

REGIONAL SCHOOL UNIT 19

TO: RSU 19 Board of Directors
FR: Robin McNeil / Mike Hammer
DT: November 18, 2020
RE: **Policy Committee Meeting Agenda**



DAY: **Tuesday**
DATE: **November 24, 2020**
TIME: 6:30 PM
PLACE: NRH/MS Library

Join Zoom Meeting:

<https://us02web.zoom.us/j/89944129197?>

Phone: 1 575-754-4164

AGENDA

I. Public Comment

II. Policy Procedures

- A. BGA to BG School Board Policy
- B. BGB to BG-R Policy Adoption Procedure

III. Policy Review

- A. EFAB Food Allergy Management
- B. EFAB-E1 Severe Allergy / School Wide Ban Sample Letter
Recommendation to Delete
- C. EFAB-E2 to E1 Food Allergy Classroom Ban Sample Letter
- D. EFAB-E3 to E2 Substitute Teacher Letter
- E. EFAB-E4 to E3 Epipen Competency Skill Check List
- F. JLCB Immunization of Students

IV. Other

V. Adjournment

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

SCHOOL BOARD POLICY DEVELOPMENT

The RSU 19 Board considers policy development its ~~chief function, along with providing the wherewithal such as personnel, buildings, materials, and equipment for the successful administration, application and execution of its policies~~ most important governance function.

It is the intent of the Board to develop written policies ~~to~~ that will serve as ~~guidelines and goals~~ the foundation for the successful and efficient ~~functioning~~ operation of ~~the school unit~~ RSU 19 and its schools.

The Board accepts the definition of policy set forth by the National School Boards Association:

~~"Policies are principles adopted by the school board to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems, yet narrow enough to give clear guidance. Policies are guides for action by the administration, which then sets the rules and regulations to provide specific directions to school district personnel."~~

School Board policies are statements that set forth the purposes and prescribe in general terms the organization and program of a school system. They create a framework within which the Superintendent and the staff can discharge their assigned duties with positive direction. They tell what is wanted. They may also indicate why and how much. Policies should define clearly the goals and objectives of the school system, allow for the flexibility that is vital in day-to-day operations, reflect the board's vision, define roles and responsibilities (who is supposed to do what), and include measurable outcomes.

It is the Board's intention that its policies ~~set goals and provide direction~~ serve as sources of information and guidance for ~~people~~ administrators, staff, and students and serve as sources of information for parents, community members and others who are interested in or connected with the ~~unit's~~ schools.

The Board's policies are framed, and are meant to be interpreted, in terms of ~~federal laws and regulations~~, state statutes, and the rules of the Maine Department of Education, State Board of Education, and ~~all~~ other regulatory agencies ~~within our local, county, state, and~~

1st Reading 06/16/09

Adopted: 08/10/09; Re-Affirmed 06/16/15

~~federal~~ at various levels of government. The Board's policies are also ~~framed, and are meant to be interpreted, in terms of those~~ intended to reflect the Board's educational philosophy and instructional objectives, procedures, and practices that are supported by research and generally ~~which are broadly~~ accepted by leaders and authorities in the field of public education field.

~~Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of the current board and those of the future. The board will welcome suggestions for ongoing policy development.~~

The Board regards policy development and review as an ongoing process. The need for a new policy or revision or deletion of an existing policy may arise from a change in law and/or regulations, modification of the RSU's vision or goals, educational research or trends, the occurrence of a significant incident or a recommendation or request from Board members, school administrators, staff, parents, students or other interested persons. Adoption of new or revised policies and repeal of existing policies is solely the responsibility of the Board. Policies will be adopted, amended or repealed only by the affirmative vote of a majority of members present and voting.

~~Action on board policy proposals will be taken upon a recommendation of the Policy Committee. The development of the policy statement shall be the responsibility of the Policy Committee and the superintendent, with final adoption in accordance with board policy and by laws.~~

Policies shall become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

The Superintendent/designee will be responsible for distributing new or revised policies to Board members and for making policies accessible to school personnel, students and the public.

Legal Reference: 20-A MRSA §1001 (1) (A)

Cross Reference: BEDF – Voting Procedure
BG-R – Policy Adoption Procedure

POLICY ADOPTION ~~AND AMENDMENT~~ PROCEDURE

~~By law and policy proposals and suggested amendments to or revisions of existing policies or by laws shall be submitted to all members of the board and to the superintendent in writing prior to a regularly scheduled board meeting in which such proposed policies, amendments, or revisions shall be read and discussed. A vote for adoption shall take place at the next succeeding regular meeting of the board unless deemed an emergency and adopted by majority vote of members present. Action shall be by majority vote of the total board. Minutes of each meeting shall reflect any readings and action taken.~~

~~Development of all such proposals for new or amended policies prior to their submission to the board for action shall include, to the fullest extent possible, deliberative discussions with all persons to be affected or their representatives.~~

The following procedure shall be used to develop, adopt, review, revise and/or delete (repeal) RSU 19 Board policies:

- A. The Board's Policy Committee is charged with reviewing and recommending all new policies and policy changes to be considered by the Board.
 - 1. Individual Board members, Board subcommittees, the Superintendent, and members of the public may submit policy suggestions and concerns directly to the Policy Committee. Policy suggestions that are submitted to **[OR: received by]** the Board Chair or the Superintendent will be forwarded to the Policy Committee. School unit employees should follow any and all applicable administrative procedures and/or collective bargaining agreement provisions for submitting policy suggestions.
 - 2. The Policy Committee, together with the Superintendent, will be responsible for reviewing and researching suggestions for new policies and policy changes. The Policy Committee may seek or ask the Superintendent to provide information such as, but not limited to, the specific need for the policy; the fiscal consequences of the proposed policy; the potential effect of the policy on the instructional program, staff, students and the community; samples of policies on the same or similar subjects; applicable provisions of state and/or federal law and regulations; and the anticipated costs and benefits of implementing, enforcing and monitoring the proposed policy.
 - 3. The Policy Committee may prepare draft policies or delegate the drafting of all or individual policies to the Superintendent.

4. At an appropriate stage in the process, the Superintendent, on behalf of the Policy Committee and the Board, shall notify the bargaining agent for the school unit's teachers of any proposed new educational policy or proposed modification of any existing educational policy.

The Policy Committee may also seek input or discuss the proposal with other groups affected by the policy.

5. The Policy Committee will make reports to the Board regarding its activities and the status of policy development.

- B. Upon recommendation by the Policy Committee, the first reading of a new policy, revision or deletion of policy shall be placed on the agenda of a regular Board meeting. Board members shall receive the policy, supporting material, if appropriate, and any written recommendations in advance of the meeting date.

The Policy Committee Chair will explain the proposed policy or policy change. The Board may discuss the substance of the policy proposal, and a vote shall be held to acknowledge the first reading of the policy. Any changes to the policy agreed to by consensus or by vote on a motion to amend shall be made prior to the second reading.

- C. At a subsequent regular meeting, at least two weeks but no more than eight weeks after the first reading, the policy shall be placed on the agenda for second reading and action. Amendments may be introduced and acted upon. If a main motion to approve the policy is not passed at such a meeting by a majority vote of Board members present and voting, the process for that policy is ended unless the Board, by vote, takes action to table further consideration of the policy or otherwise dispose of the policy (e.g., refer it back to the Policy Committee for further research).

- D. The Superintendent will be responsible for making new and revised policies available to Board members, RSU 19 personnel, students and the public by sending copies to the schools, updating the school unit's website and/or other appropriate means as soon as practicable following adoption. ~~Board members should update their policy manuals when they receive copies of new or revised policies or notifications of deletions.~~

- E. The Superintendent shall provide each Board member ~~with a policy manual, in print, on a CD, and/or by other means, as specified by the Board. If Board member access to the policy manual online, the Superintendent will provide each Board member~~ with instructions for accessing the policy manual online. ~~The Superintendent /designee may periodically recall all policy manuals for~~

~~administrative updating to ensure that the content of all Board manuals is current and consistent.~~

Legal Reference: 26 MRSA § 965(1) (C)

Cross Reference: BEDB - Agenda
BG - School Board Policy
~~BGA - Policy Development~~
CHD - Administration in the Absence of Policy

FOOD ALLERGY MANAGEMENT

Introduction

When they are exposed to certain foods, some students experience severe and potentially life threatening allergic responses. The first goal of RSU 19 is to try to the best of our ability to avoid the allergic child's exposure to their trigger food. The second goal is to have an emergency plan in place if an accidental exposure occurs. This plan will provide for immediate identification of a reaction, treatment, and medical support to prevent progressive symptoms, stabilization, and appropriate transportation to a hospital.

The schools and the families of allergic children acknowledge that despite our best efforts, the District cannot guarantee an absolutely allergen-free environment. The goal of this policy is to create a peanut/nut aware District.

The amount of food needed to cause an allergic reaction varies from one person to another. For some individuals, symptoms may develop when the food comes into contact with their skin, or after smelling the vapors of the food to which they are allergic. Ingestion of the allergenic food is not necessary for some highly sensitive individuals, to trigger and allergic reaction / response.

Symptoms can show up in the skin, respiratory tract, gastrointestinal tract and cardiovascular system. They can include itchy skin or eyes, hives, eczema, runny or stuffy nose, itching or swelling of the throat, wheezing, difficulty breathing, coughing, abdominal cramps, nausea, vomiting, diarrhea, drop in blood pressure, or increased heart rate. Individual reactions can include one or multiple symptoms.

The parents of any food-allergic student are the experts about the child's allergy. The school will work in partnership with the child's parents, physician and the student who has food allergies to develop a plan to ensure the safety of each student. It is the parent's responsibility to notify the School Nurse of a food allergy with adequate time to put this policy into action. This policy will only be implemented when alerted to a food allergy in a student. Please note that this policy only addresses FOOD allergies. ~~And also please be aware that n~~Not all food allergies are life-threatening. It will be imperative that each child with a food allergy has their own Individual Health Action Plan to assure their needs are addressed appropriately.

Prevention

Parent Responsibility

- A parent must notify the school as soon as an allergy is diagnosed. A meeting must be set up including the School Principal, Food Service Director, School Nurse, Parent, Building Medical 504 Case Manager, and Classroom Teacher as soon as possible.

- Parents will provide a written emergency plan of action for use in the school, should their child have an allergic reaction. Parents will provide medical documentation of the severity of their child's allergy and signed permission for the school nurse to contact the child's physician regarding medical management in the school setting and appropriate
- Parents will provide the school with any medication which their child requires for emergency treatment (ie. Benadryl, Epi Pen, asthma inhaler) in a clearly marked container and ensure that appropriate refills are provided before or on an expiration date.
- Parents of food allergy students, who decide to have their child eat **school** prepared food, will initiate a meeting with the school nurse and food service director to determine safe menu options.
- Parents will educate their children in self-management of their food allergy including: safe and unsafe foods, strategies for avoiding exposure to unsafe foods, symptoms of an allergic reaction, how and when to tell an adult if he or she may be having an allergy related problem, and how to read food labels to avoid ingredients in commercial food (age appropriate).

Student Responsibility

- Parents and school personnel will assist the student to be able to manage his or her food allergy, as appropriate for the student's age and developmental level.
 - The student will take as much responsibility as possible for avoiding allergens and managing their condition.
 - The student will not trade or share food with others.
 - The student will wash hands before **and** after eating.
 - The student will learn to recognize symptoms of an allergic reaction.
 - The student will understand the importance of seeking adult help if they eat something they believe may contain the food to which they are allergic, or believe they are experiencing an allergic reaction.
 - The student will develop a relationship with the school nurse and/or another trusted adult in the school system to assist in identifying issues related to the management of the allergy in school.

School Responsibility

- The school will assure that all staff who interact with the student on a regular basis understand food allergies, can recognize symptoms, and know what to do in an emergency. ~~The information will be reviewed semi-annually by the School Nursing Team.~~
- The school staff will work to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects or incentives.

School Wide

- ~~A poster~~ **Signage** will be in **and posted outside of** each classroom ~~and all common areas (ie., offices, teachers' rooms, etc.) which will outline the signs of an allergic reaction and action to be taken.~~

- Appropriate RSU 19 school staff will be fully educated regarding food allergies, symptoms and emergency protocol and will be responsible to carry out individual emergency action plans. ~~They will be reviewed semi-annually.~~
- The school will train appropriate staff on Epi Pen use annually. A competency skill check list will be kept in their file and will need to be recertified annually.
- Bus drivers will:
 - Be alerted to recognize students with high risk medical conditions.
 - Enforce the “no eating” rules for all riders.
 - Be trained to recognize signs of a severe allergic reaction.
 - Be Epi Pen trained and responsible for carrying out each student’s Individual Emergency Action Plan.
- Substitute teachers, bus drivers, kitchen personnel, and secretaries will receive food allergy awareness and Epi Pen training prior to working in classrooms/and or the school with food allergic children. Food allergic children will be identified to substitute staff members.
- Volunteers will be made aware of updated allergy information and protocols on an annual basis.
- Students in all classes will be encouraged to wash their hands after snack and lunch to avoid contamination of commonly used objects **such as** (computer keyboards, athletic equipment, etc.)
- Reminder notices concerning food allergies will be sent home to all parents prior to major holidays that might include food.

Health Office

- EpiPens and other emergency medication will be stored in labeled boxes and arranged in an organized fashion in the **Main Nurse’s** Office.
- Each box will be clearly labeled with the child’s name and will contain medication as well as the student’s Individual Emergency Action Plan.

In the Classroom

- ~~• With the student’s and the parent’s permission, the teacher and school nurses will conduct a lesson about food allergies. Emphasis will be on what the student can eat as well as what must be avoided.~~
- ~~• The classroom teacher will send a letter home semi-annually (August and January) to parents of all students in the class to enlist their help in keeping certain foods out of the classroom, particularly at snack time, as appropriate.~~
- **A s**Signage will be placed at the door (ie., Peanut-Free Zone) as appropriate. Signage will be provided by Nursing Staff.
- ~~• The teacher will review lesson plans that involve food with the nurse and building administrator. Approved projects which have a food component will be discussed with parents of food-allergic children who have requested notification. Alternative projects for the entire class which use non-allergenic food or non-food items will be substituted whenever possible.~~
- Allied arts teachers will be informed of all food-allergic students, so lessons can be adjusted accordingly.

- Teachers will ensure that information about each food-allergic student will be available in the substitute folder.
- Non-food items should always be used instead of food to recognize good work or good behavior.
- Students will not be allowed to trade food.
- Class parties and special events. Class parties should follow the guidelines set forth in our wellness policy. If a classroom or school has a food allergy, then special accommodations will be made to keep all children safe. Food that does not meet the criteria will be returned at the end of the school day.
- All students will be encouraged to wash their hands frequently throughout the day and after eating. In classrooms with allergy students, children will be asked to wash their hands before **and** after handling food.

On Field Trips

- The teacher and parent of an allergy student will review plans for field trips. Consideration will be given to handling eating situations of field trips to keep all children safe.
- The allergic student's parents will be invited to volunteer to participate in the field trip, if appropriate.
- When groups are assigned, allergy students will be assigned to the teacher's group or to their parent's group if the parent attends the field trip. This adult will be responsible for carrying the Medical/EpiPen Bag and will remain with the child at all times. **Epi Pens are able to be self-carried if appropriate.**

In the Cafeteria

- Food Service staff and those on regular duty in the cafeteria will be trained to be alert for the signs of a severe allergic reaction and how to use an Epi Pen.
- Food Service staff will minimize preparation and serving of foods which contain nut or peanut products or other trigger foods that a child may be allergic to, when appropriate. **No peanut/tree nut foods or foods manufactured in facilities that process peanuts/true nuts are served in RSU 19 schools.** All food service staff will have sanitation training provided by the Food Service Director. It will be important that all tables are cleaned before **and** after use.
- The individual emergency action plan will be placed in the kitchen, taped to the wall **in a folder** near the telephone, where it will be readily accessible in an emergency situation. All medication is kept in the **main** Nurse's Office.
- **There will be a clearly labeled "peanut/nut aware" table in each lunchroom at the elementary level, if needed.**

Emergency Action For Severe Allergic Reaction

Individual Emergency Action Plan Availability

- The School will have the Individual Emergency Action Plan available in each health office for those students with known serious allergies. Parents will list action to be taken (medications, hospital of choice, and emergency contact

numbers). This information will also be available to classroom teachers, kitchen staff, as well as the office staff.

- The nurse will periodically review and update the action plan for each student annually. The Epi Pens will be checked quarterly for discoloration and expiration date.

Accidental Exposure Care

- In the event of an accidental exposure, if the student is in or near a school building, the student should be immediately escorted to the health office, accompanied by a staff member and a parent will be notified immediately.
- The health office staff will:
 - Observe for breathing difficulty, hives or pallor. Monitor pulse, respiration and blood pressure.
 - Follow the Individual Emergency Action Plan.
 - Continue to monitor the student closely (BP, pulse, respiration).
 - Elevate legs if BP is low (normal BP range is 80-125 over 46-84).
- If the student is not in the school building, the attending staff person will follow the student's Individual Emergency Action Plan including the use of **Benadryl Antihistamine** and/or Epi Pen.
- Parent will be notified and rescue will be called if necessary.
- After an Epi Pen is administered, the student will be transported in an ambulance or qualified EMS vehicle to the hospital to be thoroughly checked by a physician. Additional epinephrine (Epi Pen or Epi Pen Jr.) will be sent with the student to the Hospital. If possible, a school staff member will go to the Hospital to be with the student until parent arrives.

Post Exposure

- Any exposure should be documented by the School Nurse, whether Epi Pen was needed or not.
- After an emergency requiring the use of an Epi Pen, the nurse, teacher, parent and student will meet to review the incident and the student's protocol.
- In the event of an emergency requiring the use of an Epi Pen, and incident report will be completed. This report will be filed with the building principal, superintendent, and a copy retained in the student's health record.

Severe Allergy / School Wide Ban Sample Letter

Dear Parents:

Please be advised that _____ School ~~is banning any snack or food item from the school that contains peanuts or nuts.~~ It is necessary for us to take these measures because of the significant number of students who are allergic to nuts. In some cases, these foods are life threatening; therefore, we will not be serving foods with these ingredients in our lunch program.

We recognize the popularity of peanut butter and jelly as a lunch option for many students. We will be substituting the peanut butter in our lunch program with an alternative called Sunbutter which is made from sunflower seeds. We are confident the students will not notice the difference. Information regarding this product is available at sunbutter.com

As parents of children who attend our school it is critical that you assist us in providing a safe environment for all our students. **We need you to check snack labels carefully and do not send anything made with peanut butter/oil to school.**

I know this may create an inconvenience to you, but I am confident that if the situation was reversed and it was your child who was affected that you would want the peace of mind knowing that when your child went to school he/she would be safe.

In the event that someone comes to school with a peanut or nut product for snack or lunch please be advised that we will contact you for a replacement or if we have an alternative we will offer it to your child. Thank you for your assistance with this serious matter. Please feel free to contact me if you have questions or concerns. Expect to hear your children talk about being "peanut free" when discussing food items. Please return the bottom portion of this letter so that we know you have received this important information.

Sincerely,

Your School Nurse

I have read and understand the peanut free classroom precautions that will help keep the school environment safe for food allergic students.

Parent Signature

Child's Name

Food Allergy Classroom Ban Sample Letter

Dear Parents

We are asking for your help in providing a safe learning environment to all students. One or more students in your child's grade level has a severe food allergy to peanuts, peanut oil, tree nuts, tree nut oils (walnuts, cashews, etc). It is important that foods containing these substances are strictly avoided in order to prevent a life-threatening allergic reaction.

Any exposure to peanuts or peanut oil or tree nuts/tree nut oils may cause a life threatening allergic reaction that requires emergency medical treatment. To reduce the chance of this occurring, **we ask that you do not send any of these food items to school with your child that will be eaten in the classroom.** If you child has eaten peanut, nut or containing products before coming to school, please be sure that your child's hands and face are washed before riding the bus or entering the school. As an extra precaution, children' in your child's classroom will be asked to wash their hands before *and after* they eat. A "peanut free / nut free" table will be available in the lunch room for all students who are not eating these products during lunch. Peanuts and nut containing foods will not be served in school lunch. As always, students will not be allowed to share or trade food.

Many parents enjoy contributing treats and baked goods to the class on special occasions. Because of known and unknown food allergies, on those occasions please refer to our wellness policy. **Please do not bring food to share in the classroom without first contacting the classroom teacher.**

We appreciate your support to help ensure the safety of our students. Please complete and return the bottom of this form so that we are certain you have received this important information.

Please contact me if you any questions or concerns.

Sincerely,

Your School Nurse

I have read and understand the peanut-free classroom precautions that will help keep the school environment safe for food allergic students.

Parent Signature

Child's Name

Substitute teachers are an important link in the school staff. They must be included in the information chain regarding safety measures designed to protect the student with food allergies they supervise.

Substitute teachers must receive written information that the students with food allergies are in the class, information about peanut-free tables or other special modifications, and the resources available if a student has an allergic reaction. Here is a sample letter which teachers can leave with their lessons plans for the substitute.

Dear Substitute Teacher:

The students listed below in this class have severe life-threatening food allergies. Please maintain the food allergy avoidance strategies that we have developed to help protect these students.

Should a student ingest, touch or inhale the substance to which they are allergic, a severe reaction may follow requiring the administration of an Epi Pen.

The Individual Emergency Action Plan, which states who has been trained to administer the Epi Pen, is located _____.

Epinephrine is a life-preserving medication and should be given in the first minutes of a reaction.

Student: _____

Allergy: _____

Important Notes: _____

Please treat this information confidentially to protect the privacy of the students. Your cooperation is essential to ensure their safety. Should you have any questions, please contact the School Nurse _____ or the Principal _____.

Food Allergy Plan

EPI PEN COMPETENCY SKILL CHECK LIST

Staff Name: _____

The following competencies have been demonstrated by staff person:

- _____ States the responsibilities of the school nurse for training and supervision
- _____ Identifies common causes of allergic reactions
- _____ Describes general and student-specific warning signs if allergic response
- _____ Demonstrates how to activate the school's plan for responding to emergencies
- _____ Identifies student for whom the Epi Pen is prescribed
- _____ Interprets accurately the Individual Emergency Action Plan
- _____ Follows the directions on the Individual Emergency Action Plan
- _____ Reads the label on the Epi Pen injector, assuring the correct dosage
- _____ Demonstrates the safe handling of Epi Pen auto injector
- _____ Demonstrates the correct procedure for giving epi pen by auto-injector
- _____ Describes how to access emergency medical services, school nurse, student's parents (or other persons), student's physician

Comments:

Nurse's Signature

Date

IMMUNIZATION OF STUDENTS

All students who enroll in ~~the school unit~~ **RSU 19** schools are required by Maine law to present a certificate of immunization or evidence of immunization or immunity against poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, measles, mumps, rubella and varicella (chicken pox).

Immunization against meningococcal disease is required as follows:

- A. One dose of meningococcal vaccine MCV4 is required for students entering 7th grade.
- B. Students entering 12th grade are required to have received two doses of MCVA4. 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. Only one dose is required if the first dose is administered when the student is 16 years of age or older.

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

- A. The **student's** parents/guardians provides 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, **or there is an established reasonable time schedule for immunizations**. This option is available only once to each student during their school career; or
- B. The parents/guardians provides 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 shall exclude from school any non-immunized student when there is a clear danger to the health of others as provided by law.

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

1st Reading 05/19/09

Adopted: 06/16/09

Chapter 126 (Me. Dept. of Ed. Rules) (May 10, 2018)

Cross Reference: JLCC – Communicable/Infectious Diseases
JRA – Student Educational Records