

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
REGULAR MEETING AGENDA
Monday, March 18, 2019 at 6:00 pm**

Note: Meeting will be held in City Council Chambers, 3rd Floor, City Hall Annex

Members present: John Roux, Scott Sheppard, Don Jamison, Emily Sheffield, Kendra Williams

Student Reps present: Emma Dubois, Harrielle Bernard, Natalie St. Onge

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Gwen Bedell, Business Administrator
Bernie Flynn, Curriculum Director

A. Call to Order _____
(time)

B. Pledge of Allegiance

C. Adjustments **None**

D. Approval of Minutes **None**

E. Public Comments

F. Communications

1. SMAA Award - Gordon Salls (**Attachment F.1.**)

G. Committee Reports

1. Construction Updates
 - i. SHS/SRTC Construction Project
 - ii. Elementary Construction Projects
 1. Moving Plans

H. Superintendent's Report

1. Students Representatives' Reports
2. Field Trip Announcements
 - i. SHS JMG attending Career Development Conference at Thomas College on March 25-26, 2019
 - ii. SRTC Building Trades attending Journal of Light Construction Trade Show in Providence, RI on March 29, 2019
 - iii. SHS Key Club attending District Educational Conference in Springfield, MA on April 5-7, 2019

Sanford School Committee Meeting Agenda

March 18, 2019

I. Directors' Reports

1. Business Administrator Gwen Bedell
2. Assistant Superintendent Steve Bussiere
3. Curriculum Director Bernie Flynn

J. New Business None

K. Old Business None

L. Resignations None

M. Staff Appointments

1. Superintendent Nelson will announce the following spring coaching appointment(s):

SHS Coach	Varsity Baseball	Shane O'Connell
SHS Coach	JV Baseball	Ryan Camire
SHS Coach	Freshmen Baseball	Nate Mann
SHS Coach	Varsity Softball	Mike Bailey
SHS Coach	JV Softball	Lindsey Tibbetts
SHS Coach	Boys Track - Head	Kevin Way
SHS Coach	Boys Track - Assistant	Nate Smith
SHS Coach	Girls Track - Head	Steve Walker
SHS Coach	Girls Track - Assistant	Nicholas Ericson
SHS Coach	Boys Tennis	Rossie Kearson
SHS Coach	Girls Tennis	Lisa Velandry
SHS Coach	Girls Lacrosse	Diana Walker
SHS Coach	Girls JV Lacrosse	Ellie Arsenault
SHS Coach	Boys Lacrosse	Nate McLellan
SHS Coach	Boys JV Lacrosse	Cruise Lizotte
SJHS Coach	8th Grade Baseball	Jason Lamontagne
SJHS Coach	7th Grade Baseball	Tom Sevigny
SJHS Coach	8th Grade Softball	Scott Sheppard
SJHS Coach	7th Grade Softball	Amy Politano
SJHS Coach	JH Boys Track	Brock Sanborn
SJHS Coach	JH Girls Track	Diana Allen

N. Staff Transfers None

O. Staff Nominations None

Sanford School Committee Meeting Agenda

March 18, 2019

P. Policies (Attachment P)

1. First Reading – Policy IICA – Field Trips and Excursions
Recommendation: To accept the first reading of Policy IICA as presented.
2. First Reading – Policy IICA-R – Field Trips and Excursions Administrative Procedures
Recommendation: to accept the first reading of Policy IICA-R as presented.
3. Second Reading – Policy JLCB – Immunization of Students
Recommendation: To adopt Policy JLCB as presented.
4. Second Reading – Policy JLCA – Physical Examination of Students
Recommendation: To adopt Policy JLCA as presented.
5. Second Reading – Policy JLCC – Communicable/Infectious Diseases
Recommendation: To adopt Policy JLCC as presented.
6. Second Reading – Policy JJIF – Management of Concussions and Other Head Injuries
Recommendation: To adopt Policy JJIF as presented.

Q. Items for Future Agenda(s)

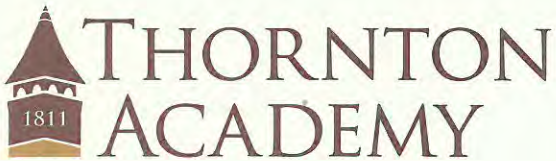
1. 2019/2020 School Calendar

R. Calendar Announcements

Thursday, March 21, 2019	City budget discussed by Budget Committee AND public hearing	City Council Chambers	6:00 pm
Thursday, March 28, 2019	Approval of City AND School budgets by Budget Committee	City Council Chambers	6:00 pm
Monday, April 1, 2019	Regular School Committee Meeting	City Council Chambers	6:00 pm
Monday, April 22, 2019	Regular School Committee Meeting	City Council Chambers	6:00 pm

S. Adjournment

1. **Recommendation: To adjourn at _____.**



Attachment F.1.

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MAR 11 2019

School Department

March 7, 2019

Mr. Matthew Nelson, Superintendent of Schools
Sanford School Department
917 Main Street Suite 200
Sanford, ME 04073

Dear Matt:

I am writing to inform you that the Southwestern Maine Activities Association (SMAA) has selected Gordon Salls, athletic administrator at Sanford High School, as the recipient of a Maine Interscholastic Athletic Administrators Association (MIAAAA) Special Achievement Award. Each year the MIAAAA allows each of the eight conferences in the state to have an opportunity to recognize one of its athletic directors for his or her special contributions to interscholastic athletics. Gordie has served the student-athletes of Sanford High School and our conference as a whole with distinction for twenty-six years. He has worked as a liaison for several of our sport activities and has been a conference president. In 2015, he was selected as the recipient of the Robert Lahey Award as Maine's athletic director of the year.

Gordie will be presented this award at the May 2, 2019 meeting of the SMAA athletic administrators. He has made a large impact upon the athletic landscape of not only our conference, but also upon the state of Maine. We are honored to have him as a colleague, and your community is fortunate to have him serve in your schools.

Sincerely,

Gary Stevens
Thornton Academy

President - Southwestern Maine
Activities Association - 2018-2019

Policy Updates
Executive Summary – March 18, 2019

The following policies will be presented for a “**First Reading**”
on March 18, 2019

I. Policy IICA: Field Trips and Excursions

This policy has not been updated since 2012. We reviewed the recommended policy from Maine School Management Association and other similar school policies in Maine.

The following language has been added to the policy:

- Any student who poses a risk to themselves or others may be excluded from participating in a field trip. Any exclusion requires the approval of the building administrator and superintendent or superintendent designee. Parents will be notified in advance of a decision.
- Students with disabilities will have equal access to field trips to the same extent as nondisabled peers, including specialized transportation.

Language has been added to the policy:

- Competition Trips;
- Other School-Sponsored Trips; and
- Non-School-Sponsored Travel

The following language has been eliminated from the policy:

The use of “Excursions” has been replaced with “Other student travel”

II. Policy IICA-R: Field Trips and Excursions Administrative Procedures

The following language has been changed for the procedures:

- Trip Request forms shall be completed by the teacher and given to their administrator ~~two~~ **at a minimum 2-4** weeks before departure.
- Trips over 100 miles one-way and/or overnight trips require approval by the Superintendent ~~at least two~~ **at a minimum 4-6** weeks in advance.
- Appropriate sleeping accommodations shall be made available to students on overnight trips. **All chaperones need to be approved by the director/administrator.** Chaperones must remain on site when students are involved in an overnight activity.

The following language has been added to the procedures:

- There will be no boating activities (e.g., kayaking, paddle boarding, non-powered sailing and canoeing) on a field trip unless supervised and controlled by an authorized organization (see last paragraph of the policy) or qualified Maine Guide with a current liability insurance policy with a minimum of \$1 million coverage per occurrence.
- There will be no swimming activities on a field trip unless supervised and controlled by an authorized organization (see last paragraph of this policy).
- Field trips that require boating transportation are allowed provided the boat is a commercial vessel licensed by the U.S. Coast Guard for the number of passengers to be transported with a current liability insurance policy with a minimum of \$ 1 million coverage per occurrence.
- Students on field trips to a beach without an authorized organization may go into the water up to one's knees provided that (a) all conditions in this policy are met; and (b) a lifeguard is on duty.
- Trips to water parks are allowed if the trip leader obtains and reviews information on the safety procedures employed by the water park and this information is shared with students and staff as part of the safety procedures and follows all other requirements of the policy.

Recommended Motions

1. Motion to accept the first reading of **Policy IICA – Field Trips and Excursions, as presented.**
2. Motion to accept the first reading of **Policy IICA-R – Field Trips and Excursions Administrative Procedures, as presented.**

Policy Updates
Executive Summary – March 18, 2019

The following policies will be presented for a **“Second Reading”**
 On March 18, 2019

I. Policy JLCB IMMUNIZATION OF STUDENTS

Policy JLCB was last updated on January 22, 2007. The nurses and central office administrators reviewed the recommended policy from Maine School Management Association and the current Maine immunization requirements of school age children. The Maine Department of Health and Human Services and Department of Education have revised the Maine School Immunization Requirements. The changes further align Maine’s immunization rules with current national recommendations to better protect the health of all Maine people.

Effective 2017-2018 School Year

All students entering, advancing, or transferring into seventh (7th) grade are now required to receive one dose of Tdap (tetanus, diphtheria, and pertussis) vaccine before attendance is allowed. This requirement is for 7th grade students only; grades 8-12 are not included in this rule change.

Effective 2018-2019 School Year

The Maine Department of Health and Human Services and Department of Education revised the Maine School Immunization Requirements rule to include meningococcal meningitis disease.

- One dose of meningococcal vaccine MCV4 (serogroups A, C, W, and Y) is required for all students entering 7th grade.
- Two doses of meningococcal vaccine MCV4 are required for students entering 12th grade, with a minimum interval of 8 weeks between dose one and dose two. If the first dose of meningococcal vaccine was administered on or after the 16th birthday, a second dose is not required.

The following changes have been made to the policy to reflect the rule changes:

- **Added Students entering 7th and 12th grade will also need to show proof of meningococcal vaccine MCV4.**
- Wording has been changed to included transfer student timeline.

“The parent provides the school with a written assurance that the child will be immunized by private effort within ninety days of enrolling (officially

registering) in school or first attendance in school classes, whichever date is the earliest. The granting of this 90-day period is a one-time provision. **A child transferring from one school to another within the state may not be granted a second 90 day period, however, a period of 21 calendar days may be granted to allow for the transfer of health records from one school to another; or”**

- Added in section B. “...**each year**” for exemptions for medical reasons
- Added in Section C. “...**each year**” for exemptions for religious or philosophical beliefs

II. Policy JLCA PHYSICAL EXAMINATION OF STUDENTS

Policy JLCA was last revised on February 7, 2011. The nurses and central office administrators reviewed the recommended policy from Maine School Management Association.

The policy only requires minor revisions:

Section A. Physical Examinations and Screenings

- Physicals: change the wording from “offered to students in grades 3 & 6” to “**other students recommended by the school nurse.**”
- Change “questionnaire” to “**Record**”

Section B. Participation in Athletics

- Adding “**It is the parent/guardians responsibility to notify the school nurse of any medical conditions that are identified between physicals or during the school year, in order to best meet the student’s health needs.**”
- Adding “**The determination of need for a medical note will be at the clinical discretion of the nurse.**”

Section C. Parental Consent

- Eliminating wording around a physical examination, as parents need to give permission in order for a physical to occur.
~~Parents/guardians and eligible students (students 18 years of age or older) shall be notified annually and have the opportunity to opt the student out of any non-emergency, invasive*, physical examination or screening that is:~~
 - ~~1. Required as a condition of attendance;~~
 - ~~2. Administered by the school and scheduled by the school in advance; and~~
 - ~~3. Not necessary to protect the immediate health and safety of the student, or of other students.~~

~~*For the purpose of this policy, “invasive physical examination” means any~~

~~medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing or vision or scoliosis.~~

III. Policy JLCC COMMUNICABLE/INFECTIOUS DISEASES

Policy JLCC was last updated on March 19, 2007. The nurses and central office administrators reviewed the recommended policy from Maine School Management Association and the Center for Disease Control.

The policy only requires minor revisions:

- Added wording around the notification of the CDC as required by law and Department of Education Rule.
- Added **“exclusion recommendations by the CDC shall be observed”**
- Added **“In general, students will be sent home by the school nurse in cases of 100.4 100.0 fever or higher, vomiting, diarrhea, or suspicion of other possibly contagious conditions at school nurse discretion.”**
- Changed “the primary care physician” to **“a licensed medical provider”**
- Added a reference to *Guidelines to Control the Transmission of Communicable Diseases in School Settings* from the *Maine DOE School Health Manual*.

IV. Policy JJIF MANAGEMENT OF CONCUSSIONS AND OTHER HEAD INJURIES

Policy JJIF was adopted on October 15, 2012. The nurses and central office administrators reviewed the recommended policy from Maine School Management Association.

The policy only requires minor revisions:

- Added **“The student and his/her parent/legal guardian must sign a statement acknowledging that they have received and read this information before the student will be allowed to participate in any school sponsored athletic activity.”**
- Added clarification to what activities students who have sustained a concussion will be prohibited from until medical clearance has been given. **“...in school-sponsored athletic activities, including physical education classes,”**

Recommended Motions

3. Motion to adopt **Policy JLCB IMMUNIZATION OF STUDENTS as presented**
4. Motion to adopt **Policy JLCA PHYSICAL EXAMINATION OF STUDENTS as presented**
5. Motion to adopt **Policy JLCC COMMUNICABLE/INFECTIOUS DISEASES as presented**
6. Motion to adopt **Policy JJIF MANAGEMENT OF CONCUSSIONS AND OTHER HEAD INJURIES as presented**

Field Trips and ~~Excursions~~ Other Student Travel

The Sanford School Committee recognizes the importance of school-sponsored trips as a means of ~~reinforcing and supplementing the basic~~ **extending the curriculum and as a vehicle for encouraging and supporting student participation in academic, artistic, and athletic activities, performances and competitions.** In addition, some school-sponsored trips may provide social experiences and contribute to the development of a positive school culture while providing opportunities for social-emotional growth and development.

Field Trips

Field trips are any trip organized and conducted by an employee of the Sanford School Department as an integral part of the school curriculum. ~~Excursions are any trip organized and conducted by an employee of the Sanford School Department as a nonessential supplement to the school curriculum.~~

Teachers and principals will be expected to consider the following factors in selection of field trips ~~and excursions~~:

- A. Relationship of the field trip activity to the adopted curriculum;
- B. ~~Value of the field trip/excursion to the particular class group(s)~~ **Value of the specific learning activities to be experienced during the trip;**
- C. Suitability of the field trip/~~excursion~~ activity and distance traveled in terms of the age level;
- D. Mode and availability of transportation, **with school bus transportation arranged not to disrupt the school bus schedules;**
- E. **Arrangements for meals (if applicable);**
- F. ~~Cost and~~ Availability of **appropriate funding for all necessary expenses.**

Whenever possible, all students at a particular grade level will be given the opportunity to benefit from the same or similar field trip or excursion.

No student will be denied the opportunity to take part in a field trip ~~or excursion~~ due to lack of adequate funds. Student safety is at the forefront of any decision made related to student participation. **Any student who poses a risk to themselves or others may be excluded from participating in a field trip. Any exclusion requires the approval of the building administrator and superintendent or superintendent designee. Parents will be notified in advance of a decision.** Students unable to participate in a field trip for whatever reason shall be assured of an opportunity for a quality educational experience at school during the time of the trip.

Students with disabilities may not be discriminated against in consideration of field trip participation to the degree that a student with a disability participates in the curricular objectives directly connected to the field trip. ~~That student has full rights and responsibility to participate, including transportation.~~ **Students with disabilities will have equal access to field trips to the same extent as nondisabled peers, including specialized transportation.**

~~All field trips and excursions must be approved by the Building Administrator.~~
The building administrator must approve all field trips.

Any field trip that will require students to travel over 100 miles one way and/or remain away from home overnight must be submitted to the Superintendent for approval prior to arrangements being made by the staff member involved.

In addition, the School Committee requires that:

- A. Parents/guardians give written permission for field trip participation.
- B. In-district travel between schools on district transportation during the school day does not require a signed permission slip. However, parents must be notified of the trip in advance.
- C. Adequate supervision be provided to maintain discipline and safety and to respond to emergencies; and
- D. Students participating in field trips conduct themselves in a manner consistent with School Committee policies and school rules.

Competition Trips

“Competition trip” means any trip related to an academic, artistic, athletic, or other student competition or performance that involves individual students or teams. The Superintendent must approve any competition trip that is outside of those scheduled for the year in advance. Approval may be contingent upon availability of funding through the school budget or other sources.

Other School-Sponsored Trips

Other school-sponsored trips are those that are organized and conducted by one or more employees of the Sanford School Department as a supplement to the curriculum, as a class social activity, or as an activity planned by a student club or organization. Such trips may include overnight, long-distance in-state or out-of-state travel, or foreign travel. To be school-sponsored, the trip must relate directly to the curriculum or to activities for which the student club is organized.

Participation in such trips is entirely voluntary. There shall be no extra credit awarded for participation and no loss of credit for not taking a trip.

Participation may be limited to students taking courses related to the purpose of the trip or to students who are affiliated with the student club or organization planning the trip.

The Superintendent must approve, in advance, any trips involving out-of state travel and/or over 100 miles and all overnight and foreign trips. Approval may be contingent upon availability of funding from the school budget and other sources, including student fundraising.

Staff or administrators seeking approval for school-sponsored trips must furnish the following information

- A. Objectives of the trip and anticipated outcomes;
- B. Specific experiences to be provided;
- C. Number and grade(s) of students;
- D. Criteria for student participation;

- E. Maximum number of students who may participate;
- F. Cost per student, including funds requested from Sanford and from individual students;
- G. Fundraising plans (if applicable);
- H. Transportation arrangements;
- I. Itinerary;
- J. Arrangements for meals and lodging;
- K. Arrangements for adult supervision/chaperons, with a minimum ratio of one adult chaperone to 7 students K-12 with exceptions considered by the superintendent;
- L. Plans for safety and emergencies;
- M. Plans for communicating information to parents and obtaining parental permission; and
- N. Accountability for student conduct.

Adequate supervision must be provided to maintain discipline and safety and to respond to emergencies.

Students participating in field trips and other school-sponsored trips must conduct themselves in a manner consistent with Board policies and school rules. Students who violate Board policy or school rules will be subject to disciplinary consequences.

Non-School-Sponsored Travel

Travel organized by Sanford School Department employees, parents or others that is not an extension of the instructional program or school-sponsored activities and has not been approved as a school-sponsored trip in compliance with this policy will be considered a non-school-sponsored trip.

All responsibility for non-school-sponsored trips lies with the individual(s) or group(s) organizing them. The Board accepts no responsibility for non-school-sponsored trips, and organizers should be aware that such trips or are not covered by the school unit's liability insurance.

To minimize the impact of these trips on the instructional program and operation of the schools, the Board strongly encourages organizers/sponsors to schedule non-school-sponsored trips during weekends and/or vacation periods. Staff members planning or participating in non-school-sponsored travel must notify the building principal of such plans. Student absences due to participation in non-school sponsored travel will be considered unexcused absences.

Instructional time may not be used to promote the trip or distribute materials. Individuals or groups who wish to use the schools for the purpose of publicizing trips or recruiting participants and parents/chaperones may do so in accordance with the Board's facilities

use policy. Individuals or groups wishing to distribute promotional materials may do so only in accordance with Board policy. Non-school-sponsored trips must not be represented as school functions or as related to, or an extension of, the District's school unit's instructional, co-curricular or extracurricular programs.

It is the responsibility of any staff engaging in such trips or activities to notify the parents of prospective and participating students that this is not a school activity, but an independent voluntary trip organized or lead by that teacher or staff member. To minimize any risk of misunderstanding, the following statement must be made in any informational meetings or materials promoting the trip:

“This trip is not approved or sponsored by the Sanford School Department. It has not been reviewed, approved or endorsed by authorized Sanford School Department administrators and it is not covered by any of Sanford School Department’s insurance policies.”

Cross Reference: IICA-R – Field Trip and Excursion Administrative Procedure
EEAD – Special Use of school Busses – Vehicles
EEBB – Use of Private Vehicles on School Business

Approved: June 17, 1996
Revised: March 23, 2009, March 5, 2012
Revised:

Field Trip and ~~Excursion Administrative~~ Other Student Travel Procedures

~~A. Field Trips shall be an integral part of the curriculum. All trips should be planned well in advance.~~

Teachers planning field trips must comply with the following requirements:

- A. All trips must be approved by the building administrator. Trip Request forms shall be completed by the teacher and given to their administrator ~~two~~ at a minimum 2-4 weeks before departure.
- B. A minimum of one adult chaperone is required for groups of up to 7 students K-12 with exceptions considered and approved by the Superintendent. The ratio may vary depending on the nature of the trip.
- C. There will be no boating activities (e.g., kayaking, paddle boarding, non-powered sailing and canoeing) on a field trip unless supervised and controlled by an authorized organization (see last paragraph of the policy) or qualified Maine Guide with a current liability insurance policy with a minimum of \$1 million coverage per occurrence.
- D. There will be no swimming activities on a field trip unless supervised and controlled by an authorized organization (see last paragraph of this policy).
- E. Field trips that require a boating transportation are allowed provided that the boat is a commercial vessel licensed by the U.S. Coast Guard for the number of passengers to be transported with a current liability insurance policy with a minimum of \$ 1 million coverage per occurrence.
- F. Students on field trips without an authorized organization to a beach may go into the water up to one's knees provided that (a) all conditions in this policy are met; and (b) a lifeguard is on duty.
- G. Trips to water parks are allowed if the trip leader obtains and reviews information on the safety procedures employed by the water park and this information is shared with students and staff as part of the safety procedures and follows all other requirements of the policy.
- H. Provisions must be made to accommodate students with disabilities participating in field trips.
- I. Permission slips, signed by the parent/guardian, are necessary whenever the trip requires students to leave the school grounds. Verbal permission from parents/guardians over the telephone will not be accepted. In an emergency situation, permission may be accepted by e-mail, only when specifically requested by an administrator/administrator's representative after speaking with the parent/guardian.
- J. Students who do not attend a trip shall be given an alternative educational plan for that day.
- K. Trips over 100 miles one-way and/or overnight trips require approval by the Superintendent at least ~~two~~ at a minimum 4-6 weeks in advance.
- L. Appropriate sleeping accommodations shall be made available to students on overnight trips. All chaperones need to be approved by the director/administrator. Chaperones must remain on site when students are involved in an overnight activity.

- M. Although private automobiles are an approved means of field trip transportation, they are not recommended and should not be the primary mode of transportation. If private automobiles are to be used for field trips:
- a. Parent/guardians must be informed that the students are traveling by private cars.
 - b. The number of students cannot exceed the number of seatbelts provided.
 - c. The driver of the private car must give to the building principal a completed form containing:
 - i. The make, age and condition of the car.
 - ii. The name of the agent carrying his/her insurance and the insurance coverage with minimum coverage of \$300,000.
 - iii. A copy of the Proof of Insurance card must also be provided.
 - iv. All drivers are required to sign a written statement verifying the above.
 - v. A maximum number of students that can safely be transported in the car.
- N. It is the responsibility of the parent to make the teacher/chaperone aware of any on-going medical problems a student might have and to supply emergency telephone numbers in the event of an emergency or illness.
- O. School policies regarding behavior shall be enforced on all trips.

Authorized organizations are approved by the superintendent of schools provided that the organization and individual adheres to best practices for water-based safety.

Cross Reference: IICA – Field Trips and Excursions

Approved: June 17, 1996, March 5, 2012
Revised: March 23, 2009, March 5, 2012
Revised:

Sanford School Department**NEPN/NSBA Code: JLCB****IMMUNIZATION OF STUDENTS**

All students who enroll in the school unit 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). Students entering 7th and 12th grade will also need to show proof of meningococcal vaccine MCV4.

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

- A. The parent provides the school with a written assurance that the child will be immunized by private effort within ninety days of enrolling (officially registering) in school or first attendance in school classes, whichever date is the earliest.

The granting of this 90-day period is a one-time provision. A child transferring from one school to another within the state may not be granted a second 90-day period, however, a period of 21 calendar days may be granted to allow for the transfer of health records from one school to another; or

- B. The parents/guardian provide a physician's written statement each year that immunization against one or more diseases may be medically inadvisable (as defined by law/regulation); or
- C. The parents/guardian 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
Chapter 126 (Me. Dept. of Ed. Rules)

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

Adopted: January 22, 2007
Revised: First Reading February 25, 2019
Second Reading March 18, 2019

PHYSICAL EXAMINATIONS OF STUDENTS

The School Committee is aware of the relationship between student health and success in school. Recognizing that parents/guardians bear the major responsibility for attending to the health needs of their children and that the school system has an interest in the well-being of its students, the School Committee adopts the following policy.

A. Physical Examinations and Screenings

Parents/guardians shall be required to have their children physically examined prior to entering school and encouraged to have examinations on a schedule recommended by their health care provider. Dental examinations shall also be encouraged.

Vision and hearing screenings will be conducted as required by Maine law. Parents will be notified of any suspected health problems identified through screening. School staff are encouraged to be alert to the general well-being of students and should refer any concerns to the building principal and/or school nurse.

Physical exams will be offered to Kindergarten students who have not had an entrance physical, and other students as recommended by the school nurse. Sports Physicals for students in grades 6-12 who are participating in interscholastic sports will be offered annually. An Annual Student Health Record will be sent home at the beginning of each academic year.

B. Participation in Athletics

Students who wish to participate in middle school or high school interscholastic athletics are required to have a physical exam and medical approval before doing so. The physical exam must have been given within two years prior to participation. Thereafter, students participating in athletics must have a physical exam every two years. A student will not be allowed to participate in practice or competition without the required physical exam and medical approval.

Between required physical exams for athletics, the Annual Health questionnaire is to identify any illness, injury, or surgery that might affect participation in sports. The school nurse will review the returned questionnaires. It is the parent/guardian responsibility to notify the school nurse of any medical conditions that are identified between physicals or during the school year, in order to best meet the student's health needs.

In the event of severe medical injury or illness, the student will not be allowed to participate in sports without a note from the student's doctor. The determination of need for a medical note will be at the clinical direction of the school nurse.

C. Parental Consent

Parent/guardian consent shall be required for physical examinations if given by the school physician or under the auspices of the school.

Legal Reference: 20-A M. R. S. A. §§ 6402-A, 6451-6453; 20 U. S. C. § 1232h(c)

Cross Reference: JLCB- Immunization of Students

Adopted: December 21, 1993

Revised: First Reading February 25, 2019

Second Reading March 18, 2019

COMMUNICABLE/INFECTIOUS DISEASES

School staff shall be alert to signs of illness and communicable disease and refer students who show such symptoms to the school nurse.

In the case of a confirmed case of a communicable disease, the school nurse shall notify building administration and the CDC as required by law and Department of Education Rule. Exclusion recommendations by the CDC shall be observed. Students excluded based on regulations established by Maine Center for Disease Control and/or State law are not allowed to attend school and school activities. The building principal shall be notified of all communicable disease cases and contacts in the school.

Students who have other types of communicable disease concerns shall be excluded, according to recommendations issued by the school physician.

In general, students will be sent home by the school nurse in cases of 100.0 fever, vomiting, diarrhea, or suspicion of other possibly contagious conditions at school nurses' discretion.

Students returning to school after having had a reportable communicable or infectious disease should be symptom free for 24 hours unless a licensed medical provider provides written documentation approving school attendance before the symptoms have abated.

Legal reference: 5 MRSA § 19201 et seq
20-A MRSA §§ 1001 (11) (A), 6301
22 MRSA §§ 801, 802, 806, 823, 824

Chart (next page) - Guidelines to Control the Transmission of Communicable Diseases in School Settings from DOE School Health Manual

<i>Guidelines to Control the Transmission of Communicable Diseases in School Settings</i>				
<i>Disease</i>	<i>Incubation</i>	<i>Symptoms</i>	<i>Patient exclusion</i>	<i>Contact exclusion</i>
Chickenpox	14-21 days, usually 14-16 days.	Sudden onset of slight fever, rash that forms blisters then crusts	Until vesicles become dry, usually after 5 days in unimmunized children and 1-4 days with breakthrough varicella in immunized children.	None
Conjunctivitis	42-72 hours	Redness, swelling, pain, with white or yellow discharge	Until examined by a physician and approved for readmission, with treatment for purulent* conjunctivitis until after treatment has been initiated * pink or red conjunctiva with white or yellow eye discharge	In high risk populations, susceptible contacts may be excluded
CA-MRSA Community Associated Methicillin Resistant Staph Aureus	variable	Usually skin lesions, red inflamed and draining, may look like "spider bites"	None as long as open/draining wounds are covered with a bandage. Contact sports are prohibited until lesions are dry	None
Fifth Disease (Parvovirus)	4-20 days	Low grade fever "slapped cheek" facial rash, lace-like rash on trunk and extremities	While fever is present	None
Gastroenteritis	Variable	Vomiting and/or diarrhea	While diarrhea or vomiting is present	None
Hand Foot and Mouth Disease	Usually 3-5 days	Fever, sore throat, sore in the mouth, a rash with blisters	During acute stage, draining lesions on hand or lesions in the mouth if drooling	None
Hepatitis A	15-50 days	Sudden onset of fever, malaise, nausea, abdominal discomfort and jaundice	Until 7 days after onset of symptoms or 7 days after start of jaundice	None
Hepatitis B & C	2 weeks to 6 months	Often unrecognized, but can include: gradual onset of fever, nausea, abdominal discomfort, and jaundice	None	None
Influenza	1-3 days	Sudden onset of fever, chills, headache, muscle aches, sore throat, dry cough	None	Consider vaccination/anti-virals for high risk individuals
Pinworm	2-6 weeks	Often unrecognized, but can include: perianal itching, disturbed sleep, irritability	24 hours after treatment and bathing	None
Ringworm	4-10 days	Flat circular red rash, the center of which may be dry and scaly or moist and crusted	None if area can be covered and effective treatment started	None
Scabies	2-6 weeks before onset of itching.	Intensive itching especially in skin folds and webs of fingers	Until the day after treatment	None
Strep Throat, Scarlet Fever and Impetigo	1-3 days	Sore throat, fever and rash	Until after 24 hours of effective antibiotic treatment 2018 recommendation: 12 hrs of treatment	None
Whooping Cough (Pertussis)	6-20 days, usually 9-10 days	Cold symptoms followed by paroxysmal cough	Until 5 days after start of effective antibiotic treatment	Symptomatic exclusion only

Division of Infectious Disease, Maine Center for Disease Control & Prevention 2006

Adopted: March 19, 2007
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 Second Reading March 18, 2019

Management of Concussions and Other Head Injuries

The School Committee recognizes that concussions and other head injuries are potentially serious and may result in significant brain damage and/or death if not recognized and managed properly. The School Committee adopts this policy to promote the safety of students participating in school-sponsored extracurricular athletic activities, including but not limited to interscholastic sports.

By June 30 of each year, the Athletic Director will identify the school-sponsored athletic activities that pose a risk of concussion or other head injury. A list of these activities will be distributed to school administrators and coaches.

All coaches, including volunteer coaches, must undergo training in the identification and management of concussive and other head injuries prior to assuming their coaching responsibilities. The training must be consistent with such protocols as may be identified or developed by the Maine Department of Education (DOE) and include instruction in the use of such forms as the DOE may develop or require.

Coaches shall be required to undergo refresher training every two years or when protocols and/or forms have been revised.

STUDENT AND PARENT INFORMATION

Annually, at the beginning of each school year, students and parents of students who will be participating in school-sponsored athletic activities will be provided information regarding:

- A. The risk of concussion and other head injuries and dangers associated with continuing to participate when a concussion or other head injury is suspected;
- B. The signs and symptoms of concussion and other head injuries; and
- C. The school unit's protocols for: removal from the activity when a student is suspected of having sustained a concussion or other head injury, evaluation, and return to participation in the activity ("return to play").

The student and his/her parent/legal guardian must sign a statement acknowledging that they have received and read this information before the student will be allowed to participate in any school sponsored athletic activity.

MANAGEMENT OF CONCUSSIVE AND OTHER HEAD INJURIES

It is the responsibility of the coach of the activity to act in accordance with this policy when the coach recognizes that a student may be exhibiting signs, symptoms and behaviors associated with a concussion or other head injury.

Any student suspected to having sustained a concussion or other head injury during a school-sponsored athletic activity including but not limited to competition, practice or scrimmage, must be

removed from the activity immediately. The student and his/her parent(s) will be informed of the need for an evaluation for brain injury before the student will be allowed to return to the activity.

No student will be permitted to return to the activity or to participate in any other school-sponsored athletic activity on the day of the suspected concussion.

Any student who is suspected of having sustained a concussion or other head injury shall be prohibited from further participation in school-sponsored athletic activities, including physical education classes, until he/she has been evaluated and received written medical clearance to do so from a licensed, physician, physician’s assistant, or certified athletic trainer who is trained in the management of concussions.

Coaches and other school personnel shall comply with the student’s health care provider’s recommendations in regard to gradual return to participation. No student will be permitted to return to full participation (competition) until cleared to do so. More than one evaluation by the student’s health care provider may be necessary before the student is cleared for full participation.

If at any time during the return to play program signs or symptoms of a concussion are observed, the student must be removed from the activity and referred to his/her health care provider for re-evaluation.

COGNITIVE CONSIDERATIONS

School personnel should be alert to cognitive and academic issues that may be experienced by students who have suffered a concussion or other head injury, including but not limited to difficulty with concentration, organization, long-and-short term memory and sensitivity to bright lights and sounds and accommodate a gradual return to full participation in in academic activities as appropriate, based on the recommendations of the student’s health care provider and appropriate designated school personnel (e.g., 504 Coordinator).

CONCUSSION MANAGEMENT TEAM

The Superintendent will appoint a concussion management team including a school administrator to be responsible, under the administrative supervision of the Superintendent, to make recommendations related to implementation of this policy. The concussion management team will include the Athletic Director and school nurse and may include one or more principals or assistant principals, the school physician and such other school personnel or consultants as the Superintendent deems appropriate.

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