

POLICY COMMITTEE MEETING

April 1, 2019

Central Office – Library

4:30 PM

AGENDA

COMMITTEE MEMBERS:

N. Carlow

A. Dube

E. DeCotiis

A. Payeur

1. Call to Order
2. JLCB-R – Immunization of Students Administrative Procedure (5 mins)
3. JLCC – Communicable/Infectious Diseases (10 mins)
4. GCGA – Substitute Teachers and Educational Specialists (10 mins)
5. GCGA – Substitute Teachers and Educational Specialists Administrative Procedure (5)
6. JFCK – Student Use of Cellular Telephones and Other Electronic Devices (5 mins)
7. JFCK-R – Student Use of Cellular Telephones and Other Electronic Devices Administrative Procedure (10)
- 8.

NEXT MEETING: May 6, 2019

MSAD 6

Immunization of Students – Administrative Procedure

All students who enroll in MSAD 6's public schools are required by Maine law to present a certificate of immunization or evidence of immunization or immunity as follows:

Diphtheria/Tetanus/Pertussis (DTP): Five doses of any DTP containing vaccine or DT (pediatric). If the fourth dose was administered on or after the fourth birthday, then only four doses are required. The first dose must be administered at least six weeks after birth. The first three doses must be given at least four weeks apart and the fourth dose must be given at least six months after the third dose. **Td (Adult)** may be substituted for DTP containing vaccine for non-immunized or incompletely immunized students who have reached the seventh birthday. If administering Td (Adult) vaccine, only three doses are required, with the first two doses given at least four weeks apart and the third dose given six months after the second. The first dose given after age seven should be a Tdap vaccine.

Tetanus/Diphtheria/Pertussis (Tdap): Effective for the start of school year 2017, one dose of Tdap vaccine is required for children entering 7th grade.

Measles/Mumps/Rubella (MMR): All students in grades kindergarten – 12 will be immunized against measles, mumps, and rubella with two doses of MMR vaccine, provided the first dose is administered no sooner than 12 months of age and at least four weeks separate the two doses.

Poliomyelitis: Four doses of oral polio vaccine (OPV). The first dose of OPV must be administered at least six weeks after birth, with subsequent doses given at least four weeks apart. The fourth dose is not needed if the third dose is given on or after the 4th birthday. OR

Four Doses of Inactivated Polio Vaccine (IPV): The first dose of IPV must be administered at least six weeks after birth, with subsequent doses given at least four weeks apart. The fourth dose is not needed if the third dose is given on or after the 4th birthday. An all-IPV schedule is the preferred schedule for routine polio vaccination, including children who began the series with OPV. If a child receives both types of vaccine, four doses of any combination of IPV or OPV by four through six years of age is considered a complete polio vaccination series.

Varicella: One dose of varicella vaccine is required for children in grades kindergarten through 12.

Any such immunizing agent must meet the standards for such biological products as are approved by the United States Public Health Service.

Quadrivalent Meningococcal Conjugate Vaccine (MCV4): Effective for the start of school year 2018, one dose of MCV4 is required for children entering 7th grade. Any child entering 12th grade is required to receive two doses of MCV4. The first dose shall have been received on or after the 11th birthday, and the second dose shall have been received on or after the 16th birthday, at least eight weeks after the first dose. If the first dose is administered when the child is 16 years of age or older, only one dose is required.

~~Non-immunized students will not be permitted to attend school unless one of the following conditions are met:~~

- ~~A. The parents/guardians provide to the school written assurance that the child will be immunized within 90 days of enrolling in school or his/her first attendance in classes, whichever date is earlier. This option is available only once to each student during their school career; or~~
- ~~B. The parents/guardians provide a physician's written statement each year that immunization against one or more diseases may be medically inadvisable (as defined by law/regulation); or~~
- ~~C. The parents/guardians state in writing each year that immunization is contrary to their sincere religious or philosophical beliefs.~~

~~The Superintendent will exclude from school any non-immunized student when there is a clear danger to the health of others as provided by law.~~

~~This policy will apply to students in MSAD 6's pre-school/pre-kindergarten programs as well as to K-12 students, as appropriate by age of student.~~

~~The Superintendent/designee is directed to develop such administrative procedures as are necessary to carry out this policy and comply with statutory requirements.~~

Legal Reference: 20-A MRSA §§ 6352-6359
Me. Dept. of Edu. Rule Ch. 126 (May 10, 2018)

Cross Reference: JLCC – Communicable/Infectious Diseases
JRA – Student Educational Records
JFABD – Admission of Homeless Students

Adopted: December 3, 2018

Communicable/Infectious Diseases

Teachers will be alert to signs of illness and communicable disease and refer students who show such symptoms to the school nurse.

The school nurse will be responsible for notifying the ~~local health department~~ **Maine Center for Disease Control and Prevention (CDC)** of ~~all~~ any students having a communicable disease as required by law and Department of **Health and Human Services (DHHS)** ~~Education~~-rules.

The building principal will be notified ~~of all~~ **when a report of communicable disease cases and/or contacts in the school has been made.**

Any student for whom the CDC has prescribed isolation or quarantine will be excluded from school and school activities.

Students who have other types of ~~contagious~~ **communicable** diseases will be excluded from school as prescribed by law, or will observe other protective procedures according to recommendations issued by the school physician/**school health advisor/school nurse**. ~~Students who are excluded from school will also be excluded from other school activities.~~

The superintendent is encouraged to consult with the school nurse if a teacher informs the Superintendent and he/she has reason to believe that a student is a public health threat due to a communicable disease.

When a student returns to school after having had a communicable disease that must be reported by law or Department of Education rules, a certificate from the attending physician will be required. The building principal and/or the school nurse must give permission before the student is readmitted to class.

Legal Reference: 5 MRSA § 19201 et seq.
 20-A MRSA §§ 1001(11)(A), 6301
 22 MRSA §§ 801, 802, 806, 823, 824
 **Maine Dept. of Health and Human Services Rule Ch.
 258(2015)**

First Reading: June 4, 2001
Adopted: June 18, 2001
Reviewed: April 5, 2004
Revised: May 3, 2004; May 19, 2014

Substitute Teachers and Educational Specialists

The Board recognizes that substitute teachers may personnel perform an important role in supporting continuity of student learning in the event of absence, serve on a day to day basis to fill short term classroom teaching or instructional vacancies caused by the absence, resignation, inability to employ or termination of a regularly employed certified employees teacher or educational specialist. It is the Board's desire to employ appropriately certified persons, if available, for substitute teacher teaching and educational specialist positions.

A certified teacher or educational specialist may serve as a substitute with no time limit, provided that his/her teaching certificate bears an endorsement for the grade and subject being taught, or his/her educational specialist certificate is appropriate to the employment.

The Superintendent may request a waiver from the Commissioner if finding candidates that meet the eligibility criteria is difficult.

Any substitute serving on a short-term basis (less than six consecutive weeks) in any teaching assignment must have a least a high school diploma. The Board may approve more stringent standards at it discretion.

All applicants for substitute teaching positions must obtain a Criminal Background Check approval, based on fingerprinting, in accordance with Maine Department of Education rules and process before they are assigned to a school.

The Superintendent will be responsible for recommending to the Board, for its approval, minimum education standards for substitute teachers, and schedule of compensation for both long-term and short-term substitute teachers and educational specialists.

Substitute compensation will reviewed as recommended by the Superintendent or upon request of the Board.

Legal Reference: 20-A M.R.S.A. § 13402(3)
26 MRSA §664
Chapter 115 § 12 (Maine Department of Education Rules)

Adopted: October 15, 1984
Reviewed: October 21, 2002
Revised: September 5, 1995, March 18, 2013, May 20, 2013,
November 18, 2013, November 21, 2016

MSAD 6

~~It will be the responsibility of the principal/designee to obtain a substitute to fill a vacancy caused by the temporary absence of a professional staff member from a list of approved substitutes. In filling temporary vacancies, whenever practicable, preference will be given to persons who are certified and/or have training or experience at the grade level or subject of the staff member who is absent.~~

Qualifications

The following qualifications are established by Maine law:

- ~~— A. — All substitute teachers will be approved by the Maine Department of Education.~~
- ~~— B. — Certified teachers may substitute outside the scope of their certification for not more than 90 teaching days in any one teaching assignment.~~
- ~~— C. — Persons having two or more years of college preparation may serve as substitute teachers for not more than 60 teaching days in any one teaching assignment.~~
- ~~— D. — A high school graduate may serve as a substitute teacher in emergency situations for no more than 10 teaching days in any one teaching assignment during a school year, regardless of whether the teaching days are consecutive or non-consecutive. The Commissioner may extend the 10-day limitation only upon determination that calendar considerations, the benefits of continuity of instruction, or other special circumstances justify an extension. The Commissioner may attach conditions on an extension of the 10-day limitation, such as appropriate training for the substitute teacher. A high school graduate may not exceed a total of 60 teaching days as a substitute teacher in any school year in any one school district.~~
- ~~— E. — Teaching days will include consecutive and non-consecutive days in the same teaching assignment during a school year.~~

Compensation

~~Substitute teachers will be compensated according to a schedule approved by the Board and reviewed periodically. Substitute teachers holding certification who are employed in that assignment for more than 20 consecutive days will be compensated at the rate equal to the first step of the teachers' salary scale for the degree that they have obtained, beginning with the 21st day, retroactive to the first day employed in the assignment. Substitute teachers are not eligible for health insurance or other fringe benefits. All efforts will be made to fill vacant positions with substitute teachers certified in the content areas.~~

~~When a short term teaching position is posted and when an appropriately certified short term support educator is hired to fill less than a school year but the term of employment is more than 45 school days and known in advance, the teacher's scale per diem rate will begin on the first day but the teacher will not receive any fringe benefits.~~

Student Use of Cellular Telephones and Other Electronic Devices

The Board recognizes that many students possess cellular telephones and other electronic devices. These devices may not be used in any manner that disrupts the educational process, is illegal, or violates Board policies and/or school rules. MSAD 6 is not responsible for damage, loss or theft of such devices. The Superintendent is authorized to develop any school rules necessary to implement this policy.

Cross Reference: **JIC – Student Code of Conduct**
 JIH – Questioning and Searches of Students
 ~~JICIA – Weapons, Violence, Bullying and School Safety~~
 ~~IJNDB – Student Computer and Internet Use~~
 ~~IJNDB-R – Student Computer and Internet Use Rules~~

Adopted: May 21, 2012

Reviewed:

Revised:

Rules for Student Use of Cellular Telephones and Other Electronic Devices

1. Students are prohibited from using privately-owned electronic devices, including but not limited to *any network connected device such as*: cellular telephones, Blackberries, iPhones, *iPod, tablets*, handheld computers, MP3 players and electronic games during classes, study halls, assemblies and other school activities.
 - a. During classes and school activities, all such devices must be turned off.
 - b. The only exception to this rule is when a teacher specifically authorizes students to use such a personal electronic device for a specific purpose (such as entering an assignment in a PDA).
 - c. If this rule is violated, the teacher will immediately confiscate the device for the remainder of the school day, and discipline may be imposed as provided below.
2. At the High School only, students may use electronic devices between class periods and during lunch periods as allowed by current High School Administration.
3. *Students who bring electronic devices on the bus, whether for transportation to or from school, field trips or extra-curricular activities, must have them on silent mode even when texting, and must use headphones when listening to music or other media. If there is a violation of safety rules, the device may be confiscated by a staff member.*
4. The use of cameras in any type of electronic device is strictly prohibited in locker rooms, restrooms, classrooms *and on buses*.
 - a. In other locations where students are allowed to use electronic devices, students are required to obtain permission before taking a photograph or video of any individual. Students must also obtain permission from any individual appearing in a photograph or video prior to posting on any social networking site or other Internet site such as YouTube.
5. Any use of cellular telephones and other electronic devices that violates any Board policy/procedure or school rule is strictly prohibited. In addition, accessing, viewing, posting, forwarding, downloading or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is prohibited.

6. Student cellular telephones and other electronic devices may be subject to search if there is reasonable suspicion that a student is violating Board policies/procedures and/or school rules.
 - a. A building administrator may maintain possession of an electronic device as long as is reasonably necessary for evidentiary purposes.
7. Students violating these rules will be subject to discipline, which may include:
 - a. Not being allowed to bring electronic devices to school;
 - b. Sanctions ranging from detention to expulsion from school depending upon the nature of the offense and the student's disciplinary record.
8. Evidence of illegal activities involving electronic devices will be referred to appropriate law enforcement authorities and a building administrator may give a device to law enforcement authorities upon request.
9. Students may have cellular devices while class is in session if they are acting in the capacity of an active member of a volunteer fire fighting organization or a volunteer emergency medical service organization.

Cross Reference: JIH – Questioning and Searches of Students
JICIA – Weapons, Violence, Bullying and School Safety
IJNDB - Student Computer and Internet Use
IJNDB-R Student Computer and Internet Use Rules

Adopted: May 21, 2012
Reviewed:
Revised:

STUDENT USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

The Board recognizes that many students possess cell phones and other electronic devices. These devices may not be used in any manner that disrupts the instructional process or violates Board policies or school rules.

[School unit name] shall not be responsible for the loss, theft or damage to cell phones or other electronic devices that students bring with them to school or school activities or use on school transportation.

The following provisions apply to student use of cell phones and other electronic devices:

- A. Students are prohibited from using privately-owned electronic devices including but not limited to cell phones, “smart phones,” I-Pods, MP3 players, handheld computers/PDAs, and electronic games at school or during school activities except when the teacher or building principal authorizes use for a specific educational, health or safety purpose.
- B. The use of cameras, including camera phones, is strictly prohibited in locker rooms, bathrooms, and other places where privacy is generally expected. In all other school locations, permission must be granted before photographing another person.
- C. School administrators may designate appropriate times and places during which I-Pods and other listening devices may be used (e.g., during lunch periods, study halls, or on school buses traveling to school activities).
- D. The use of a cell phone or other electronic device in any manner that violates Board policy or school rules is prohibited. This includes but is not limited to harassment, cheating and violations of the student code of conduct. If a Board policy or school rule is violated, the teacher or school administrator may confiscate the device for the remainder of the school day. Student cell phones and other electronic devices may be subject to search if there is reasonable suspicion of a violation.
- E. Students who violate Board policy or school rules will be subject to disciplinary consequences which may include:
 1. Confiscation of the device until the end of the school day;

2. A conference with the student's parent/guardian;
3. Exclusion of the device from school for an extended period of time;
4. Penalties up to suspension or expulsion from school, depending upon the nature and circumstances of the violation and the student's prior disciplinary record; and
5. Referral to law enforcement.

The Superintendent/designee may develop additional rules to implement this policy. The policy and rules will be communicated to students and parents through the student handbook and/or the student code of conduct.

Cross Reference: JIC–Student Code of Conduct
JIH–Questioning and Searches of Students

Adopted: _____