



Regional School Unit 5
Durham • Freeport • Pownal

"To inspire and support every learner by challenging minds, building character, sparking creativity, and nurturing passions."

Becky Foley, Ph.D., Superintendent of Schools
Rick Kusturin, Director of Finance & Human Resources

Cynthia Alexander, Assistant Superintendent of Schools
Bonnie Violette, Ph.D., Director of Instructional Support

TO: Candy deCsipkes, Lindsey Furtney, Maddy Vertenten

FROM: Cynthia Alexander

DATE: January 29, 2021

RE: Policy Meeting – February 5, 2021

The Policy Sub-Committee is scheduled to meet on Friday, February 5, 2021 at 8:30 a.m. via Zoom

Zoom Link: <https://networkmaine.zoom.us/j/88029056780>

Meeting ID: 880 2905 6780

Join by Telephone: 1 646 876 9923

Agenda

EBBA - Chemical Hazards

ECB - Pest Management in School Facilities and on School Grounds

IKFC - Credit for Private Tutoring

JLF-R - Reporting Child Abuse and Neglect Administrative Procedure

CHEMICAL HAZARDS

The Board is committed to providing a safe environment for students and employees. It is the policy of the RSU5 School Department to follow safe practices in regard to the storage and handling of hazardous chemicals in its schools. The school unit will comply with all applicable Maine and federal laws and regulations concerning hazardous chemicals.

The Superintendent has responsibility for the safe handling and storage of hazardous chemicals in schools, the development of required written plans, the designation of a Chemical Hygiene Officer, and ensuring that staff is trained with respect to chemical hazards found in the workplace. Written plans shall include information regarding proper purchasing, labeling, storage, training, handling, and disposal of hazardous chemicals.

HAZCOM (HAZARD COMMUNICATION) STANDARDS

The school unit will comply with OSHA's Hazard Communication standard 29 CFR 1910.1200, as adopted and enforced by the Maine Department of Labor, which requires a written hazard communication (HazCom) plan, including a listing of chemicals being used in the schools; training of employees that handle these chemicals; and, for all employees, where safety data sheets (SDS) are located, and how to read them. This standard applies to hazard communications for hazardous chemicals such as those used in cleaning and disinfection, which may be found in custodial and food service areas, among other locations.

LABORATORY SCIENCE CHEMICALS

The school unit will comply with OSHA standard 29 CFR 1910.1450, as adopted and enforced by the Maine Department of Labor, which addresses science laboratory chemicals. This standard applies to science laboratory chemicals commonly found in chemistry and biology laboratories in schools.

The Superintendent will appoint an employee of the school unit as Chemical Hygiene Officer for RSU5. The Chemical Hygiene Officer will be responsible for developing and implementing a Chemical Hygiene Plan, to be reviewed annually, that includes procedures relevant to the identification, purchase, storage, inventory, handling, and disposal of hazardous chemicals used in science laboratories; maintenance of safety data sheets (SDS) for laboratory chemicals; and ensuring that employees with science/laboratory responsibilities are provided appropriate training on the specific hazards associated with the chemicals being used in school laboratories and how to read the SDS for these chemicals.

The person appointed Chemical Hygiene Officer must be an employee of RSU5, preferably a science teacher or another staff member who is knowledgeable about the chemicals being used in school laboratories and stored in the schools.

Legal Reference: 29 C.F.R. §§ 1910.1200, 1910.1450
26 M.R.S.A. § 565
Me. Dept. of Prof. Regulation Rule Ch. 2 § 179
Me. Dept. of Ed. Rule Ch. 161
Commissioner's Administrative Letter No. 33, June 9, 2005
(Chemicals in Schools)

Cross Reference: EBCA – Comprehensive Emergency Management Plan

Adopted: April 28, 2010
Reviewed: December 14, 2011
Revised: November 18, 2015

PEST MANAGEMENT IN SCHOOL FACILITIES AND ON SCHOOL GROUNDS

The RSU5 Board of Directors recognizes that structural and landscape pests can pose significant problems for people and school unit property, but that use of some pesticides may raise concerns among parents, students and staff. It is therefore the policy of RSU5 School Department to incorporate Integrated Pest Management (IPM) principles and procedures for the control of structural and landscape pests. A copy of this policy shall be kept in every school and made available upon request to staff, parents, students and the public.

IPM is a systematic approach to pest management that combines a variety of methods for managing pests including monitoring; improved horticultural, sanitation and food storage practices; pest exclusion and removal; biological control; and pesticides.

The objective of the school unit's IPM program is to provide effective pest control while minimizing pesticide use. The goals of the IPM program include managing pests to reduce any potential hazards to human health; preventing loss or damage to school structures or property; preventing pests from spreading beyond the site of infestation to other school property; and enhancing the quality of life for students, staff and others.

Pesticides may periodically be applied in school buildings and on school grounds and applications will be noticed in accordance with Maine Board of Pesticides Control Rule Chapter 27, Standards for Pesticide Applications and Public Notification in Schools.

RESPONSIBILITIES OF THE IPM COORDINATOR

The Superintendent/designee will appoint an IPM Coordinator for each school. The IPM Coordinator will act as the lead person in implementing the school unit's IPM policy. He/she will be responsible for coordinating pest monitoring and pesticide applications; and making sure that all notice requirements set forth in Maine Board of Pesticides Control Rule Chapter 27, Standards for Pesticide Applications and Public Notification in Schools, are met; keeping records of pesticide applications as required by rule; authorize any pesticide applications that are not exempted by rule; and implementing the notification provisions required by rule.

The IPM Coordinator will complete the training requirements established in Board of Pesticides Control Rule Chapter 27, Standards for Pesticide Applications and Public Notification in Schools.

The school unit will provide the Board of Pesticides Control with the identity and contact information for any person appointed as IPM Coordinator in the schools.

NOTIFICATION OF PESTICIDE APPLICATIONS

When school is in session the school shall provide notification of each application not exempted by rule, whether inside a school building or on school grounds, to all school staff and parents/guardians of students. Such notices shall state, at a minimum: a) the trade name and

EPA registration number of the pesticide to be applied; b) the approximate date and time of the application; c) the location of the application; d) the reasons for the application; and e) the name and phone number of person to whom further inquiry regarding the application may be made. Notices must be provided at least five days prior to the planned application. In addition, signage will be posted at each point of access to the treated area and in a common area of the school at least two working days prior to the application and for at least 48 hours following the application.

When school is not in session, signage will be posted at each point of access to the treated area and in a common area of the school at least two working days prior to the application and for at least 48 hours following the application.

In accordance with Maine Board of Pesticides Rule Chapter 27, school is considered to be in session during the school year including weekends. School is not considered to be in session during any vacation of at least one week.

The IPM Coordinator for the RSU5 schools is Dennis Ouellette, Director of Facilities and Transportation, who may be contacted at 865-0928. This IPM policy and Board of Pesticides Control Rule Chapter 27, Standards for Pesticide Applications and Public Notification in Public Schools is available for inspection and copying at every school.

Legal Reference: 7 MRSA §§ 601-625
 22 MRSA §§ 1471-A-1471-X
 Ch. 27 Me. Dept. of Agriculture Board of Pesticides Control Rules
 (Standards for Pesticide Applications and Public Notification in
 Schools)

Cross Reference: EBAA - Chemical Hazards

Adopted: June 24, 2009
Reviewed: December 14, 2011
Revised: November 18, 2015

CREDIT FOR PRIVATE TUTORING

Policy

It is the policy of RSU No. 5 to encourage all students to complete their studies in all academic subjects during the regular school year or in an approved summer school program. The use of private tutors for make-up work or for taking academic subjects for the first time is not recommended.

However, the Board understands that there are special circumstances which may require the use of private tutors. Lack of transportation may make it difficult for students to attend approved summer school programs offered in this area. Students may find it difficult to schedule make-up courses during their remaining school years. In addition, some students plan their academic programs without sufficient thought to future schooling; consequently, they arrive at their junior and/or senior years unable to meet prerequisites set for admission by post-secondary schools and colleges. Therefore, credit will be granted for private tutoring under special circumstances. Such circumstances are listed below.

General

All private tutoring must be done by teachers certified by the Maine Department of Education in the subject areas to be taught. The tutor must plan the student's educational program in cooperation with a teacher in RSU No. 5 who regularly teaches the course to be studied. The tutoring program will follow the prescribed objectives of the course as it is offered in the regular school program.

All private tutoring must be approved in advance by the school principal or guidance counselor in order to be eligible for credit.

Specifics

Make-up Work (Make-up Courses): Students using private tutors for make-up work must meet with the tutor for a minimum of sixteen (16) hours of instruction to complete their program. In addition to the requisites listed above, tutors working with students who failed during the regular academic year must administer some appropriate diagnostic test to identify academic deficiencies. A standardized test is preferable, however, testimony of deficiencies identified by the regular classroom teacher is acceptable. The tutor and student will concentrate on these past areas of deficiency in order to bring the skills of the student to the minimum acceptable standards. Full academic credit will be granted once a letter is received from the tutor verifying that attendance requirements have been met and that the areas of deficiencies have been addressed and that the student has passed the final exam written by the school.

New Courses: In rare instances students may find it necessary to take academic courses through private tutors for the first time. In order for credit to be granted in these instances, the student must meet with the tutor for a minimum of thirty-two (32) hours of student-teacher instruction. In addition, the program must be carefully planned at the outset between the tutor and the teacher

of the course during the academic year. All course prerequisites and procedures shall be jointly developed between the tutor and the regular teacher following the prescribed course objectives.

The student must meet the minimum level of skill development required by the school in order to receive credit. This will be determined by administering the school's final exam to the student. A letter from the private tutor certifying that the student has met with him/her for the minimum thirty-two (32) hours, has completed the course objectives and has passed the final exam must be submitted to the school before credit will be granted. Full credit will be granted if all these requirements are met.

Adopted: February 24, 2010
Reviewed: December 12, 2012

**REPORTING CHILD ABUSE AND NEGLECT-
ADMINISTRATIVE PROCEDURE**

This procedure implements the Board's policy JLF – Reporting Suspected Child Abuse and Neglect. It summarizes the steps to be taken when a school employee suspects that a child has been or is likely to be abused or neglected.

The “notifying person” refers to the person who has the information that gives rise to the suspicion that a child has been, or is likely to be abused or neglected and is required by law to report it, such as a teacher, principal, guidance counselor or bus driver.

- A. The notifying person should immediately notify the principal or other designated agent of the suspected abuse or neglect. The person may notify the Department of Health and Human Services (DHHS) directly, or if appropriate, the District Attorney (DA).
- B. The principal or designated agent should immediately directly report it to DHHS and, if appropriate, to the DA.
- C. The principal or designated agent should send a written confirmation containing the name of the person reporting, the date and time of the report and a summary of the information to the notifying person.
- D. The notifying person should acknowledge in writing that he/she has received the confirmation that the report has been made by the principal or designated agent.
- E. The confirmation and acknowledgement should be retained in the school's records.
- F. If the notifying person has not received written confirmation within 24 hours of making his/her report to the principal or designated agent has caused a report to be made to DHHS and, if appropriate, the DA, the notifying person shall immediately make a report to DHHS and, if appropriate, the DA.

Cross Reference: JLF – Reporting Suspected Child Abuse and Neglect
JLF-E – Suspected Child Abuse Neglect Report Form

Adopted: November 18, 2015