

RSU #63

- a. NEPN/NSBA Code: EBABA
- b. Title: Chemical Hygiene Plan
- c. Author: Superintendent/Board of Directors
- d. Replaces Policy:
- e. Date Approved: 11/28/2022 RSU #63
- f. Previously Approved: 11/28/2022 ~~02/28/2022~~
- g. Policy Expiration: Annual Review (required by state law)
- h. Responsible for Review: Superintendent, Director of Facilities, & Policy Committee
- i. Date Reviewed: 10/13/2022 Superintendent  
10/25/2022 ~~Director of Facilities~~  
Manager/CHO  
10/13/2022 Policy Committee
- j. References:
- Legal Reference: 29 CFR 1910.1450 & 1910.1020  
26 MRSA § 565  
ME Hazardous Waste Mgmt. Rules  
Chap. 800 (3)(A)(4)(xvii)(xviii)  
Maine Dept. of Education Regulations Ch.161  
Department of Environmental Protection  
Waste Rules Chap. 850 & 851  
Commissioner's Administrative Letter No. 33,  
June 9, 2005 (Chemicals in Schools)
- Cross Referenced Policies: EBCC-Bomb Threats  
EBAA-Chemical Hazards  
EBCD-Emergency School  
Closings/Situations  
DJB-Purchasing Procedures  
GBGAA-Exposure Control Plan
- k. Narrative:

RSU #63 (the District) is committed to providing a safe environment. All personnel have a right to know about health hazards associated with their work in order to make knowledgeable decisions regarding personal risks. The District Chemical Hygiene Plan includes hazardous conditions or chemicals in the district (classes, kitchens, custodial areas, and bus garage) and required training for personnel in appropriate safe working conditions. **The District does not allow science projects requiring exhaust hoods/ducting.**

- I. New personnel are to be trained within their first month of employment. All personnel are to receive refresher/updated training as required.
- II. It is important administrators assume responsibility for classroom safety and personnel training. All employees will have access to pertinent safety information through their supervisory staff. The people who work in any given environment are often best able to

**10. Maintain communication with administration regarding the CHP.**

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**C. Teacher Responsibilities:**

1. Plan and conduct operations in accordance with the CHP and safe work practices.
2. Develop good personal chemical hygiene habits.
3. Align curriculum with CHP. Teach good personal chemical hygiene habits. Ensure that students meet their safety responsibilities. Prohibit unsupervised work by students.
4. Participate in annual chemical inventory.
5. Plan and conduct each exercise with the least toxic materials. Obtain and review SDS prior to requesting a new chemical.
6. Annually submit a list of materials needed to the CHO.
7. Label, use, and dispose of each chemical as required.
8. Maintain safety equipment.
9. Maintain spill kits that are consistent with type and amount of chemicals used.
10. Maintain communication with CHO.

**D. Student Responsibilities:**

1. Understand the experimental procedure before starting to work in the laboratory.
2. Become familiar with the properties and hazards of the chemicals in use.
3. Obey all safety rules and regulations. Wear appropriate personal protective equipment as instructed.
4. Clean personal work area immediately after use. Obey good housekeeping practices.
5. Do not engage in inappropriate behavior (*i.e.* no horseplay).
6. Conduct only the experiments assigned by the instructor. Never perform unauthorized or unsupervised experiments.
7. Never remove chemicals from the classroom.
8. Never work with chemicals unless authorized to do so. Never work alone.
9. Report chemical spills and accidents to teacher immediately.

**E. Custodian Responsibilities:**

1. Understand and follow chemical and hazardous waste management regulations and best practices.
2. Clean storage areas with caution.
3. Report chemical spills to CHO and/or administrator. Do not clean up spills without proper training and using the proper materials.

**VI. Basic Safety Rules and Procedures:**

“The Chemical Hygiene Plan will include ... standard operating procedures relevant to safety and health considerations to be followed when laboratory work involves the use of hazardous chemicals.” *29 CFR 1910.1450 (e) (3) (i) and Appendix A (E)*

**A.** Adhere to the intent and procedures of this CHP.

**B.** Know the safety equipment. Users of chemicals must know:

1. The location of eyewash fountains, safety showers, fire extinguishers, first aid

- F.** ~~Requests for procurement of new chemicals will be made through the building~~ Principal. Any concerns about the safety of a requested chemical should be brought to the attention of the CHO.
- G.** All chemicals will be received by the CHO or their designee.
- H.** The school will not accept donations of chemicals from outside sources without review by the CHO to ensure the material is:
1. needed by the school,
  2. useful to the school's program,
  3. a quantity no greater than a two-year supply, and
  4. not hazardous waste from the donating organization.
- I.** The school will follow Maine's Hazardous Waste Management Rules, *Chapter 850 Section (3) (A) (4) (xvii) & (xviii)* for applicable exclusions and procedures for transfer.

**VIII. Control Measures:**

"The Chemical Hygiene Plan will include... criteria that the employer will use to determine and implement control measures to reduce employee exposure to hazardous chemicals including engineering controls, the use of personal protective equipment, and hygiene practices..." *CFR 1910.1450 (e) (3) (ii)*

**A. Engineering Controls:**

Engineering controls are the preferred methods of minimizing exposure to chemicals. Controls must be maintained in proper working order. Engineering controls must not be modified unless testing indicates the changes will not reduce protection. **Immediately report improper functioning of engineering controls to the CHO.**

1. Chemicals requiring laboratory hoods will not be used in RSU #63.
2. Storage cabinets for flammable and hazardous chemicals will be provided and ventilated as needed in compliance with state and federal regulations. The flammable cabinet will be either directly vented to the outside or not vented with bungs/stoppers left in place.
3. All acids will be stored in an acid cabinet.
4. A general ventilation system will be maintained.

**B. Protective Clothing and Equipment:**

Clothing worn should offer protection from splashes and spills, should be easily removable in case of an accident, and should be fire resistant.

1. Conduct personal protective equipment (PPE) hazard assessment to determine appropriate PPE for conditions, equipment, and chemicals being used. List activities requiring PPE and type of PPE required:

Activity	Type of PPE required
Chemical handling	Chemical goggles and gloves

2. Students and staff will wear appropriate PPE to avoid chemical exposure.

7. Standard refrigerators should never be used to store chemicals.
8. Restrict access to chemical storage areas through signage and secure locks. No ~~student or unauthorized faculty should be allowed unsupervised in the storage area.~~
9. Make sure shelves holding containers are secure. Attach anti-roll lips on shelves to prevent chemicals from falling.
10. Before opening newly received chemicals, immediately read the warning label to be aware of any special storage precautions like refrigeration or inert atmosphere storage.
11. Storage of chemicals is not allowed in classrooms or areas outside the designated chemical storage room, such as in aisles, stairwells, hallways, floors, or on desks.
12. Maintain a complete inventory of chemicals in the chemical storage room. In compliance with state law, inventory science chemicals in September (update as needed). File the inventories with the Holden Fire Dept., the Eddington Fire Dept., and with the CHO.
13. **During the inventory, any chemicals identified as expired, outdated, unlabeled, unknown, or unwanted must be listed for disposal.** See Waste Disposal – Section XI.
14. Mark the acquisition dates on all peroxide forming chemicals; test them for peroxides or dispose of them after six months.
15. Provide spill cleanup supplies (absorbents & neutralizers) in any room used for chemical storage or use.
16. Chemicals should be dated upon receipt, dated when to be disposed of where appropriate, and dated when opened.
17. **Science chemical containers should be checked for rust, corrosion, leakage, and for container integrity by the 8<sup>th</sup> grade science teacher at least once a month.**
18. Chemical labels should state name of chemical, be firmly attached to the container, list hazards, and name responsible party (manufacturer).
19. Chemical labels must be readable and free from chemical encrustation.
20. Maintain a clear access to and from the storage areas. Where possible, two separate exits will be provided in chemical storage areas.
21. Highly toxic chemicals (LD 50 mg/kg), whose containers have been opened, will be stored in secondary containers.

**E. Inspections:**

1. **The day custodian is responsible for activating safety showers and eyewash fountains once per week to flush the lines and to verify proper operation. Eyewash fountains are located Room 128 at Holbrook Middle School, and in the kitchens and custodial areas in all three schools.**
2. **The day custodian is responsible for making sure fire extinguishers are the correct type (ABC), at recommended pressure, are easily accessible, and are inspected monthly.** Fire extinguishers should be securely mounted on the wall with a sign indicating their location posted above the fire extinguisher.
3. Users should inspect personal protective equipment prior to each use.
4. In addition to daily walk-through inspections, **the day custodian is responsible for conducting safety inspections in each classroom weekly to**

The following signs and/or labels should be posted prominently in the Holbrook 8<sup>th</sup> grade science classroom:

- A. **Emergency telephone numbers of emergency personnel, emergency facilities, administration, and the laboratory instructor.**

Rescue: 911

Fire: 911

Poison Control: 1-800-222-1222

CHO: (207) 561-9238

Dept of Public Safety: (207) 945-4636 and/or 911

Clean Harbors for an emergency spill: 1-800-526-9191 or (207) 234-4008.

- B. Labels on all chemicals and other containers indicating the contents (including waste receptacles) and associated hazards.
- C. Location of exits, safety showers, eyewash station, fire extinguisher, and other safety equipment.
- D. Warnings at areas or equipment where special or unusual hazards exist.
- E. Additional labeling will be done as necessary.

**XI. Spills and Accidents: (29CFR1910.1450 Appendix A (D)(9))**

- A. In the event of a spill, staff must immediately contact the CHO before beginning clean up. The CHO or other authorized person will assess the nature of the spill using the School's Emergency Plan to determine the appropriate response.

**The Emergency Response Plan for Holbrook Middle School is located in the Principal's Office and the Central Office.**

- B. The responsible staff will evacuate all persons from the spill or accident area until certain that the spill is not hazardous to people in the general area.
- C. The CHO is responsible for reviewing the Employee's Incident Report and Supervisor's Incident Report (provided by the Maine School Management Association). The CHO will maintain copies of the accident report.
- D. Each student, teacher, and staff member must know immediately what to do and where to go in case of any emergency.
- E. In the District, the CHO and nurse are responsible for promptly addressing the needs of people who may have been exposed.
- F. The CHO must report the spill to the Dept of Public Safety (1-800-452-4664).
- G. All waste generated from a chemical spill will be treated as hazardous waste.
- H. **Custodians and faculty cannot respond to chemical spills unless appropriate training and equipment has been provided.** The following list identifies those people who are trained to conduct spill response at this school and the date their training was conducted:

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Non-hazardous liquid may be disposed of down the drain without the permission of the CHO. Corrosive hazardous waste, which is hazardous only due to pH (i.e. no contaminants of heavy metal, solvents, etc.) and which is less than 500 milliliters in quantity, may be neutralized to a non-hazardous waste prior to disposal. Non-hazardous liquid chemicals may also be solidified for solid waste disposal (i.e. put in the trash). **Custodians must be notified of any chemical put in the trash for disposal.**

**XIII. Information and Training: (29CFR 1910.1450 (f))**

- A. All employees will be trained on the hazards of the chemicals and how to work safely with them. They will receive training at the time of employment and prior to assignments involving new exposure situations.
- B. Teachers are responsible for teaching students about hazards and safe practices.
- C. The CHO is responsible for ensuring that all employees receive information and training annually to ensure they are aware of the hazards of chemicals that are present in their work area. This training must include the following:
  - 1. The contents of OSHA Lab Standard and appendices information.
  - 2. Location and availability of CHP, chemical safety reference materials, including Safety Data Sheets, and the Permissible Exposure Limits for OSHA regulated substances.
  - 3. In Holbrook Middle School:
    - a. A copy of the CHP is kept in the Principals' office, Superintendent's office, and room 128.
    - b. Safety Data Sheets are kept in the custodian's office.
    - c. Additional safety information is located in the kitchen and custodian areas.
  - 4. Signs and symptoms associated with exposure to hazardous chemicals.
  - 5. Methods and observations that may be used to detect the presence or release of a hazardous chemical (visual appearance, odor, monitoring equipment and etc.)
  - 6. Knowledge of the hierarchy of protective measures such as engineering controls, work practices, personal protective equipment, and emergency procedures to protect workers from overexposure to hazardous chemicals.
  - 7. Emergency procedures to be used in case of a spill or exposure, including clean up methods and equipment needed.
  - 8. Use of fire extinguishers and other emergency equipment.

**XIV. Annual Chemical Hygiene Plan Audit (29CFR 1910.1450 (e) (4))**

**The CHO will conduct an audit of all phases of the Chemical Hygiene Plan each year. They will provide audit results to the Superintendent and Principals, who are responsible for taking corrective action.**

**\*MSMA INCIDENT REPORT FORMS TO BE USED\***



RSU #63

- a. **NEPN/NSBA Code:** EBCA
- b. **Title:** Comprehensive Emergency Management Plan
- c. **Author:** Policy Committee
- d. **Replaces Policy:**
- e. **Date Approved:** 11/28/2022 RSU #63
- f. **Previously Approved:** 11/28/2022 ~~11/29/2021~~
- g. **Policy Expiration:** Annual Review
- h. **Responsible for Review:** Superintendent, Policy Committee, Administrators
- i. **Date Reviewed:** 10/13/2022 Superintendent  
10/13/2022 Policy Committee  
11/08/2022 Administrators
- j. **References:**
- Legal Reference:** 20-A M.R.S.A. § 1001(16)  
LD42, Chapt. 464
- Cross Reference:** Policy EBAA-Chemical Hazards  
Policy EBCB-Emergency/Lockdown/Fire Drills  
Policy EBCC-Bomb Threats  
Policy EBABA-Chemical Hygiene Plan
- k. **Narrative:**

The RSU #63 Board of Directors (the Board) recognizes the need for a Comprehensive Emergency Management Plan (the Plan) for each and all schools within the RSU #63 (the District) and student activities conducted both on and off school unit grounds.

- I. The Superintendent and Principals are responsible for developing, in consultation with staff and persons or agencies with expertise in planning for and responding to emergencies, a comprehensive emergency management plan that identifies and addresses health and safety as well as, all hazards and potential hazards that could reasonably be expected to affect the school unit, school facilities, and off-grounds school activities.
- II. The Superintendent and Principals will be responsible for ensuring the Plan is implemented in each school and evaluated on an Annual Basis.
- III. The Plan, within a clearly marked binder, will be retained in the Principal's office in each school and will be readily available in case of an emergency. Copies will also be kept in the Superintendent's Office and the office of the Transportation **Coordinator** and the Facilities **and Maintenance Manager** ~~Director~~.
- IV. As required by law, the Board will approve the Plan annually. Any substantive changes in the Plan will be subject to the approval of the Board.

- V.** The following information pertaining to the RSU #63 Comprehensive Emergency Management Plan is considered public information:
- A.** A description of the scope and purpose of the Plan and the process used for developing and updating it;
  - B.** General information on auditing for safety and preparedness;
  - C.** Roles and responsibilities of school administrators, teachers, and staff and the designated chain of command during an emergency; and
  - D.** Strategies for conveying information to parents and the general public during an emergency.
- VI.** Except as specified in sections A-D above, those portions of the Plan and any records describing security plans, security procedures, or risk assessments prepared specifically for preventing or preparing for acts of terrorism will not be considered public information under the Freedom of Access Act. This is only to the extent the release of such information could reasonably be expected to jeopardize the physical safety of the schools and/or students of RSU #63, its personnel, and the public.

For the purpose of this policy, “terrorism” is defined as in 1 MRSA Ch. 402(3)(L) as “conduct that is designed to cause serious bodily injury or substantial risk of bodily injury to multiple persons, substantial damage to multiple structures whether occupied or unoccupied, or substantial physical damage sufficient to disrupt the normal functioning of a critical infrastructure.”



**RSU #63**

- a. **NEPN/NSBA Code:** EBCC
- b. **Title:** Bomb Threats/Threats of Violence
- c. **Author:** Superintendent
- d. **Replaces Policy:**
- e. **Date Approved:** 11/28/2022 RSU #63
- f. **Date Previously Approved:** 11/28/2022 ~~12/20/2021~~
- g. **Policy Expiration:** Annual Review in Conjunction with Annual Review of Comprehensive Emergency Management Plan
- h. **Responsible for Review:** Superintendent, Administrators, & Policy Committee
- i. **Date Reviewed:**  
10/13/2022 Superintendent  
10/13/2022 Policy Committee  
11/08/2022 Administrators
- j. **References:**
- Legal Reference:** 18 USC §§ pg. 921; 8921  
17-A M.R.S.A. § 210  
20-A M.R.S.A. §§ pg. 263; 1001(9); 1001 (9-A);  
1001 (17); 1001 (18)  
Ch. 125 § 10.06 (Me. Dept. of Ed. Rules)
- Cross Referenced Policies:** EBCA-Comprehensive Emergency Management Plan  
JKD-Suspension of Students  
JKE-Expulsion of Students  
JKF-Suspension/Expulsion of Students with Disabilities  
JICIA-Weapons, Violence, and School Safety  
JIC-Student Code of Conduct

**k. Narrative:**

The RSU #63 Board of Directors (the Board) recognizes that bomb threats and threats of violence are a significant concern to the school unit. Whether real and implemented, intended as a prank, or for some other purpose, a bomb threat/threat of violence represents a potential threat to the safety and welfare to students, staff, and the integrity of school property. Bomb threats/threats of violence disrupt the instructional program and learning environment as well as placing significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Threats will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning threats and to initiate or recommend suitable disciplinary action up to and including suspension and/or

expulsion.

**I. Definitions:**

- A. “Bomb” means an explosive, incendiary, or poison gas bomb, grenade, rocket, missile, mine, “Molotov cocktail”, or other destructive devices.
- B. “Look-alike bomb” means any apparatus or object that conveys the appearance of a bomb or other destructive device.
- C. “Bomb threat” is the communication, by any means, that a bomb has been or will be placed on school premises, including possession or placement of a bomb or “look-alike” bomb on school premises.
- D. “School premises” means any school property, vehicle, or location where any school activities may take place.
- E. “Threats of Violence” is the communication, by any means, that violence will take place on school premises.

**II. Conduct Prohibited:**

- A. No person will make or communicate, by any means, a threat that a bomb has been or will be placed on school premises. Because of the potential for evacuation of the school(s) and other disruption of school operations, placement of a bomb or “look-alike” bomb or device on school premises will be considered a threat for the purpose of this policy.
- B. No person will make or communicate, by any means, a threat that violence will take place on school premises.

**III. Procedures:**

The Superintendent or his/her designee will be responsible for developing and implementing procedures specific to bomb threats as part of the RSU #63 (the District) “Comprehensive Emergency Management Plan” (policy EBCA). These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event a bomb threat/threat of violence is received and should include provisions to address:

- A. Assessment of the threat so a response in proportion to the given threat is taken to ensure safety of those concerned;
- B. Selection of evacuation routes, sites, alternate sites, and control measures in place to ensure proper and safe movement;
- C. Designation of primary and alternate individuals to be in charge of the evacuation, re-entry, and informing proper officials both within the District and law enforcement;

- D. Designation of primary and alternate individuals who will make the necessary notification calls and when those calls will be made. Development and posting of a list of those to be contacted with alternate individuals or offices as necessary;
- E. Development of a plan and designation of who will contact parents if it becomes necessary;
- F. Dissemination of the procedures to be followed and by whom to all staff members with responsibility to ensure the safety of all students and staff; and
- G. Provision of support services for students and staff during and after any bomb threat or event.

**The Superintendent and his/her designee are responsible for overseeing a review or evaluation of bomb threat/threat of violence procedures prior to the annual approval of “RSU #63’s Comprehensive Emergency Management Plan” or following implementation of the procedure in response to a specific threat.**

**IV. Reporting of Bomb Threats/Threats of Violence will be as follows:**

- A. A student who learns of a bomb threat, threat of violence, or the existence of a bomb on school premises must immediately report such information to the building Principal, teacher, staff, or other adult in a position of authority;
- B. A District employee who learns of a threat will immediately take appropriate steps to protect the safety of students and staff in accordance with the District’s threat procedures as developed under Section III above, and inform the Principal who will notify the Superintendent of the threat;
- C. All bomb threats/threats of violence will be reported immediately to the local law enforcement authority by calling 911 at the Regional Communication Center.
- D. The Superintendent is responsible for reporting any bomb threat to the Department of Education within two (2) calendar school days of the incident. Reports will include the school within the District, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrator(s) has/have been apprehended.

**V. Student Disciplinary Consequences for making a bomb threat:**

- A. Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat will be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat will be subject to the District disciplinary action.
- B. The administration may suspend and/or recommend for expulsion any student

who makes a bomb threat. A student who has been identified through the Individualized Education Plan (IEP) process as having a disability and whose conduct in violation of this policy is related to the disability will be disciplined as provided by state law.

- C. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA p. 1001(9-A) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.
- D. In addition, after a hearing by the Board, a student who is found to have brought a bomb to school will be expelled from the school for at least one year in accordance with 20-A MRSA p. 1001(9-A) and Policy JICIA, except that the Superintendent may modify the requirement based on individual circumstances after discussion with the Board.

**VI. Student Disciplinary Consequences for making a threat of violence:**

- A. Making a threat of violence is a crime under Maine law. Any student suspected of making a threat of violence will be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a threat of violence will be subject to the District disciplinary action.
- B. The administration may suspend and/or recommend for expulsion any student who makes a threat of violence. A student who has been identified through the Individualized Education Plan (IEP) process as having a disability and whose conduct in violation of this policy is related to the disability will be disciplined as provided by state law.
- C. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA § 1001(9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing, and trafficking of scheduled drugs.

**VII.** A student, who knowingly encourages, causes, aids, or assists another student in making or communicating a bomb threat/threat of violence, will be subject to the disciplinary consequences described in Section V and VI above.

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

**IX. Staff Disciplinary Consequences for Inappropriate Action:**

- A.** A District employee who makes or communicates a bomb threat/threat of violence will be reported to the appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action will be consistent with the appropriate collective bargaining agreement, other employment agreements, and Board policies.
  - B.** A District employee who fails to report information or knowledge of a bomb threat, threat of violence, or the existence of a bomb on District property will be subject to discipline up to and including termination of employment as specified in Section IX (A) above.
- X.** The District reserves the right to bring a civil liability suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.
- XI.** Instructional time lost because of a bomb threat/threat of violence will be rescheduled at the earliest practicable opportunity, as determined by the Superintendent within parameters set by the Board. Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when school must be closed as required by law. It would be best to schedule the date as soon as practicable after the event, and not wait until the end of the school year. The Superintendent should take into consideration the terms of collective bargaining agreements, potential conflicts with holiday or vacation periods, or with planned school events and school bus schedules in determining an appropriate make-up date.
- XII.** All student handbooks will address the District's bomb threat/threat of violence policy and procedures and explain the educational consequences of threats. In addition, student handbooks will notify students and parents that bomb threats/threats of violence violate civil and criminal law and Board policy, and violators will be reported to the appropriate law enforcement agency.

RSU #63

- a. NEPN/NSBA Code: EFC
- b. Title: Food Services Program
- c. Author: Superintendent/Budget & Finance Committee
- d. Replaces Policy:
- e. Date Approved: 09/26/2022 RSU #63
- f. Previously Approved: 09/26/2022 ~~08/23/2021~~
- g. Policy Expiration: Annual Review
- h. Responsible for Review: Superintendent/Budget & Finance Committee/  
Policy Committee
- i. Date Reviewed: 09/21/2023 ~~08/16/2022~~ B&F Committee  
09/12/2022 Policy Committee  
09/12/2022 Superintendent
- j. References: 20-A MRSA § 6601 et. seq.  
Policies: EFCA-RSU #63 Free & Reduced-Price Meal Program  
EFC-R1 – Administrative Procedures Relating to RSU #63's  
Free & Reduced-Price Meal Program

k. Narrative:

RSU #63 (the District) will take part, as feasible, in the National School Lunch and other food programs that may become available to assure that all children for whom the Board is responsible will have the opportunity to receive proper nourishment.

Parents will be advised that this program is available and eligibility criteria will be made public.

In accordance with the guidelines for participation in these programs, and in accordance with the wishes of the Board, no child who a teacher believes is improperly nourished will be denied a free lunch, or other food, simply because proper application has not been received from their parents or guardians.

It will be the policy in our schools that when school lunch is desired, payment is expected on that day or in advance by/for pupils not eligible for free lunches. Should there be any difficulty in obtaining such payment, the matter is to be resolved by direct contact with the parent/guardian (or student, if emancipated). No student is to be denied food as a disciplinary measure.

The administration will establish and publish, as appropriate, procedures that conform with state and federal requirements and the intent of this policy regarding participation in programs for free/reduced price meals and supplementary food.



RSU #63

- a. NEPN/NSBA Code: GBGAA  
b. Title: Exposure Control Plan  
c. Author:  
d. Replaces Policy:  
e. Date Approved: 01/24/2022 RSU #63  
f. Previously Approved: 01/24/2022 ~~01/25/2021~~  
g. Policy Expiration: Annual Review Required  
h. Responsible for Review: Superintendent, Policy Committee,  
~~Transportation and Facilities~~ **Manager** Director,  
Business Manager  
i. Date Reviewed: 12/19/2021 Superintendent  
01/10/2022 Policy Committee  
12/29/2021 ~~Transportation and Facilities~~  
**Manager** Director  
12/28/2021 Business Manager  
j. References: OSHA Standard 29 CFR 1910.1030  
Occupational Exposure to Bloodborne Pathogens  
The Hazard Communication Standard (29 CFR 1910.1200)  
National Institute of Occupational Safety & Health  
(NIOSH)  
Cross References:  
Policy EBCF-R – Automated External Defibrillators-  
Administrative Procedure  
Policy EBCA-Comprehensive Emergency Management Plan  
k. Narrative:

RSU #63 (the District) is committed to providing a safe and healthful work environment for our entire staff. This includes protection from the daily potential for injury to students and staff by exposure to contamination from bloodborne pathogens. The Occupational Safety and Health Administration (OSHA) issued a standard to reduce the risk and protect employees from this threat. This District Bloodborne Pathogens Exposure Control Plan is adopted to meet this standard.

- I. **Purpose:**  
The Purpose of this Exposure Control Plan is to provide and maintain a safe working environment for all employees by eliminating and/or minimizing occupational exposure to bloodborne pathogens, including, but not limited to, Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV). It is the responsibility of the employer to provide and maintain appropriate engineering controls and personal protective equipment (PPE), and to develop, establish, and promote safe work practices, ongoing training, and education for its employees. It is also expected that employees will practice and follow the guidelines set forth by this plan.

II. **Scope:**

GBGAA - RSU #63 Exposure Control Plan

This plan covers all employees who could be “reasonably anticipated” as a result of the performance of their job duties, to come into contact with blood or other potentially infectious materials. (See **Exposure Determination: Category I** – section IV).

“Good Samaritan” acts, such as assisting a co-worker with a nosebleed, would not be considered an occupational exposure.

**III. Background:**

The Center for Disease Control (CDC) has recognized the following as linked to the potential transmission of HBV, HIV, and other bloodborne pathogens in the occupational setting:

- A. blood/blood products,
- B. semen,
- C. vaginal secretions,
- D. amniotic fluid,
- E. saliva (in dentistry),
- F. any body fluid visibly contaminated with blood,
- G. pleural fluid,
- H. peritoneal fluid,
- I. cerebrospinal fluid,
- J. all body fluids in situations where it may be difficult or impossible to differentiate between fluids

These substances shall be collectively referred to as blood or “other potentially infectious material” (OPIM) for the remainder of this document.

**IV. Exposure Determination:**

- A. **Category I:** Employees who *are likely* to have occupational exposure as part of their normal work routine. **Identified staff:** Bus Driver, Coach, School Nurse, Custodians/Maintenance, Cooks; Pre-Kindergarten and Kindergarten Teachers, Physical Education Teachers, Special Ed Teachers and Ed Techs, Mechanics, and School Secretaries.
- B. **Category II:** Employees who *do not* have occupational exposure as part of their normal work. **Identified staff:** All other staff.

**V. Hepatitis B Vaccine:**

All District employees defined as Category I personnel will be offered the vaccine for HBV, which is a life-threatening bloodborne pathogen. Informed consent as per standard medical regulations will be used. (Appendix A)

The vaccination will be done at no cost to the employees and is provided as a precaution for personnel safety. **Vaccinations will be provided by a health care provider approved by the District.** If an employee chooses not to receive the HBV vaccination, the employee must sign a letter of declination (Appendix A). A copy will be placed in the employee’s file.

**VI. Universal Precautions, Engineering Controls, and Work Practice Controls:**

The following procedures will be followed by all staff:

- A. Universal precautions (Appendix B) will be followed by all employees at all times. All blood and OPIM will be considered potentially infectious.
- B. Employees are advised to wear gloves and safety glasses when exposed to blood and OPIM.
- C. If an employee becomes contaminated, wash the area immediately with soap and water. If running water is not available, employees will be provided an appropriate hand wash substitute, such as antiseptic foam cleanser or towelettes until an appropriate handwashing facility can be utilized.
- D. All waste containers will be lined with a plastic bag. Waste containers in the health/school nurse offices will be double bagged and emptied each school day by custodians.
- E. Plastic needle containers will be kept in each School Nurse's office. All needle-like contaminated "sharps" and first aid equipment will be deposited in designated containers. Full "sharps" containers will be taken by the School Nurse to the school physician's office for disposal.
- F. If clothing should become contaminated with OPIM, it should be double-bagged and placed in a designated container for proper cleaning.
- G. Contaminated surfaces or areas will be decontaminated with an appropriate disinfectant immediately after exposure.
- H. When a spill occurs, the building administrator will limit access to areas of potential exposure and notify the custodian immediately.
- I. All work tasks will be performed in a manner that will reduce the risk of exposure. Employees in areas where exposure hazards exist are expected to adhere to the following:
  - 1. Eating, drinking, applying lipstick or balm, and/or handling contact lenses are prohibited in work areas where there is reasonable anticipated exposure.
  - 2. Food and drink will not be kept in refrigerators, shelves, or cabinets where blood or OPIM are stored or present.

**VII. Personal Protective Equipment:**

- A. Personal Protective Equipment (PPE), including but not limited to gloves and protective eye wear, will be provided by the District and kept in each School Nurse's office and custodial closet.

- B. Non-latex gloves and Band-Aids will be provided by the School Nurse to each classroom. School bus supplies will be provided by the Transportation Department at the beginning of the year and replenished as used.
- C. Training in the use of the appropriate PPE for the tasks or procedures the employee will perform will be provided by the School Nurse and/or an appropriate course.

**VIII. Training for Exposure Control:**

- A. Employees in Category I will, upon hire, be initially trained on the precautions, risks, and actions to take if exposure to bloodborne pathogens occur.
- B. Employees in Category I who perform tasks which have been determined to have a potential for exposure will be provided training annually.
- C. Training will include explanation and location of 29 CFR 1910.1030, Bloodborne Pathogens Standard and location of this plan.
- D. Custodians will be provided annual cleaning procedures for exposure to bloodborne pathogens.
- E. Certification of training will be maintained with copies in the employee's file.

**IX. Post-Exposure Procedures and Evaluation:**

Employees who come in contact with OPIM in the performance of their job will take steps necessary to safeguard their health. "Contact" will be considered as having said fluids enter one's body through cuts in the skin or splashes of fluids into eyes, mouth, nose, or other mucous membranes. If exposed:

- A. Immediate first aid – Employees will wash the exposure site thoroughly with soap or disinfectant and water. Flush eyes and/or mucous membranes with water immediately.
- B. Employee will immediately report the injury to his/her immediate supervisor. When school is not in session, the employee is to be referred to a health care provider approved by the District or a hospital Emergency Room. Report the incident to the **Business Manager** within 24 hours.
- C. The School Nurse will arrange for a medical post-exposure evaluation and follow-up. This evaluation and follow-up is to be provided by **a health care provider approved by the District or the employee's personal health care provider. If the School Nurse is not available, the Business Manager or Transportation and Facilities Director will arrange for the evaluation.**
- D. The immediate supervisor will complete a Supervisor's Incident Report (provided by

Maine School Management Association [MSMA]), which will include the circumstances under which the incident occurred and documentation of the route of exposure (skin, mucous membrane, etc.) and should be submitted to the Business Manager within 24 hours of the accident. This report will be forwarded along with the Employee's Incident Report (provided by MSMA) to MSMA as required.

- E.** If the source individual is known, the School Nurse will attempt to obtain consent and assist in making arrangements to have the source individual tested as soon as possible to determine HIV, HBV, and HCV infectivity. Results of the testing will be sent to the employee's medical provider.
- G.** Flow of forms:

  - 1.** Original forms to Business Manager for filing in the Worker's Compensation files.
  - 2.** Copies of forms to be kept in the employee's file for further follow-up.

APPENDIX A

RSU #63  
**INFORMED CONSENT/REFUSAL FOR HEPATITIS B VIRUS VACCINE**  
**(Mandatory if employee refuses vaccination)**

I, the undersigned employee, have read the portion of this two-page form regarding information about Hepatitis B and the Hepatitis Vaccine. I understand that, due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B Virus (HBV) infection in the workplace. I have been given the opportunity to be vaccinated with Hepatitis B Vaccine, at no charge to myself.

I further understand the risks involved in making this decision and I agree that RSU #63, its agents and employees, who are required by law or regulation to make the Hepatitis B Vaccine available to me, are not legally responsible or liable for the side effects that may occur as a result of my accepting/not accepting the Hepatitis Vaccine.

\_\_\_\_\_ I have opted to decline the Hepatitis B Vaccine at this time. I have already had the Hepatitis B Vaccine.

\_\_\_\_\_ I agree to accept the Hepatitis B Vaccine, given in three (3) doses over the next 6 months. (If you are pregnant or breast feeding, it is advisable that you consult with your doctor before taking the Hepatitis B Vaccine series.)

\_\_\_\_\_ I have opted to decline the Hepatitis B Vaccine at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B Vaccine, I can receive the vaccination series at no charge to me.

Print Name: \_\_\_\_\_

Title \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School/Location: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_



*Reference: Occupational Safety Health  
Administration Fact Sheet,  
Hepatitis B Vaccine Protection*

**RSU 63  
HEPATITIS B VIRUS VACCINE**

**For Your Information – Please Read Carefully**

**The Disease** – Hepatitis B is a viral infection caused by the Hepatitis B virus (HBV) which causes death in 1% to 2% of patients infected. Most people with Hepatitis B recover completely but approximately 5% to 10% become chronic carriers of the virus. Most of these people have no symptoms but can continue to transmit the disease to others. Some may develop chronic hepatitis or cirrhosis. Carriers face other problems, too. They run a high risk of developing primary liver cancer and pregnant carriers transmit the HBV through the placenta with some 90% of infected infants becoming carriers.

**Simple, Effective Solution** – Fortunately, now, there is a simple way to prevent HBV infection. The Center for Disease Control (CDC) recommends vaccination for anyone frequently exposed to blood or other body fluids in the workplace. If you fall into this category, the CDC says that 15% to 25% of these above specified healthcare workers will contract Hepatitis B during their careers. Your individual risk is directly related to how often you are exposed to blood and other body fluids.

**The Vaccine** – The Hepatitis B Vaccine currently used is a noninfectious vaccine made from bread yeast (*Saccharomyces cerevisiae*). When injected into the deltoid muscle, the hepatitis vaccine has induced protection levels of antibodies in more than 90% of the healthy individuals who received the recommended three doses of the vaccine. Persons with immune-system abnormalities, such as dialysis patients, have less response to the vaccine; but over half of those receiving it do develop antibodies. Full immunization requires three doses of vaccine over a six-month period although some persons may not develop immunity even after three months. There is no evidence that the vaccine has ever caused Hepatitis B. However, persons who have been infected with Hepatitis B virus prior to receiving the vaccine may go on to develop clinical hepatitis in spite of immunization. The duration of immunity is unknown at this time.

**Possible Adverse Side Effects** – the incidence of side effects is very low. No serious side effects have been reported with the vaccine. A few persons have experienced:

- A. Soreness, swelling, warmth, itching, redness, bruising, and nodule formation at the injection site,
- B. Fever + 100 degrees F and malaise,
- C. Tiredness/weakness,
- D. Headache,
- E. Nausea and/or diarrhea,
- F. Sore throat and/or upper respiratory infection,
- G. Dizziness,
- H. Muscle aches, and/or

**I. Joint pain.**

**APPENDIX B - RSU 63**

*Reference: Occupational Safety  
Health Administration  
Standard 29 CFR 1910-1030*

**UNIVERSAL PRECAUTIONS**

In order to provide a consistent approach in managing body substances from all students and staff, and reduce the risks of exposure to bloodborne pathogens, the practice of Universal Precautions will be followed by all employees at all times, regardless of the situation. All blood and body fluids will be considered potentially infectious.

Universal Precautions will apply to all blood/blood components and body fluids including semen, vaginal secretions, breast milk, amniotic fluids, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, and wound drainage.

Each job classification may be required to formulate and revise as necessary, separate procedures regarding the use of personal protective equipment (PPE) and development of work practices for the protection of employees. Compliance with Universal Precautions will be monitored by the School Nurse and building administrators.

**A. Hand Washing**

Hand washing continues to be an important means of interrupting disease transmission.

1. Wash hands often and thoroughly, with soap and water.
2. Wash hands after removing gloves or other PPE.
3. Wash hands after contact with blood or other potentially infectious material.
4. In the event hand washing facilities are not immediately available, a substitute antiseptic hand cleaner or towelette can be used. Hands will be washed with running water and soap as soon as possible.

**B. Gloves**

1. Gloves will be worn when there is anticipated or potential contact with blood or body fluids.
2. Gloves will be worn when the employee has non-intact skin (cuts, abrasions, dermatitis, etc.).
3. Gloves will be worn by the person responsible for the transportation of soiled lines, clothing, or waste materials containing potentially infectious materials.
4. Gloves will be worn when cleaning any surfaces soiled with blood or body fluids,
5. Gloves will be worn when handling/cleaning rooms and/or areas where there are potentially infectious materials.
6. Gloves will be changed when visibly soiled or damaged.

**C. Gowns**

Remove clothing if saturated with blood and place in a doubled bag for proper

cleaning. Personal protective gowns are available in the School Nurse's office if deemed necessary.

**D. Needles/Sharps**

1. Needles will not routinely be recapped, bent, broken, removed from disposable syringes, or otherwise manipulated by hand.
2. Equipment with sharp edges (art supplies, staplers, etc.) will be properly cleaned if exposed to blood.
3. All needles will be disposed of in puncture-proof containers specifically manufactured for this purpose. These containers will be located in the School Nurse's office in each school under the direction of the School Nurse and changed when full.
4. **Sharps (knife blades, guidewires, etc.):** Place the sharp object on a piece of sturdy cardboard and carefully tape the sharp object to the cardboard. Place another piece of cardboard over the taped object and tape the two pieces of cardboard together. Write on both sides of the cardboard – "SHARP OBJECT" – (blade, etc.).

**E. Waste**

All waste should be properly packaged to prevent spill or leakage and labeled for disposal by the area generating the waste.

**F. Blood or Body Fluid Spills**

In the event of a blood or body fluid spill, all visible organic matter must first be removed and then the area decontaminated.

**G. Resuscitation Equipment**

Automated External Defibrillators (AEDs) will be strategically located to provide personnel with immediate access for emergency situations.

**H. Hepatitis B Vaccine Program**

All employees who work in job Category I are likely or may have occupational exposure to OPIM, will be offered the Hepatitis B Vaccine at no cost to the employee. These workers will be vaccinated or if they choose, decline. Any employee who initially declines the vaccine may, at any time, request the vaccine at a later date.

**I. Exposure Incidents**

All exposure incidents and OPIM contacts must be reported to the School Nurse or building administrator within one hour of occurrence.

**J. Education**

All Employees will receive training in Universal Precautions, pertinent to their job classification and will review the Universal Precautions annually through staff development.

**RSU #63**

- |                                     |  |
|-------------------------------------|--|
| <b>a. NEPN/NSBA Code:</b>           | <b>KF</b>  |
| <b>b. Title:</b>                    | <b>Community Use of RSU #63 Facilities</b>   |
| <b>c. Author:</b>                   | <b>Policy Committee</b>  |
| <b>d. Replaces Policy:</b>          | <b>KF</b>  |
| <b>e. Date Approved:</b>            | <u>09/26/2022</u> <b>RSU #63</b>   |
| <b>f. Date Previously Approved:</b> | <b>09/26/2022 01/22/2018</b>   |
| <b>g. Policy Expiration:</b>        | <b>Annual</b>  |
| <b>h. Responsible for Review:</b>   | <b>Superintendent, Business Manager, Policy Committee</b>  |
| <b>i. Date Reviewed:</b>            | <u>          </u> <b>09/12/2022 Superintendent</b><br><u>          </u> <b>09/15/2022 Business Manager</b><br><u>          </u> <b>09/12/2022 Policy Committee</b> |
| <b>j. References:</b>               |  |
| <b>k. Narrative:</b>                |  |

For the purpose of this policy, “school facilities” include building and grounds, parking lots, playing fields and fixed equipment.

It is the RSU #63 Board of Directors (the Board) desire that the local taxpayers who provide the school should be able to obtain maximum use of the facilities, to the extent consistent with the primary educational function of the school. It is intended that community uses for educational, recreational, social, civic, and philanthropic, and like purposes be approved by the administration, in accordance with this policy, the implementing regulations, and a fee schedule approved annually by the Board.

The Superintendent is responsible for developing administrative regulations which provide for: timely applications; uses which do not interfere with educational or extracurricular programs of the public-school students; preference to local, not-for-profit organizations; and the acceptance of appropriate responsibility and liability.

The following provisions apply to community use:

- A.** A certificate of insurance will be required as appropriate to the particular use;
- B.** No alcoholic beverages may be brought onto school property;
- C.** **The use of tobacco and or vaping products** is not allowed on school property;
- D.** School facilities may not be used for any illegal purposes;
- E.** Community adults and children are free to use outdoor grounds and facilities for recreation whenever not otherwise scheduled. However, formal approval of buildings and grounds use will only be granted to recognized organizations and groups;
- F.** Any approval of the use of school facilities is to require the signing of a Facility Use Agreement setting forth the conditions of use;
- G.** Application for use is to be made through the Principal, with final approval determined by the Superintendent;
- H.** Repeat use may be denied to any group which has not demonstrated appropriate conduct and care; and
- I.** All activities must be supervised by a competent, responsible adult.

- J.** A RSU #63 staff member must be present in the building during facility use as directed by the Superintendent.

Facility use may be granted without rental charge, as follows:

- A.** Not-for-profit educational, recreational, cultural and fraternal organizations having a significant number of members who are community residents;
- B.** Not-for-profit groups which present programs that are designed to be educationally, recreationally, or culturally beneficial to local citizens; and
- C.** Municipal-sponsored groups and organizations.

Other groups will pay rent, in advance, on a multi-increment scale which reflects highest amounts for groups engaging in a profit-making enterprise on school grounds.

The following may be requested of any group:

- A.** Reimbursement for incidental expenses (e.g., utilities);
- B.** A deposit with application, refundable after leaving the facility in satisfactory condition;
- C.** Reimbursement for property damage and any cleaning and repair costs;
- D.** Reimbursement for custodian or other staff costs when necessary to the use of the facility; and
- E.** Fees for rental of equipment.

**RSU #63 FACILITIES USE APPLICATION AND AGREEMENT FORM**

**IN ORDER THAT YOUR REQUEST FOR THE USE OF RSU #63 FACILITIES BE CONSIDERED, KINDLY COMPLETE THE FOLLOWING FORM. RETURN SIGNED FORM AND SUPPORTING DOCUMENTATION TO:**

**Superintendent's Office  
202 Kidder Hill Road  
Holden, ME 04429  
207-843-7851**

**I. Building/Grounds Use Request:**

The \_\_\_\_\_ (organization) requests the use of the  
\_\_\_\_\_ (facility) for the purpose of  
\_\_\_\_\_ (activity/activities).

A. Will the activity be open to the public? \_\_\_\_\_ Yes \_\_\_\_\_ No

B. Will there be fees charged to the public? \_\_\_\_\_ Yes \_\_\_\_\_ No

**One-time Use Request:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Multiple-times Use Request:** Dates: \_\_\_\_\_ Time(s): \_\_\_\_\_

**II. Contact person:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**III. Insurance Information:** Please provide a copy of the  
Certificate of Liability Insurance *Waived?* \_\_\_\_\_ *Yes* \_\_\_\_\_ *No*

*If Waived,*

*Signature of RSU #63 Superintendent and/or Business Manager:*

\_\_\_\_\_

Limits of Liability \$ \_\_\_\_\_

Bodily Injury \$ \_\_\_\_\_



Property Damage \$ \_\_\_\_\_

**IV. Facility Use Agreement:**

A. I agree, on behalf of the organization/group indicated above, all members and guests will observe **RSU #63's Core Values**, regulations, and rules.

\_\_\_\_\_ (initials)

B. No alcoholic beverages will be on school property at any time. \_\_\_\_\_ (initials)

C. Tobacco use will not be allowed on school property. \_\_\_\_\_ (initials)

D. School facilities will not be used for any illegal purposes. \_\_\_\_\_ (initials)

E. I, individually, and/or as an authorized representative of the requesting organization, assume full financial responsibility for any and all damages done to school property during the period of use indicated above. \_\_\_\_\_ (initials)

F. I, individually, and/or as an authorized representative of the requesting organization, agree to reimburse RSU #63 for any custodian, kitchen, or other staff costs necessary to use the facility. This includes the unlocking/locking the building. (Note: School kitchen staff or someone trained by kitchen staff and approved by the Superintendent, are required when using the kitchen.)  
\_\_\_\_\_ (initials)

G. I, individually, and/or as an authorized representative of our organization/group will, at all times, hereafter indemnify the above-named school against any loss, damage, or expense of any kind, which said school may sustain or incur because of use of the above described building by our organization/group. We will further hold said school harmless for loss of any kind in connection herewith.  
\_\_\_\_\_ (initials)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Requesting person)

Recommend for Approval: \_\_\_\_\_ \*NOT Recommended for Approval: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal)

Recommend for Approval: \_\_\_\_\_ \*NOT Recommended for Approval: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Business Manager)

Approved: \_\_\_\_\_ \*NOT Approved: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Superintendent)

\*Explain, in writing, reason for not recommending approval or not approving.

**RSU #63 FACILITIES USE BILLING FORM**

The information below must be provided to the Business Manager, in addition to the Facilities Use Agreement, prior to any requested use being approved.

Organization: \_\_\_\_\_

User Representative (same as Facilities Use Agreement): \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time of Actual Event: From \_\_\_\_\_ To \_\_\_\_\_

Time Required for Setup/Cleanup: From \_\_\_\_\_ To \_\_\_\_\_

Anticipated Number of People Attending: \_\_\_\_\_

Will the use of the Kitchen be required? \_\_\_\_\_

Specify Any Furniture or Equipment Required: \_\_\_\_\_

**BILLING INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**BILLING ESTIMATE:** Actual charges may differ from original estimate, based upon required amount of time to clean areas used during the actual event. If a custodial fee is charged, time charged will include any time required to return the areas used, whether intended or not, to "ready for school" condition.

Building/Grounds Estimate: \_\_\_\_\_ hours @ \$35 per hour = \$ \_\_\_\_\_

Kitchen Use Estimate: \_\_\_\_\_ hours @ \$35 per hour = \$ \_\_\_\_\_

Total Estimate: \$ \_\_\_\_\_

If custodian and/or kitchen staff volunteer their time, a written, signed statement must be provided.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Requesting person)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Business Manager)



**RSU #63**

- a. **NEPN/NSBA Code:** **DN**  
b. **Title:** **School Properties Disposal Procedures**  
c. **Author:** **Superintendent/Policy Committee**  
d. **Replaces Policy:**  
e. **Date Approved:** 09/25/2017 **RSU #63**  
f. **Previously Approved:** 09/25/2017 09/28/2015  
g. **Policy Expiration:** **Review as Needed**  
h. **Responsible for Review:** **Superintendent/Policy Committee**  
i. **Date Reviewed:** 09/12/2017 **Policy Committee**  
09/12/2017 **Superintendent**  
j. **References:** **Policy DJ-Purchasing**

k. **Narrative:**

- I. The RSU #63 Board of Directors (the Board) delegates to the Superintendent and ~~his/her~~ **their** designee the authority to dispose of all instructional material, equipment, and supplies that are obsolete or surplus.
- II. Before any type of disposal is initiated, the ~~District Director of Transportation and Operations~~ will first check to determine whether the item(s) might be useful to another school district and then to another governmental or community service agency within district areas. Appropriate payment may be negotiated. The Superintendent, with the approval of the Board, may authorize trades and outright donations.
- III. When books are expected to have a resale value, companies that deal in used books will be contacted. Arrangements will be made if it is determined the books can be sold at a profit.
- IV. Surplus items, which have more than intrinsic value and which are not of use to the district or by local agencies, will have estimates of value determined by an appropriate authority and then offered for sale to the public. In order not to spend more on advertising than the item(s) are worth, the following practice will be implemented:
- A. If the item(s) are worth less than \$500.00 or the cost of advertising it/them in local newspapers, the item(s) will be advertised through:
1. Posting(s) on the district's website,
  2. Notices posted in local U.S. Post Offices and Town Offices,
  3. Signage in front of schools and (requested) signage in front of town offices (such as "For Sale – [named equipment] – Call [district operations phone number]), and

4. Mailings to individuals and business that might be interested.
- B.** If the item(s) is worth more than \$500.00, or the cost of advertising it/them in local newspapers, the item(s) will be advertised through:
1. Posting(s) on the district's website,
  2. Notices posted in local U.S. Post Offices and Town Offices,
  3. Signage in front of schools and (requested) signage in front of town offices (such as "For Sale" – named equipment – Call district phone number)
  4. Mailings to individuals and business that might be interested, and
  5. Advertisement in local newspapers.
- V.** The Board may authorize the sale of item(s) by sealed bids utilizing the appropriate methods defined and in compliance with the appropriate sections of Policy DJ.
- VI.** The Superintendent will authorize appropriate payment for any advertisement method used.
- VII.** Junk may be sold for salvage when practicable.