invited to, or excluded from, this session at the Board's discretion.
- E. The Board will meet with the Superintendent in executive session to review the evaluation:
 1. The Board as a whole will meet with the Superintendent to discuss the evaluation, which should include the composite of individual Board members' written assessments as agreed upon by the Board.

2. The evaluation should include a discussion of strengths as well as areas identified for improvement.
 3. As no form or set of guidelines can encompass the totality of the Superintendent's responsibilities, the evaluation discussion may include items not described in the evaluation form.
 4. The Board's evaluation should be supported by specific examples of the Superintendent's conduct/performance, and should represent the perspective of the majority of the Board.
 5. The Superintendent shall be given the opportunity to provide feedback to the Board regarding his/her perceptions of the working relationship between the Superintendent and the Board and other issues the Superintendent identifies as relevant to his/her job responsibilities and performance.
- F. The Board will meet in executive session to discuss issues such as compensation, benefits, and extension of contract that are directly related to the Superintendent's evaluation and employment. The Superintendent may be invited to, or excluded from, this session at the Board's discretion.
- G. The Board will meet with the Superintendent in executive session to discuss compensation, benefits, extension of contract and other matters relevant to the Superintendent's employment.
- H. Following the completed evaluation process, the Board Chair shall provide the Superintendent with a written summary of the key elements of the evaluation review.

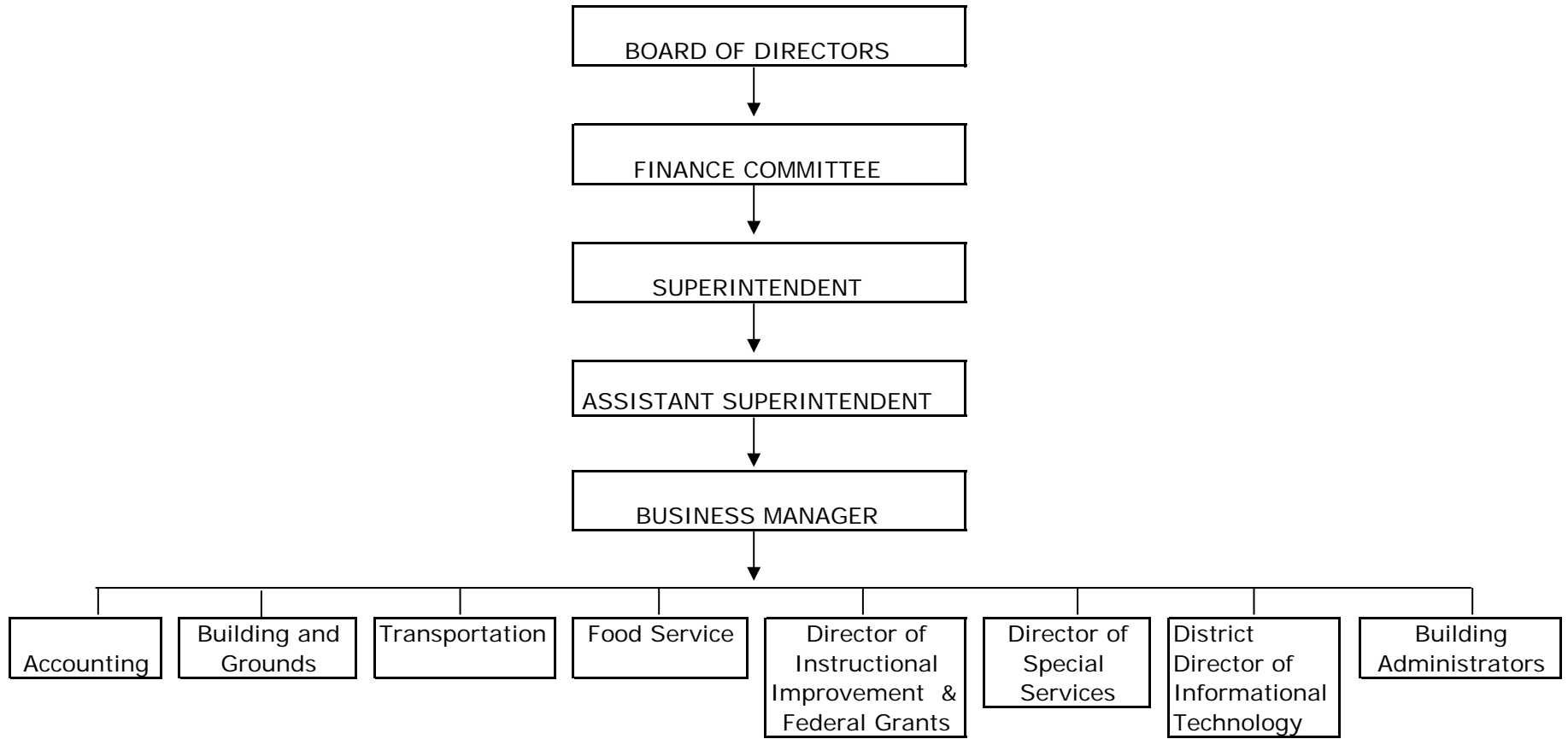
Performance Objectives

Using the Superintendent's evaluation(s) for the year and the priorities established by the Board, the Board and the Superintendent will establish mutually agreed upon and clearly understood performance goals for the ensuing year prior to June 1st. Progress toward these goals will be included as part of the next Board evaluation of the Superintendent.

Cross Reference: BDD - Board-Superintendent Relationship
CB - School Superintendent
Superintendent Job Description

RSU 19 FINANCE / BUDGET

CODE: CCAD



ADULT EDUCATION POLICY

The Board of Directors of RSU 19 supports a strong, holistic adult education program in the firm belief that education is a lifelong process. The Board makes every effort to provide programs in basic education, high school completion, vocational skills and personal enrichment.

General Operation

The Board of Directors shall place before the annual budget meeting an article to raise funds sufficient to implement its stated policy.

A Director of Adult Education shall be employed to administer and oversee the program. To increase administrative efficiency and to provide for a smooth transition between directors when necessary, the position of administrative assistant shall be established.

In keeping with the stated policy providing services to as many sectors of the community as possible, the Adult Education Program shall provide the following courses as need may require: general interest, vocational, secondary, college preparatory, post-secondary, cultural, recreational, hobby, and others as sufficient interest may indicate.

In cooperation with the administration of Nokomis Regional High ways and means will be sought to provide courses for alternative secondary programs.

A petty cash checking account is hereby authorized for use by the director for the rapid deposit of registration and other fees and for petty cash disbursements, such account to be within the purview of the superintendent and subject to all District policies and procedures.

The Adult Education Advisory Board shall meet as necessary to make recommendations regarding the courses and other suggestions to help expand the offerings and service to the communities of the district.

The director's duties shall be guided by the job description on file at the Superintendent's office.

GASB 54 – FUND BALANCE POLICY

Purpose

The following policy has been adopted by the RSU 19 Board of Directors in order to address the implications of Governmental Accounting Standards Boards (“GASB”) Statement No. 54, *Fund Balance Reporting and Governmental Fund Definitions*. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the District and jeopardize the continuation of necessary public services. This policy will ensure that the District maintains adequate fund balances and reserves in order to:

- a. provide sufficient cash flow for daily financial needs,
- b. secure and maintain investment grade bond ratings,
- c. offset significant economic downturns or revenue shortfalls, and
- d. provide funds for unforeseen expenditures related to emergencies.

Fund Type Definitions

The following definitions will be used in reporting activity in governmental funds across the District. The District may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

The General Fund is used to account for all financial resources not accounted for and reported in another fund.

Special Revenue Funds are used to account and report the proceeds of *specific revenue sources* that are *restricted or committed* to expenditure for *specific purposes* other than debt service or capital projects.

Debt Service Funds are used to account for all financial resources restricted, committed or assigned to expenditure for principal and interest.

Capital Projects Funds are used to account for all financial resources restricted, committed or assigned to expenditure for the acquisition or construction of capital assets.

Permanent Funds are used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the District’s purposes.

Fund Balance Reporting in Governmental Funds

Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

1st Reading: 01/25/12

Adopted: 02/28/12; Revised 03/26/13

Nonspendable Fund Balance

Definition – includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Classification – Non-spendable amounts will be determined before all other classifications and consist of the following items (as applicable in any given fiscal year):

- The District will maintain a fund balance equal to the balance of any long-term outstanding balances due from others (including other funds of the District);
- The District will maintain a fund balance equal to the value of inventory balances and prepaid items (to the extent that such balances are not offset with liabilities and actually result in fund balance)
- The District will maintain a fund balance equal to the corpus (principal) of any permanent funds that are legally or contractually required to be maintained in-tact
- The District will maintain a fund balance equal to the balance of any land or other nonfictional assets held for sale.

Restricted Fund Balance

Definition – includes amounts that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

Committed Fund Balance

Definition – includes amounts that can be used only for the specific purposes determined by a formal action of the District’s highest level of decision-making authority (i.e., the RSU 19 Board of Directors).

Authority to Commit – Commitments will only be used for specific purposes pursuant to a formal action of the Board of Education. A majority vote is required to approve a commitment and a two-thirds majority vote is required to remove a commitment.

Assigned Fund Balance

Definition – includes amounts intended to be used by the District for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

Authority to Assign – The RSU 19 Board of Directors delegates to the Superintendent or designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

Unassigned Fund Balance

Definition – includes the residual classification for the District’s general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

Note: Assignment of any fund balance amounts to “offset” the need to raise additional local funds in support of future approved budgeted expenses, shall only take place upon confirmation that all accrued liabilities will be met. Any amount carried forward must be authorized by majority vote of the RSU 19 Board of Directors, and duly identified and authorized by the public budget validation process.

Operational Guidelines

The following guidelines address the classification and use of fund balance in governmental funds:

Classifying Fund Balance Amounts – Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.

Encumbrance Reporting – Encumbering amounts for specific purposes for which resources have already been restricted, committed or assigned should not result in separate display of encumbered amounts. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed, or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth in GASB Statement No. 54.

Implementation and Review

Upon adoption of this policy the Board of Directors authorizes the Superintendent to establish any standards and procedures which may be necessary for its implementation. The Superintendent shall review this policy periodically and make any recommendations for changes to the Board of Directors.

1st Reading: 01/25/12

Adopted: 02/28/12; Revised 03/26/13

AUDITS/FINANCIAL MONITORING

In accordance with state statutes, all RSU 19 financial records will be audited and a report issued to the Board of Directors within five months following the close of each fiscal year.

The Board will appoint an independent auditor to conduct this audit. The audit must satisfy all Governmental Accounting Standards Board (GASB) pronouncements applicable to the RSU as a governmental unit. The independent auditor will audit the accounts and transactions of the RSU's component units and include an opinion in a report to the Board.

In addition to the above, the duties of the Board-appointed auditor are to:

- examine the balance sheet RSU 19 as of the close of its fiscal year and the related statements of transactions in the various funds for the fiscal year then ended;
- conduct this examination in accordance with generally-accepted auditing standards, State Department of Education regulations, and state and federal regulations and to include such tests of the accounting records and other auditing procedures as are necessary in the circumstance;
- render an opinion on the financial statements prepared as at the close of the fiscal year;
- prepare such financial statements for publication as may be required by law;
- make recommendations to the Board concerning its accounting records, procedures, and related activities as may appear necessary or desirable; and
- perform such other related services as may be requested by the Board.

A copy of the approved annual audit report will be filed with the appropriate state agency by the Board. If the Board does not approve the audit report, it will nevertheless file a copy of it with the agency, accompanied by a statement detailing its reasons for failing to approve the report.

Audit Committee

The Budget/Finance Committee of the Board, consisting of eight members appointed by the Board, one member of which will be selected by the Board Chair to be Chairman of the Committee, shall act as the Board's Audit Committee.

Terms of Reference

The Audit Committee will meet before the end of June each year at the call of the Chairman of the Committee to:

- provide a forum to review all aspects of the management of the system of internal controls; and
- identify and recommend to the Board areas of operation which should be reviewed with respect to potential improvement in economy, efficiency and effectiveness.

Quorum

A quorum of the Budget/Finance Committee will be four (4) members.

Reporting Procedure

The Budget/Finance Committee will report to the Board.

Committee Warrant Review

A minimum of two (2) Budget/Finance Committee members will review and sign the bi-monthly expenditure warrant(s) for bills other than payroll. This may be completed at the convenience of the Committee members.

PURCHASING

The RSU 19 Board of Directors is responsible for meeting purchasing needs of the district. Purchasing services will include personnel and equipment necessary to process promptly all approved requisitions, and to deliver goods and services promptly. Purchasing services will have as their criteria for all items and services:

- best possible quality;
- lowest possible cost;
- specifications of the user;
- availability when needed;
- least possible expenditure of time for the person requesting; and
- compliance of suppliers and staff with equal employment opportunity and other Board policies.

In order to avoid committing the district to purchase of items or services that have not been properly authorized, the Office of the Superintendent or staff, as appropriate, will proceed with their buying functions only after making certain that they will have sufficient authority to do so.

Such authority is normally a properly approved purchase request (requisition) containing a clear description of the materials/service desired, accompanied by documentary materials and an approved appropriation or account number.

All purchases of goods and services with district funds must be made on a properly executed district purchase order or contract issued by the Central Office and signed by the Superintendent.

Before issuance, each order/contract will be checked to ensure that an appropriation has been made which will cover it and has not been exhausted. When issued, the order/contract will be registered against the appropriation.

Before issuing a purchase order or bid contract in an amount of more than \$50,000.00, (not to include benefits, utilities, payroll or budget expenditures) the purchasing department will clear the vendor or contractor with the Superintendent who will present the purchase/contract request to the Board Budget Committee for approval.

Emergency purchases of goods and services of more than \$5,000.00, but not exceeding \$50,000.00 are exceptions. These may be approved by the Superintendent and presented to the Budget Committee for later ratification.

BID APPROVAL:

All factors being equal, preference will be given to local firms. The district reserves the right to “reject or accept” any or all bid quotations.

PURCHASING AUTHORITY

The procurement of goods or services on behalf of the District shall require the prior written approval of the Superintendent.

The principal shall review all purchase orders to ensure conformity with the approved budget, the needs of the District and sound purchasing practices. Requests for purchases inconsistent with these criteria shall be returned to the principal without approval.

Requests for goods or services reflecting needs unanticipated during the budget approval process shall be referred to the Superintendent for consideration.

**RSU 19
PURCHASING AND CONTRACTING:
PROCUREMENT STAFF CODE OF CONDUCT**

Conflict of Interest

All employees of RSU 19 shall perform their duties in a manner free from conflict of interest to assure the proper performance of school business as well as to earn and keep public confidence. No employee of RSU 19 with a real or an apparent conflict of interest in a proposed transaction shall participate in the selection, award or administration of a contract pursuant to the transaction.

Conflict of interest is defined as when an interested party has a financial interest in the firm selected for the award. Interested party is defined as 1) the employee; 2) a member of the employee's immediate family; 3) his/her partner; or 4) an organization that employs, or is about to employ a person described above.

Conflict of Interest Disclosure

All employees with real or apparent conflicts of interest as defined above must disclose the conflict of interest to the superintendent of schools who will investigate the circumstances of the transaction. The superintendent of schools will exercise due diligence in investigating the circumstances of the transaction and if necessary, will make reasonable efforts to find alternatives to the proposed transaction or arrangement that would not give rise to a conflict of interest. If the superintendent of school determines that the proposed transaction is in the best interest of RSU 19 and is fair and reasonable, it may proceed with the transaction. In the event that the Superintendent of Schools may have a conflict of interest, an adjunct committee of the school committee will investigate and make a determination regarding the transaction.

Violations

Employees of RSU 19 who violate this code of conduct may be subject to discipline, up to and including termination of employment, and if appropriate, referral to law enforcement.

Legal Reference: EDGAR Part 74 Title 34 - Administration of Grants and Agreements
EDGAR Part 80 Subpart C, Section 80.20, 80.36
DOE Administrative Letter 6 – 9/18/2006 – NCLB Fiscal Compliance

Cross Reference: BCB Board Member Conflict of Interest
DJ Purchasing
DJE Bidding Procedures
DJG Vendor Relations
GBEBC Staff Gifts and Solicitations
KCD Public Gifts/Donations to Schools

1st Reading: 05/17/11
Adopted: 06/21/11

TAX SHELTERED ANNUITIES

So that employees may obtain the benefit of tax sheltered annuities, the RSU 19 Board hereby authorizes the adoption of a Tax Sheltered Annuity Plan. The Superintendent is authorized to sign a written Tax Sheltered Annuity Plan (the "Plan") on behalf of the Board. The Plan shall provide that:

- A. Any employee may participate in the Tax Sheltered Annuity Plan, subject to the limitations of the Plan and the Internal Revenue Code.
- B. Any agent or agency wishing to sell tax sheltered annuities to employees must file with the Superintendent evidence of its license to sell such annuities in the State of Maine.
- C. Only those providers of annuities who agree to comply with the terms of the Plan shall be permitted to participate as an annuity provider under the Tax Sheltered Annuity Plan. In accordance with the Plan, the Board retains the right to limit the number of annuity providers authorized to sell annuities to employees. School district employees who choose to invest any part of their pay in an annuity program, do so at their own risk, and may not hold the District responsible for any resulting loss of investment principal.
- D. At no time will solicitation by providers of tax sheltered annuities be permitted in school buildings or on school property during regular school hours.

1st Reading: 10/20/09

Adopted: 11/17/09; Revised 11/20/12

SCHOOL PROPERTIES DISPOSITION

(For \$1000+ Value of Items)

The Superintendent is authorized to determine, through procedures he/she develops, when personal property (supplies, materials, equipment), as distinguished from real property, is obsolete or no longer of use to the school unit and to declare it surplus.

The Board is to be informed of any property declared surplus by the Superintendent prior to its disposal. Procedures for disposal of all surplus personal property shall be in accordance with the following:

- A. “All member municipalities” are to be informed in writing of property declared surplus and are to have first option to purchase. The charges for municipal purchases shall be determined by the Superintendent after consultation with the Board.
- B. Surplus property, including books, to be offered for sale shall be disposed of by sealed bid, public auction, or public sale. Public notice of any sale of surplus property shall be given at least one week in advance of an auction, sale or opening of sealed bids.
- C. Library books, textbooks and instructional materials are to be disposed of by a means most likely to offer promise of continuing educational benefit, first to citizens of the school unit, then to others.
- D. Any surplus property that is offered for public sale and is not sold may be disposed of in a manner deemed advisable by the superintendent, including donation to non-profit agencies.
- E. Any property determined to be worthless, or for any reason is considered to be inappropriate for sale, shall be disposed of in a manner the Superintendent deems appropriate after so informing the Board, with recycling as a priority where feasible.
- F. Any school unit identification that has been applied to the surplus property shall be removed or, if not possible to remove, be further identified to indicate the intended disposition and surplus nature (i.e., “SOLD BY”, or “SURPLUS”).

All revenues which result from the sale of surplus property shall be credited as miscellaneous income except in any instance where law requires that it be credited to a specific account.

Legal Reference: 20-A MRSA § 7

HOT LUNCH CREDIT

RSU 19 does not allow students to charge for meals except under very limited circumstances. Students who have unpaid accounts from a previous year will not receive any credit until all payments are current. Students who are current in their payments will be allowed to continue as usual, on a limited basis, when they forget to bring their lunch money as long as the bill is paid prior to the beginning of the next week. No student with the previous week's charges unpaid will continue to receive lunch or breakfast. All charges are to be brought to a "paid up" status by the end of each week, prior to the student receiving any breakfast or lunch the following week. Parents will receive notification of unpaid lunches after a two-week time period.

Parents or guardians with unusual financial circumstances may apply to the Superintendent of Schools for a waiver of the above policy. The decision of the Superintendent will be final.

STUDENT ACTIVITIES FUNDS MANAGEMENT

All funds which are raised by the faculty and/or students of the school for school or class activities shall become part of the general student activity fund for the school and are subject to internal and external audits.

Funds raised by groups associated with RSU 19 such as parent/teacher groups, booster's organizations, scholarship organizations, etc., shall remain the responsibility of the group to establish internal and external controls, audit, and reporting responsibilities. RSU 19 will not be held responsible for management of these dollars.

The principal shall be the custodian of monies held in the student activity fund for the school and no separate funds shall be established. The principal shall regulate the handling of the monies in the fund subject to such regulations as the superintendent may establish, and no disbursement or expenditure there from shall be made without the principal's approval.

ADMINISTRATION OF MEDICATION TO STUDENTS

Although the Board discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short-term illness, injury, or disabling condition may require the administration of medication during the school day. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

The intent of this policy is to promote the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens. The Board encourages collaboration between parents/guardians and the schools in these efforts. The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student's self-administration of medication.

I. DEFINITIONS

"Administration" means the provision of prescribed medication to a student according to the orders of a health care provider.

"Health care provider" means a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.

"Indirect supervision" means the supervision of an unlicensed school staff member when the school nurse or other health care provider is not physically available on site but immediately available by telephone.

"Medication" means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student's health care provider.

"Parent" means a natural or adoptive parent, a guardian, or a person acting as a parent of a child with legal responsibility for the child's welfare.

"School nurse" means a registered professional nurse with Maine Department of Education certification for school nursing.

“Self-administration” is when the student administers medication independently to him/herself under indirect supervision of the school nurse.

“Unlicensed school personnel” are persons who do not have a professional license that allows them, within the scope of that license, to administer medication.

II. ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

A. Parental Request

In the event that no reasonable alternative exists, the parent/guardian may request in writing that medication be administered to the student during the school day. The written request must include an acknowledgement and agreement that unlicensed personnel may administer the medication as per the health care provider’s instructions. In addition, the request shall indicate that information regarding the student’s medication may be shared with appropriate school personnel. Parents may provide the reason (diagnosis) requiring the administration of medication.

Requests shall be valid for the current school year only.

B. Health Care Provider’s Order

All parental requests must be accompanied by a written order from the student’s health care provider substantiating the fact that the administration of a particular medication during the school day is necessary for the student’s health and attendance in school. Such order must include:

1. The student’s name;
2. The name of the medication;
3. The dose;
4. The route of administration (e.g., tablets, liquid, drops); and
5. Time intervals for administration (e.g., every four hours, before meals);
6. Any special instructions; and
7. The name of the prescribing health care provider.

It is the responsibility of the school nurse to clarify any medication order that he/she believes to be inappropriate or ambiguous. In accordance with Department of Education Rule Chapter 40 § 2(B), the school nurse may decline to administer a medication if he/she believes such administration would jeopardize student safety. In this case, the school nurse must notify the parent, the student's health care provider and the school administrator (i.e., building principal or designated administrator).

C. Renewal of Parent Permission Requests/Forms and Health Care Provider Orders

Written parental permission requests/forms and health care provider orders must be renewed at least annually. Health care provider orders must be renewed whenever there are changes in the order.

D. Delivery and Storage of Medication

The student's parents shall deliver any medication to be administered by school personnel to the school in its original container. In the event that this is not practical, the parent must contact the school to make alternate arrangements.

No more than a 20-day (one month) supply of medication shall be kept at school, excluding inhalers and epinephrine pens. The parent is responsible for the replenishment of medication kept at school.

If the health care provider's order/prescription is for a medication regulated by the Federal Narcotics Act, no more than one week supply shall be kept at school. Medication not to be kept at school during extended vacation of one week or more.

The parent is responsible for notifying the school of any changes in or discontinuation of a prescribed medication that is being administered to the student at school. The parent must remove any medication no longer required or that remains at the end of the school year.

The designated school official shall be responsible for developing and implementing procedures for the appropriate and secure storage of medications kept at school, and all medications shall be stored in accordance with this procedure.

E. Recordkeeping

School personnel and the student's parent shall account for all medication brought to school. The number of capsules, pills or tablets, and/or the volume of other medications brought to school shall be recorded.

School staff administering medication shall document each instance the medication is administered including the date, time, and dosage given.

The designated school official shall maintain a record including the parent's request, physician's order, details of the specific medications (including dosage and timing of medication), and documentation of each instance the medication is administered.

Records shall be retained according to the current State schedules pertaining to student health records.

F. Confidentiality

To the extent legally permissible, staff members may be provided with such information regarding medication and its administration as may be in the best interest of the student.

G. Administration of Medication

Medication may be administered during the school day by licensed medical personnel acting within the scope of their licenses.

The school nurse, under the administrative supervision of the Superintendent, will provide direction and oversight for the administration of medication to students.

All unlicensed personnel (principals, teachers, education technicians, school secretaries, coaches, bus drivers, etc.) who administer medication must receive training before being authorized to do so.

Based upon the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of unlicensed persons to administer medication. Training that shall be acceptable for the purpose of authorization of unlicensed personnel is addressed under the section of this policy titled "Required Training of Unlicensed Personnel to Administer Medication."

H. Administration of Medication During Off-Campus Field Trips and School-Sponsored Events

The school will accommodate students requiring administration of medication during field trips or school-sponsored events as follows:

The school nurse, principal, and, as appropriate, the school unit's Section 504 Coordinator and/or PET, will determine whether an individual student's participation is contraindicated due to the unstable/fragile nature of his/her health condition, the distance from emergency care that may be required, and/or other extraordinary circumstances. The student's parent and primary care provider will be consulted in making this determination. The decision will be made in compliance with applicable laws, including the IDEA, § 504 and the Americans with Disabilities Act (ADA).

The parent must provide the appropriate number of doses needed for the duration of the field trip or school-sponsored event.

When there are no contraindications to student participation, an appropriately trained staff member will be assigned to administer medication. The parent will be encouraged to accompany the student, if possible, to care for the student and administer medication.

All provisions of this policy shall apply to medications to be administered during off-campus field trips and school-sponsored events. As practicable, the DOE's "Policy for Medication Administration on School Trips" will be followed.

I. Student Self-Administration of Asthma Inhalers and Epinephrine Pens

Students with allergies or asthma may be authorized by the building principal, in consultation with the school nurse, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met.

1. The parent (or student, if 18 years of age or older) must request in writing authorization for the student to self-administer medication from an epinephrine pen or asthma inhaler.

2. The student must have the prior written approval of his/her primary health care provider and, if the student is under the age of 18, the prior written approval of his/her parent/guardian. The written notice from the student's primary care provider must specify the name and dosage of the medication, frequency with which it may be administered, and the circumstances that may warrant its use.
3. The student's parent/guardian must submit written verification to the school from the student's primary care provider confirming that the student has the knowledge and the skills to safely possess and use an epinephrine pen or asthma inhaler.
4. The school nurse shall evaluate the student's technique to ensure proper and effective use of an epinephrine pen or asthma inhaler, taking into account the maturity and capability of the student and the circumstances under which the student will or may have to self-administer the medication.
5. The parent will be informed that the school cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication, and that the school unit will not be responsible for any injury arising from the student's self-medication.

Authorization granted to a student to possess and self-administer medication from an epinephrine pen or asthma inhaler shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication from an epinephrine pen or asthma inhaler may be limited or revoked by the building principal after consultation with the school nurse and the student's parents if the student demonstrates inability to responsibly possess and self-administer such medication.

To the extent legally permissible, staff members may be provided with such information regarding the student's medication and the student's self-administration as may be in the best interest of the student.

Sharing, borrowing, or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

J. Required Training of Unlicensed Personnel to Administer Medication

Unlicensed school personnel who administer medication to students in a school setting (at school, on school transportation to or from school, on field trips, or during school-sponsored events) must be trained in the administration of medication before being authorized to carry out this responsibility. Such training must be provided by a registered professional nurse or physician and include the components specified in Department of Education Rules Chapter 40 and other applicable Department of Education standards, recommendations, programs, and/or methodologies.

The trainer shall document the training and competency of unlicensed school personnel to administer medication. Based upon a review of the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of such unlicensed personnel pertaining to authorization to administer medication.

NOTE: While it is anticipated that most training will be done by the school nurse, there may be situations in which training is done by the school physician, Department of Education staff or others. Therefore, we have used the phrase “review of the documentation of training and competency.” In order to ensure the competency of an unlicensed person to administer medication when training has been done by someone other than the school nurse, it may be appropriate for the school nurse to confirm the individual’s competency through direct observation before making a recommendation to the superintendent/designee in regard to authorization to administer medication.

Following the initial training, a training review and information update must be held at least annually for those unlicensed school personnel authorized to administer medication.

K. Delegation and Implementation

The Superintendent/designee shall be responsible for developing administrative procedures and/or protocols to implement or supplement this policy.

Such procedures/protocols shall include direction regarding:

1. Safe transport of medication to and from school;
2. Administration of medication during field trips and school-sponsored events;
3. Accountability for medications, particularly those regulated by the Federal Narcotics Act;
4. Proper storage of medication at school;
5. Training of appropriate staff on administration of emergency medications;
6. The procedure to follow in the event of a medication reaction;
7. Access to medications in case of a disaster;
8. The process for documenting medications given and medication errors; and
9. The proper disposal of medications not retrieved by parents.

Legal Reference: 20-A M.R.S.A. §§ 254; 4009(4); 4502 (5)(N)
Ch. 40; 125 § 10.01(c) (Me. Dept. of Ed. Rule)
28 C.F.R. Part 35 (Americans with Disabilities Act of 1990)
34 C.F.R. Part 104 (Section 504 of the Rehabilitation Act of 1973)
34 C.F.R. Part 300 (Individuals with Disabilities Education Act)



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MEDICAL MARIJUANA IN SCHOOLS

The Board recognizes that there may be some students in RSU #19 schools who rely on the use of medical marijuana to manage a medical condition and who may be unable to effectively function at school without it.

Maine law provides that a “primary caregiver” (defined as parent, guardian or legal custodian under Maine’s medical marijuana law, 22 MRSA § 2423-A91)(E)) may possess and administer marijuana in a nonsmokeable form on the grounds of the preschool or primary or secondary school in which a minor qualifying patient is enrolled, if: a) a medical provider has provided the minor qualifying patient with a current written certification for the medical use of marijuana and b) possession of medical marijuana is for the purpose of administering it to the minor qualifying patient.

A written certificate is defined as a: **document on tamper-resistant paper, signed by a medical provider that expires within one year and that states that in the medical provider’s professional opinion a patient is likely to receive therapeutic and palliative benefit from medical use of marijuana to treat or alleviate the patient’s debilitating medical condition or symptoms associated with that condition.**

In order to facilitate administration of medical marijuana with a minimum interruption of instructional time for the student and with a minimum of disruption of routine school operations, the Board approves the following guidelines for the administration of medical marijuana

- A. **The written certificate can only be provided by a Medical Provider, Medical Qualified Physician and/or Consulting Physician (MD, DO, NP);**
- B. **All required documentation for Medical Marijuana administration on school campus must be presented to the Principal and/or School nurse 48-72 hours before the first dose is administered at school;**

- C. The person administering the medical marijuana must provide proof that:
1. He/she is the primary caregiver as defined above for the student;
 2. The student has a current written certification from a medical provider as defined above for the use of medical marijuana;
 3. The student needs to have the drug administered during the school day, as opposed to before or after school. (If medical marijuana is prescribed once, twice or three times daily this schedule will be accommodated at home);
- D. The marijuana must be possessed only by the primary caregiver and only for the purpose of administering it to the student at school. Medical Marijuana cannot and will not be given to or held by any school employee, student or other person in school, with the exception of the “qualifying patient;”
- E. Only the primary caregiver may administer medical marijuana – it cannot be done by, or delegated to, a school employee or any other person than the primary caregiver;
- F. The primary caregiver will remain with the “qualifying patient” during the administration and until the administration is complete;
- G. Medical marijuana may be administered only at the principal’s office; the primary caregiver must go there directly and, if visitors are required to sign in, to do so;
- H. The School Nurse or school designee will monitor the administration of Medical Marijuana by the primary caregiver in the designated administration location;
- I. The student may not possess medical marijuana at any time or place except during the time of its consumption, at the designated location, and under the supervision of the caregiver;
- J. In the event of an adverse reaction, Emergency Medical Service (EMS) will be contacted immediately and the School Nurse/Staff are not responsible for care;
- K. When Medical Marijuana is needed prior to or during after-school activities, the primary caregiver will be responsible for picking the “qualifying patient” up and leaving school grounds to administer the Medical Marijuana and then return the student back to school for the activity;

- L. **Emanipated Minors and students 18 years of age or older are not allowed to possess or use Medical Marijuana on school campus.**

A student who holds written certification for the medical use of marijuana may not be excluded (suspended or expelled) from school because he/she requires medical marijuana to attend school.

Legal Reference: Maine 2015 P.L. Ch. 369

SAMPLE POLICY ADMINISTRATION OF MEDICATION TO STUDENTS

Regional School Unit #50 acknowledges that in some instances a student's chronic or short-term illness, injury, or disabling condition may require the administration of medication during the school day. Although the School Board discourages the administration of medication during the school day when other options exist, it will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

School administrative personnel and school medical personnel will monitor compliance with this policy and administrative procedures. The School Board disclaims any and all responsibility for the diagnosis, prescription of treatment and administration of medication for any student, and for any injury arising from a student's self-administration of medication.

ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

Parental Request and Health Care Provider's Order

In the event that no reasonable alternative exists, the parent/guardian may request in writing that medication be administered to the student during the school day. Prescription medication that is to be administered for more than 15 consecutive days and over-the-counter medication that is not kept in stock in the school health office require a written order (e.g., the school's Medication Authorization Form-JLCD-E) from the student's health care provider substantiating the fact that the administration of a particular medication during the school day is necessary for the student's health and attendance in school. Over-the-counter medication ordered by the student's health care provider must be provided by the student's parent/guardian. In-stock over-the-counter medication will be administered according to the school physician's standing orders. These requests must include an acknowledgment and agreement that unlicensed personnel may administer the medication as per the health care provider's instructions. The health care provider's medication order will include:

- A. The full name of the student receiving the medication;
- B. The name and nature (e.g., tablets, liquid, drops) of the medication;
- C. The individual dosage;
- D. The time that the medication is to be administered;
- E. The length of time for which the medication is prescribed - no longer than for the current school year;
- F. Any possible side effects of the medication; and

G. The name of the prescribing health care provider.

It is the responsibility of the school nurse to clarify any medication order that he/she believes to be inappropriate or ambiguous. The school nurse may decline to administer a medication if he/she believes such administration would jeopardize student safety. In this case, the school nurse will notify the parent, the student's health care provider and the appropriate school administrator.

Renewal of Parent Permission Requests/Forms and Health Care Provider Orders

Written parental permission requests/forms and health care provider orders must be renewed at least annually. Health care provider orders must be renewed whenever there are changes in the order.

Delivery and Storage of Medication

Medication to be administered at school must be delivered to the school in its original container by the student's parent/guardian or adult designee. In the event that this is not practical, the parent/guardian will contact the school in order to make alternate arrangements.

Only a limited, necessary supply of medication will be kept at school. The parent is responsible for the replenishment of medication kept at school.

The parent/guardian is responsible for notifying the school of any changes in or discontinuation of a prescribed medication that is being administered to the student at school. Medication no longer required at school (or remaining at the end of the school year) must be removed by the parent/guardian or other designee; if not, this medication will be disposed of by the school nurse.

Record keeping

Medication brought to the school nurse will be appropriately maintained and secured.

If the medication is a controlled substance, the number of capsules, pills, tablets, etc. will be recorded.

The school nurse administering the medication will document each instance the medication is administered, including the date, time and dosage given.

The school nurse will maintain a record including the parent/guardian request, health care provider's order, necessary details of the specific medication, dosage and timing of medication and documentation of each instance the medication is administered.

Confidentiality

To the extent legally permissible, staff members may be provided with such information regarding medication and its administration as may be in the best interest of the student.

Administration of Medication

Medication may be administered during the school day by licensed medical personnel acting within the scope of their licenses.

Any unlicensed personnel (principals, teachers, educational technicians, coaches, etc.) who administer medication must receive training before being authorized to do so.

QD (once daily), B.I.D. (twice daily) and T.I.D. (three times daily) medication, and medication regulated by the Federal Narcotics Act, will not be administered during the school day, except in extreme cases as determined by the student's health care provider.

Administration of Medical Marijuana

The following procedure must be followed for the administration of medical marijuana to students at school. In accordance with the applicable law, this section only applies to students under the age of 18. Students 18 years of age or older may not possess or use medical marijuana at school.

1. The student's designated primary caregiver (who must be a parent, guardian or legal custodian) shall obtain a copy of the RSU #50 Request/Permission to Administer School Medication Authorization Form and Board Policy JLCD from the school. The administration reserves the authority to request documentation that the individual is the student's primary caregiver.
2. The primary caregiver and the student's authorized medical provider (physician or certified nurse practitioner) shall complete and sign the Request/Permission Form, and attach a copy of the current written certification for the use of medical marijuana. The original certification must be shown to the school employee processing the request for the primary caregiver to administer medical marijuana at school.
3. Arrangements will be made between the school administration and the primary caregiver to schedule the administration of medical marijuana in a manner that will minimize disruption to school operations and the student's educational program.
4. Medical marijuana must be brought to school by the primary caregiver, and may not be held, possessed or administered by anyone other than the primary caregiver. The student may only possess the medical marijuana during the actual administration process. Medical marijuana administered in school must be in non-smokeable form and administered in the presence of a school unit employee.
5. The primary caregiver must check-in at the school office upon arrival for the administration of the medical marijuana. Medical marijuana may only be administered in a location determined by the school unit.

6. The primary caregiver must check-out at the school office following administration of the medical marijuana and transport any remaining medical marijuana with him/her off school premises.

Administration of Medication During Field Trips

The school will accommodate students requiring the administration of medication during field trips. An appropriately trained staff member will be assigned to administer medication. The parent will be encouraged to accompany the student, if possible, to care for the student and administer medication.

Either a standardized preprinted medication label containing medication administration information (along with the medication, itself) or medication in its original container will be used for student(s) requiring the administration of medication during field trips.

All provisions of this policy will apply to medications to be administered during field trips.

Student Self-Administration of Asthma Inhalers and Epinephrine Pens

Students with allergies or asthma may be authorized by the student's health care provider, in consultation with the parent/guardian and school nurse, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips or while on a school bus.

The student must have the prior written approval of his/her primary health care provider and the prior written approval of his/her parent/guardian.

The parent will be informed that the school cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication, and that the school unit will not be responsible for any injury arising from the student's self-medication.

Authorization granted to a student to possess and self-administer medication from an epinephrine pen or asthma inhaler will be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication from an epinephrine pen or asthma inhaler may be limited or revoked by the student's health care provider/school administrator after consultation with the school nurse and the student's parent/guardian if the student demonstrates inability to responsibly possess and self-administer such medication.

Sharing, borrowing or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

Required Training of Unlicensed Personnel to Administer Medication

Unlicensed school personnel who administer medication to students in a school setting (at school, on school transportation to or from school, on field trips) must be trained in the administration of medication before being authorized to carry out this responsibility. Such training must be provided by a registered professional nurse or physician. The trainer will document the training. Following the initial training, a training review and information update must be held at least annually for those unlicensed school personnel authorized to administer medication.

First Reading: March 14, 2016
Second Reading/Adoption: April 11, 2016

**ELEMENTARY/MIDDLE LEVEL SCHOOL
TITLE 1 PARENT INVOLVEMENT POLICY**

This school policy has been developed in consultation with the parents/guardians of students participating in Title 1 programs at RSU 19 Elementary/Middle Level Schools. It includes a “School-Parent Compact” that outlines the manner in which parents, school staff, and students will share the responsibility for improved student academic achievement. The building principal/designee will be responsible for distributing this policy to parents/guardians of students participating in the school’s Title 1 program.

1. PARENT INVOLVEMENT MEETINGS

The school shall convene an annual meeting at a convenient time to which all parents/guardians of participating children shall be invited and encouraged to attend to inform them of the school’s participation under Title 1, explain the right of parents to be involved, and to encourage their involvement in the planning, review, and improvement of the school’s Title 1 programs and parent involvement policy.

The school will offer at least 2 other meetings during the school year, held at various times in the morning or evening for parents/guardians of students participating in Title 1 programs.

The building principal/designee will:

- A. Invite parents/guardians of participating children to the annual meeting and to other meetings held during the school year;
- B. Introduce the representatives on the Parent Advisory Committee;
- C. Provide an overview of Title 1 and the programs the school provides under Title 1;
- D. Explain the rights of parents/guardians to be involved in developing and reviewing the school’s parent involvement policy, including the School-Parent Compact;
- E. Provide a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
- F. Give parents/guardians an opportunity to ask questions and engage in informal discussion about student achievement and school performance;
- G. Respond to requests from parents for opportunities for regular meetings to formulate suggestions and to participate (as appropriate) in decisions relating to the education of their children;
- H. Invite parents/guardians to serve on the Parent Advisory Committee and/or other school or district-level Title 1 committees;
- I. Invite parents/guardians to participate in the planning, review, and improvement of programs under Title 1 and the school-parent involvement policy and establish a schedule for this activity;

- J. With the input of parents/guardians, establish a process by which an adequate representation of parents/guardians can be assured;
- K. Describe the process by which parents/guardians may express concerns if they are dissatisfied with the Title 1 program;
- L. Engage school-based parent organizations in outreach to parents/guardians of students participating in Title 1; and
- M. Arrange for child care so that parents/guardians who would otherwise be unable to attend may do so.

II. SCHOOL-PARENT COMPACT

The School-Parent Compact describes how parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will develop a partnership to help children achieve the State's academic achievement standards.

- A. The school is responsible for providing a high-quality curriculum and instruction in a supportive and effective learning environment that enables students served under Title 1 to meet the State's academic achievement standards.
- B. Parents/guardians will be responsible for supporting their children's learning by:
 - 1. Monitoring their children's attendance;
 - 2. Providing assistance and encouraging their children to complete homework assignments;
 - 3. Encouraging their children to ask for help from teachers or classroom aides (ed techs, volunteers) when needed;
 - 4. Talking with their children about the school day;
 - 5. Reading to or with their children;
 - 6. Monitoring and limiting their children's screen time;
 - 7. Volunteering in the classroom and/or school-related activities such as field trips;
 - 8. Participating, as appropriate, in decisions related to the education of their children; and
 - 9. Promote positive use of my child's extracurricular time.
- C. The school will address the importance of communication between parents-teachers on an ongoing basis by:
 - 1. Scheduling one or more parent-teacher meetings annually for parents/guardians of elementary school level students during which the Compact shall be discussed as it relates to the individual child's achievement;
 - 2. Providing frequent reports to parents/guardians on their children's progress;
 - 3. Providing parents/guardians with reasonable access to staff to discuss issues related to their children's learning;
 - 4. Giving parents the opportunity to observe classroom activities;

5. Welcoming parents as volunteers in the classroom; and
6. Providing adequate supervision and feedback for parents/guardians who volunteer.

Legal Reference:

Adpoted: