

# REGIONAL SCHOOL UNIT 19

TO: RSU 19 Board of Directors  
FR: Celia Demos / Mike Hammer  
DT: November 16, 2021  
RE: **Policy Committee Meeting Agenda**



DAY: **Tuesday**  
DATE: **November 23, 2021**  
TIME: 6:30 PM  
PLACE: **Old Nokomis, 266 Williams Road**

## AGENDA

### I. Public Comment

### II. New Policies

- A. **GBGB** Workplace Bullying
- B. **KDA** Public Information Program

### III. Policy Review

- A. **JLCDB** Administration of Naloxone in Schools
- B. **KLG** Relations with School Resource Officers and Law Enforcement Authorities
- C. **KLG-R** School Resource Officer/Law Enforcement Administrative Proc.

### 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.

## **WORKPLACE BULLYING**

The Board is committed to providing a respectful, safe, and inclusive workplace for employees, one that is free from bullying conduct. All employees and students in the school unit, as well as parents, community members, and others involved with the schools are prohibited from engaging in workplace bullying as defined in this policy.

### **DEFINITION**

For the purposes of this policy, “workplace bullying” means intentional behavior that a reasonable person would expect to interfere with an employee’s work performance or ability to work. Generally, workplace bullying will involve repeated conduct. However, a single incident of egregious conduct could constitute workplace bullying.

Examples of workplace bullying include, but may not be limited to:

- Humiliating, mocking, name-calling, insulting, maligning, or spreading rumors about an employee;
- Shunning or isolating an employee or encouraging others to do so;
- Screaming or swearing at an employee, slamming doors or tables, aggressively invading an employee’s personal space; placing an employee in reasonable fear or physical harm; or other types of aggressive or intimidating behavior;
- Targeted practical jokes;
- Damaging or stealing an employee’s property;
- Sabotaging an employee’s work or purposely misleading an employee about work duties (e.g., giving incorrect deadlines or intentionally destroying an employee’s work);
- Harassing and/or retaliating against an employee for reporting workplace bullying;
- Cyberbullying, which is defined in Maine law as bullying occurring through the use of technology or any electronic communication, including but not limited to, a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device, or personal digital assistant.

First Reading:  
Adopted:

## **EXCLUSIONS**

Workplace bullying does not include the following:

- When supervisors set reasonable performance goals or provide verbal or written counseling, direction, feedback, or discipline to employees in the workplace when the intent is to address unsatisfactory work performance or violations of law or school policy;
- When supervisors make personnel decisions designed to meet the operational or financial needs of the school unit or the needs of students. Examples include, but are not limited to changing shifts, reassigning work responsibilities, taking steps to reduce overtime costs, transferring or reassigning employees to another building or position.
- Discrimination or harassment based on protected characteristics (race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, age, familial status, disability, or genetic information). Such conduct is prohibited under separate policies and complaints shall be addressed under ACAB-R – Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedure.
- Disrespectful conduct by students directed at school employees that can be addressed through enforcement of classroom rules, school rules, and applicable Board policies.

## **REPORTS AND INVESTIGATIONS**

Employees who believe they have been bullied in the workplace, and other persons who believe they have witnessed an incident of an employee being bullied in the workplace, are expected to report the issue to the building administrator.

If the report is about the building administrator, the report should be made to the Superintendent.

The building administrator or designee shall promptly notify the Superintendent of all workplace bullying reports.

First Reading:  
Adopted:

Any workplace bullying report about the Superintendent should be made to the Board Chair.

All reports of workplace bullying shall be investigated promptly and documented in writing. The person who was the subject of the alleged workplace bullying and the person alleged to have engaged in workplace bullying will be notified of the outcome of the investigation, consistent with confidentiality and privacy laws.

### **DISCIPLINARY ACTION**

Any employee who is found to have engaged in workplace bullying will be subject to disciplinary action up to and including termination of employment.

Students who are found to have engaged in bullying of an employee will be subject to disciplinary action in accordance with applicable student discipline procedures.

Parents and others who are found to have engaged in bullying of an employee will be dealt with in a manner appropriate to the particular circumstances.

### **APPEALS**

If dissatisfied with the resolution of the matter, the subject of the alleged workplace bullying or the person alleged to have engaged in workplace bullying may file a written appeal within five (5) business days with the superintendent stating the reason for the appeal. The superintendent will review the matter and issue a written decision within ten (10) business days. The Superintendent's decision shall be final.

If the matter involves employees covered by a collective bargaining agreement, any disagreement with the results of the investigation may be resolved through the agreement's dispute resolution process.

### **RETALIATION PROHIBITED**

Retaliation for reporting workplace bullying is prohibited. Employees and students found to have engaged in retaliation shall be subject to disciplinary action.

First Reading:  
Adopted:



## PUBLIC INFORMATION PROGRAM

Public support for the schools depends upon informed public opinion. RSU 19 will strive to maintain effective communications with the public in order to convey accurate information about the goals, programs, needs, and accomplishments of the schools and to provide ways for citizens to express their opinions and expectations.

The Superintendent shall be responsible for establishing and maintaining a public communications program that will provide for the dissemination of RSU 19 reports and plans, information concerning student achievement, relevant statistics, noteworthy facts, issues affecting education, use of school facilities, news of the schools, school events, and student and staff accomplishments.

The Board encourages the Superintendent and District employees to whom communication responsibilities have been delegated to use a variety of methods for providing information to the public, such as the school system's website, letters, newsletters, publications, news releases, news media coverage of Board meetings and school-related events, meetings, and personal contacts.

All communications with the public shall appropriately respect the confidentiality of students and staff.

The building principal and/or program directors will be responsible for program and other routine school announcements to parents and students. The Superintendent shall be responsible for establishing guidelines for communications with the media and to the public. Such guidelines shall address confidentiality as well as authority to approve and/or release communications, content, and contact with media representatives.

Community opinion may be solicited through parent organizations, parent-teacher conferences, open houses, and other events or activities that bring staff, parents, and community members together. The Board and/or Superintendent may develop and disseminate surveys and questionnaires to obtain information and to allow parents and citizens served by the school unit to express their opinions.

Legal Reference: 20 USC §§ 6311, 6314-6316, 6319  
Ch. 125 § 4.04 (Me. Dept. of Ed. Rule)

First Reading:  
Adopted:

Cross Reference: AEC – Accomplishment Reporting to the Public  
JRA – Student Educational Records  
KDD – Media Relations

First Reading:  
Adopted:

## ADMINISTRATION OF NALOXONE IN SCHOOLS

The RSU 19 Board is committed to preventing opioid-related deaths on school premises.

Naloxone, commonly known as Narcan or Evzio, is a medication that can reverse an overdose that is caused by an opioid drug. When administered during an overdose, naloxone blocks the effects of opioids on the brain and respiratory system in order to prevent death. Naloxone has no potential for abuse and is a non-narcotic and non-addiction prescription medication.

It is the policy of RSU19 that naloxone be available in all District schools for administration to any person in the event of a suspected opioid overdose in the school setting.

### **Authorization**

The Superintendent or designee shall be responsible for obtaining a standing order from the RSU's school physician/school health advisor to enable the school unit to acquire, store and administer naloxone in compliance with this policy. The original standing order shall be maintained in the Superintendent's office, with a copy kept in the Nurse's office in each of the District's schools.

### **Procurement**

The Superintendent or designee will be responsible for procurement of naloxone.

### **Training**

RSU 19 will provide training in the use of naloxone to all school employees.

Before any school employee may administer naloxone, s/he must have completed a training program on recognizing suspected overdose, the protocol for responding to a suspected overdose and administration of naloxone, and follow-up reporting requirements.

Any licensed healthcare professional working within the school may carry and administer naloxone on school property with a standing order from the school health advisor.

Any unlicensed staff member who has been trained in the administration of naloxone may administer naloxone to any person on school property **with a standing order from the school health advisor.**

### **Administration**

Staff members trained in accordance with this policy are expected to make every reasonable effort to revive the victim of any apparent opioid overdose following the protocols established in the naloxone training for school employees:

- Call 9-1-1 to notify EMS and law enforcement



- Administer rescue breathing
- Prepare and administer naloxone
- May repeat dose as necessary per standing order

**Note:** MRSA 4009 provides immunity for non-licensed school personnel who render first aid, emergency treatment or rescue assistance to a student during a school program.

### **Storage**

Naloxone will be clearly marked and stored in an unlocked storage cabinet. The School Nurse will ensure that all staff are aware of the Naloxone storage location.

Naloxone will be stored in accordance with the manufacturer's instructions to avoid extreme cold, heat and direct sunlight.

### **Post Administration Follow-Up**

Following administration of naloxone, the person administering naloxone will follow the District's procedure for reporting incidents to the Building Principal.

The School Nurse is able to provide substance abuse prevention resources to the overdose victim and family, as appropriate.

The Building Principal will notify the Superintendent of the incident.

### **Limitation**

Although the Board authorizes the acquisition of naloxone, it cannot and does not guarantee that a person trained in its use will be available at any particular school site at all time or at any school-sponsored event

Legal Reference: Governor's Executive Order No. 2, An Order to Implement Immediate Responses to Maine's Opioid Epidemic, February 6, 2019  
20-A MRSA 4009

## RELATIONS WITH SCHOOL RESOURCE OFFICERS AND LAW ENFORCEMENT AUTHORITIES

The Board of School Directors recognizes that a cooperative relationship with law enforcement authorities is desirable for the protection of students and staff and in maintaining a safe school environment. ~~To that end, RSU 19 and the Newport Police Department have established a School Resource Officer (SRO) program. The Board of School Directors hereby officially designates the police officers assigned by the Newport Police Department to serve as SROs as the law enforcement unit of RSU 19.~~ The purpose of the SROs is to ~~enforce local, state, and federal laws against any individual or organization other than the school unit itself and to~~ assist in maintaining the physical security and safety of RSU 19.

In keeping with RSU 19's mission, the primary roles of the SROs are to:

- Provide support and assistance to the school administration and staff to maintain a safe and constructive learning environment;
- ~~Serve as a resource to administrators and teachers in planning and providing age-appropriate educational programs that foster respect for the law, an understanding of law enforcement, and safe and healthy behaviors;~~
- ~~Serve as a resource to administrators and staff concerning law enforcement and child welfare issues;~~
- Assist individual students and their families in addressing issues ~~related to law enforcement~~ and helping students to have a meaningful school experience; and
- Serve as a liaison between the schools and ~~the Newport Police Department~~ **local law enforcement** in addressing issues of concern to both departments.

School administrators and staff have the primary responsibility for maintaining proper order in the schools and for disciplining students for violations of **Committee Board** policies and school rules. However, the Superintendent and administrators may seek the assistance of a SRO and/or law enforcement agency when they believe there is a threat to the welfare and safety of the schools, students and/or staff. The Superintendent and administrators shall also inform an SRO and ~~the Newport Police Department or~~ other applicable law enforcement agencies **ies** when they have reason to suspect that a student or staff member may have violated a state or federal criminal law.

In general, the Board of ~~School~~ Directors discourages SROs and other law enforcement authorities from using the schools as a venue to arrest and/or question students for activities not related to or affecting the schools. The Superintendent and administrators retain the authority to deny access to students for non-school-related investigations.

Under this policy, SROs are considered to be school officials with legitimate educational interests in reviewing educational records in order to perform their professional responsibilities.

The Board of ~~School~~ Directors authorizes the Superintendent to develop administrative procedures, ~~in consultation with the Newport Police Department,~~ to guide interactions between the schools, the SROs, and ~~the Newport Police Department.~~ local law enforcement agencies. Such procedures should safeguard the rights to students and parents and be consistent with the School Board policies. Administrators may also develop appropriate building-level procedures regarding the role and activities of SROs in their schools. All administrative procedures must be consistent with School Board policies and the SRO program ~~agreement between RSU 19 and the Newport Police Department,~~ and are subject to approval by the Board.

Legal Reference: 20 IL&C 1232g; 34 CFR Part 99

Cross Reference: KLG-R

## SCHOOL RESOURCE OFFICER/LAW ENFORCEMENT ADMINISTRATIVE PROCEDURE

The purpose of this administrative procedure is to provide guidelines for the conduct of SROs and other law enforcement authorities in the schools. These are guidelines only and may be adjusted within reasonable and lawful limits on a case-by-case basis.

### A. General Expectations Concerning the Roles of School Personnel and SROs

1. SROs shall comply with all applicable federal and state laws, Board of ~~School~~ Directors policies and procedures, **and** school rules, ~~and Newport Police Department rules~~ in carrying out their duties and responsibilities.
2. In general, school administrators and staff are responsible for enforcing Board policies and school rules and for maintaining order in the schools. SROs who observe violations of policies and/or rules may intervene with students to stop the behavior and shall report violations to appropriate administrators.
3. School administrators and staff may consult with and request assistance from SROs in addressing student violations of policies and rules as they deem appropriate.
4. School administrators and staff will notify the SRO if they have reason to believe that a student has committed a crime or if they obtain evidence of illegal activity (such as weapons, drugs or alcohol).
5. School administrators may request the assistance of SROs in enforcing Board policies, school rules and federal/state laws with visitors and intruders on school property.
6. Unless there is a health or safety emergency, SROs shall consult with an appropriate school administrator prior to requesting additional law enforcement assistance on school grounds.
7. SROs are expected to maintain the same standards of professional conduct in their dealings with staff, students, parents and community members as other school staff.

**B. Investigations, Questioning and Searches of Students for School-Related Purposes**

Some types of student conduct that are forbidden by school rules, such as assaults, bomb threats, weapons possession, and drug offenses, are also punishable by criminal law. When a particular act is both a violation of school rules and a crime, the school disciplinary investigation by school administrators and the criminal investigation by the police and district attorney will often operate simultaneously. When practical, school administrators and the police should coordinate their investigations.

Whenever practical, investigations, questioning, and searches of students for school related conduct that may violate both school rules and the law, will be conducted jointly by a school administrator and the SRO.

1. The SRO shall notify a student of their rights and shall contact parents to the extent required by laws and/or procedures applicable to the conduct of questioning and searches by law enforcement officers.
2. Evidence of violation of state/federal laws will be turned over to the SRO, unless such disclosures are otherwise prohibited by FERPA or any other applicable law.
3. Since police investigative reports and police-obtained witness statements may not always be available to school administrators, the school administrator shall prepare and maintain their own records and reports concerning school-related investigations.

**C. Investigations, Questioning and Searches of Students for Non-School Related Purposes**

1. In general, SROs and other law enforcement authorities are discouraged from using the schools as a venue for questioning and searching students for alleged violations of state or federal laws that are not related to the schools,
2. Exceptions will be made in the event of an emergency endangering student or staff safety or in exigent circumstances as authorized by law. Other exceptions may be made on a case-by-case basis after consultation between the Superintendent/designee and law enforcement authorities.

3. The SRO (or other law enforcement official if applicable) is responsible for ensuring that the student is informed of his/her rights prior to questioning or a search.

**D. Arrests of Students at School**

1. In general, SROs and other law enforcement authorities are discouraged from arresting students at school for non-school-related activities.
2. Exceptions to the above will be made in the event of an emergency endangering student and/or staff safety or in exigent circumstances as authorized by law.
3. The SRO (or other law enforcement official if applicable) is responsible for complying with applicable state and federal laws concerning parental notice and notification of rights prior to questioning.
4. A student may be removed from school by an SRO or other law enforcement official when there is a court order, an arrest warrant or when a warrantless arrest is authorized by law. The school administrator shall attempt to notify the student's parent/guardian as soon as possible of the student's removal from school.

**E. Confidentiality of Student Information and Records**

1. School administrators shall release personally identifiable student information contained in education records to SROs and other law enforcement authorities in accordance with the requirements of the federal Family Educational Rights and Privacy Act and other applicable laws.
2. SROs are considered to be school officials with legitimate educational interest in reviewing educational records in order to perform their professional responsibilities.
3. SROs are expected to maintain confidentiality of personally identifiable student information in accordance with applicable laws, Board policies, and school rules.