

REGIONAL SCHOOL UNIT 19

TO: RSU 19 Board of Directors
FR: Mark Guzzi / Mike Hammer
DT: May 30, 2023
RE: **Policy Committee Meeting Agenda**



DAY: **Tuesday**
DATE: **June 6, 2023**
TIME: 6:30 PM
PLACE: **Superintendent's Office**

AGENDA

- I. **Public Comment**
- II. **New Policy - None**
- III. **Policy Review**
 - A. IKF Graduation Requirements
 - B. EBABA Chemical Hygiene Plan
- 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.

GRADUATION REQUIREMENTS

Before entering high school, students need to know the standards for attaining a high school diploma in order to plan an appropriate, sequential, educational program to meet that goal.

Nokomis Regional High has adopted a proficiency-based system of learning consistent with Maine law, which means that after January 1, 2019, the awarding of a diploma will be contingent on the demonstration of proficiency in the content areas and Guiding Principles of the Learning Results.

To be awarded a high school diploma from the RSU #19 schools, students must demonstrate proficiency in the content areas identified in Maine's system of Learning Results, meet the cross-content performance standards set forth in the Guiding Principles of the Learning Results, and fulfill all additional graduation requirements set by the Board.

The Superintendent, through the high school principal or other designee, shall be responsible for making accurate information concerning diploma requirements available to incoming students and their parents prior to the start of their ninth grade school year. A copy of this policy will be disseminated to all incoming ninth grade students at the time of course selection. This policy will also be included in every edition of the high school student handbook.

The Board has approved the following schedule of minimum requirements for graduation, which includes minimum requirements specified by the State of Maine. The Board is aware that current law and regulations are subject to change.

The Board expects the Superintendent/designee to inform students and parents as soon as practicable of any additional State-imposed standards that must be met before students may be awarded a high school diploma.

II. DIPLOMA REQUIREMENTS

In accordance with Maine law and Nokomis Regional High's proficiency-based system of learning, after January 1, 2019, the awarding of a diploma from Nokomis Regional High schools will be contingent on the demonstration of proficiency in the content areas of Maine's system of Learning Results and meeting the cross-content performance standards of the Guiding Principles of the Learning Results. The student must also fulfill any other requirements specified in this policy.

Students must meet the following requirements in order to be awarded a high school diploma:

Demonstrate proficiency in meeting standards in the following content areas of the Learning Results. Meeting the standards entails demonstrating proficiency for each standard within each content areas:

English language arts, mathematics, science and technology, social studies, health education and physical education, visual and performing arts, and career and education development.

~~The World Language requirement will be phased in over two school years. The Class of 2022 will be required to meet standard in one experience, Class of 2023 will be required to meet standard in two experiences and may request a waiver from the school principal of one experience if they can demonstrate a pandemic related hardship. The Class of 2024 will be required to meet the two full experiences.~~

For a student graduating in the graduating class of 20~~22~~ 23, and for each subsequent graduating class:

- A. Certify that the student has demonstrated proficiency in meeting the state standards in all content areas.
 - English Language Arts
 - Mathematics
 - Science and Technology
 - Social Studies
 - Health Education and Physical Education
 - Visual and Performing Arts
 - World Languages
 - Career and Education Development
- B. Meet the cross-content performance standards set forth in the Guiding Principles of the Learning Results. A student graduating from RSU 19 schools is expected to be a:
 - Clear and effective communicator;
 - Self-directed and life-long learner;
 - Creative and analytical problem solver;
 - Responsible and involved citizen; and an
 - Integrative and informed thinker.
- C. Successful completion of a senior project.
- D. Complete a portfolio to include an Individual Graduation Plan, evidence of learning, and an application to a post-secondary educational institution, training program or other experience that provides an opportunity for further growth.
- E. The student must also complete the following non-academic requirements: 20 hours of Community Service.

MULTIPLE PATHWAYS TO THE AWARDING OF A PROFICIENCY-BASED DIPLOMA

RSU 19's high school educational program is designed to enable students to satisfy graduation requirements in four years through a sequence of educational (learning) experiences/courses providing opportunities to gain and demonstrate proficiency in all of the content areas of the Learning Results and in the cross-content Guiding Principles of the Learning Results. The length of an experience is expected to be a full school year or its equivalent unless specifically noted as a half-year experience.

Students following a traditional pathway will:

- A. Engage in educational experiences in the content areas of English Language Arts, Mathematics, and Science and Technology in each year of their high school program.
- B. Engage in at least three ~~or~~ educational experiences in the content area of social studies during their high school program.
- C. Engage in at least one educational experience in each of the content areas of visual and performing arts during their high school program.
- D. Engage in at least ~~two~~ **one** educational experiences in **the content area of world languages** ~~throughout the 7-12 educational programming in RSU #19. (See phased timeline in Section II for Class of 2022 and 2023)~~ **during their high school program.**
- E. Engage in at least one half-year health and one full-year or two half-year physical education experiences during their high school program.
- F. Engage in at least three half-year educational experiences that integrate career and education development into other content areas of the Learning Results and **plus** the senior capstone project.

Students following a traditional pathway must be enrolled in the equivalent of six full year learning experiences/courses or integrated equivalents in each of their high school years.

Twenty-two (22) total experiences are required to graduate.

Students may also opt to demonstrate proficiency toward a high school diploma through multiple additional pathways including:

- Early college/dual enrollment courses
- Career and technical education programming
- Online/virtual learning
- Apprenticeships, internships and/or field work
- Experiential/service learning
- Exchange programs
- Independent study
- Alternative education/“At Risk” programming
- Adult education

Each pathway must provide a quality learning experience comparable in rigor to the school unit’s own educational experience (course) offerings.

In order to pursue one or more of the multiple/alternative pathways, a student must develop an Individual Graduation Plan detailing how the pathway will provide exposure

to the content standards of the Learning Results and how the student will demonstrate proficiency in meeting the standards. The Individual Graduation Plan must be reviewed by the Guidance Counselor and Department Chair and approved by the Principal.

III. STUDENTS RECEIVING SPECIAL EDUCATION SERVICES

Students who achieve proficiency in the content standards of the Learning Results and Guiding Principles, as specified in the goals and objectives of their Individualized Education Plans (IEP) will be awarded diplomas.

IV. ADDITIONAL CONSIDERATIONS APPLICABLE TO THE AWARDING OF A DIPLOMA FROM NOKOMIS REGIONAL HIGH

This section applies to all students, in all graduation classes.

A. Transfer Students

For students who transfer to Nokomis Regional High from another state or from an educational program that is not required to be aligned with the content standards of the system of Learning Results, the Nokomis Regional High Principal shall determine the value of the student's prior educational experience towards meeting graduation requirements.

B. Home-schooled Students

For home-schooled students wishing to receive a diploma from Nokomis Regional High, the Nokomis Regional High Principal shall determine the value of the student's prior educational experience toward meeting graduation requirements. A home-schooled student must have attended Nokomis Regional High for a minimum of one year in order to receive a Nokomis Regional High diploma.

C. Delayed Awarding of Diplomas

A student who leaves Nokomis Regional High to attend an accredited, degree-granting institution of higher education may upon satisfactory completion of the freshman year be awarded a high school diploma, provided that the student has notified the principal at the time of the early admission.

D. Early Awarding of Diplomas

A student who has met the State's and the Board's diploma requirements in fewer than four years of high school may be awarded a diploma.

E. Extended Study

Students are eligible for extended years of study to complete the requirements of a diploma if they have not reached the age of 20 at the start of the school year. Students eligible for extended years of study may be referred to adult education or other resources suitable to young adult learners. Extended study for students with disabilities shall be specified in the student's Individualized Education Plan.

F. Participation in Graduation Ceremony

1. A student must complete all Board requirements for a high school diploma in order to participate in graduation exercises.
2. A student must wear the school issued cap, gown, tassel, and only school approved stoles, medals, and ribbons. No additional decorations or alterations are permitted.

Legal Reference: 20-A § 1001 (6); 6208 - 6209 .20-A M.R.S.A. § 253, 2902, 4502, 4701, 4704, 4706, 4711, 4722, 4723, 4724, 13016 Ch. 127 § 7 (Me. Dept. of Ed. Rule)

Cross Reference: IHCDA – Post-Secondary Enrollment Options
IK – Student Achievement
IKFA - Early Graduation

II. DIPLOMA REQUIREMENTS

The World Language requirement will be phased in over two school years. The Class of 2022 will be required to meet standard in one experience, Class of 2023 will be required to meet standard in two experiences and may request a waiver from the school principal of one experience if they can demonstrate a pandemic related hardship. The Class of 2024 will be required to meet the two full experiences.

For a student graduating in the graduating class of 2022 2023, and for each subsequent graduating class:

RATIONALE: This language can be deleted as the world language requirement is specified below. Update 2022 to 2023 to reflect current policy requirement.

MULTIPLE PATHWAYS TO THE AWARDING OF A PROFICIENCY BASED DIPLOMA

B. Engage in at least three ~~or~~ educational experiences in the content area of social studies during their high school program.

RATIONALE: Typo

D. Engage in at least ~~two~~ one educational experiences in the content area of world languages during their high school program. ~~throughout the 7-12 educational programming in RSU #19. (See phased timeline in Section II for Class of 2022 and 2023)~~

RATIONALE: Historically, world language has not been a graduation requirement but many students do take 2 years as it is a common entrance requirement for some 4-year colleges and universities. During the shift to a proficiency-based diploma and State initiatives, world language was changed to a requirement for graduation. Our plan was to require two credits, one being earned in grades 7-8 through the middle level world language teacher. Two things have changed which support the recommendation to change this requirement to one credit at the high school level:

- 1. The State does not require world language.***
- 2. The middle-level language teacher was repurposed during the pandemic and later left. No World Language candidates could be found so the middle school moved to a career-based program in lieu of world languages.***

With current high school staffing, it's unmanageable to require all students to earn 2 credits during high school. While many, particularly those interested in going to a 4-year college, will earn 2 credits, there is a portion of our student body that neither wants nor needs to have 2 credits. Since many of the standards in world languages are grounded in culture and basic language acquisition, we do see value in all students earning one credit. With current staffing we can meet this requirement and it will allow us to offer upper level sections in world language for those students who want to go deeper into a language.

- F. Engage in at least three half-year educational experiences that integrate career and education development into other content areas of the Learning Results and **plus** the senior capstone project.

RATIONALE: *Clarifies the expectation of engaging in a CED experience each year of high school.*

F. Participation in Graduation Ceremony

1. A student must complete all Board requirements for a high school diploma in order to participate in graduation exercises.
2. A student must wear the school issued cap, gown, tassel, and only school approved stoles, medals, and ribbons. No additional decorations or alterations are permitted.

RATIONALE: *Annually, there are multiple requests to decorate caps and gowns, alter caps and gowns, and/or to include family crafted items on their cap and gown or to be allowed to wear pins/medals/ribbons from outside groups. We have continued to hold a traditional standard of attire for our graduation. Meaning, all students wear the same burgundy, cap, gown and tassel and any school issued/supported pins, medals, stoles and/or cords. It has become quite popular for many outside organizations to issue cords, stoles, pins to high school aged students. By limiting this to Nokomis only, it keeps a measure of uniformity to the ceremony and avoids opening up a situation where "anything goes."*

**Regional School Unit 19
Chemical Hygiene Plan**

Purpose

RSU 19 is committed to managing chemical safety in an effort to maintain a safe environment for all employees and students. This Chemical Hygiene Plan sets forth operation procedures and work policies designed to control chemical hazards.

Scope

To protect employees and students from health hazards associated with the use of hazardous chemicals. We will accomplish this through the following:

- Identifying hazardous chemicals;
- Developing an outline of responsibilities in the district;
- Developing safe procedures;
- Discussing procedures for procurement, distribution, and storage of chemicals;
- Implementing a plan for monitoring safety equipment and storage areas;
- Developing a written plan to address accidents involving chemicals;
- Establishing a chemical hazard training program; and
- Developing a chemical waste disposal program.

This plan will be located in the following areas:

- ▶ Principals' Office
- ▶ Science Rooms
- ▶ Central Office
- ▶ RSU 19 webpage *rsu19.org*

This plan will be reviewed annually by the Chemical Hygiene Officer and updated as necessary.

Chemicals

A data base for all chemicals will be maintained at each school and at the Central Office using the required inventory form from the Maine Department of Education.

Responsibilities

In order to properly manage the chemicals in RSU 19, we will establish a Chemical Hygiene Officer (CHO). The CHO will have authority to make needed decisions regarding this plan in order for it to remain effective and relevant.

The Chemical Hygiene Officer selected for RSU 19 is _____.

Chemical Hygiene Officer (CHO)

Duties will include:

- Being familiar with all aspects of the Chemical Hygiene Plan.

- Being a contact person for distribution information involving chemical safety.
- Being a resource on matters involving the use of chemicals.
- Advising school principals of any chemicals that pose risks to health or safety.
- Maintaining copies of chemical inventories.
- Coordinate pickup and disposal of unwanted chemicals from the school annually.

Superintendent

The Superintendent of RSU 19 is responsible for enforcement of all federal, state, and local health, safety and environmental regulations and policies including the Chemical Hygiene Plan.

RSU 19 Employees

RSU 19 employees are responsible for:

- Participating in training programs provided by RSU 19 and others.
- Maintaining an awareness of health and safety procedures.
- Awareness of location and use of Material Safety Data Sheets (MSDS).
- Using and modeling good personal chemical hygiene habits.
- Reporting accidents, injuries, unsafe practices, and unsafe conditions.
- Providing safety training for all students participating in school laboratories.
- Consulting the CHO prior to bringing any chemical on site.

Students

Students should adhere to safety procedures and good chemical hygiene habits. They should report accidents and maintain an awareness of health and safety procedures.

Safe Operating Procedures

A. Safety Practices

- MSDS will be maintained and readily accessible to all occupants.
- The Chemical Hygiene Officer will ensure that all chemicals have an MSDS and proper labeling.
- Appropriate personal protective equipment must be worn to avoid contact with chemicals.
- Chemical splash goggles (NOT impact glasses) must be worn any time chemicals, glassware or open flame are used in the laboratory.
- Ensuring that each lab is equipped with appropriate ventilation.

B. Safety Rules

General Laboratory Rules and Procedures

- The school principal will be contacted when any accident occurs.
- Emergency telephone numbers shall be posted in the chemical storage area.

- All chipped, etched or cracked glassware shall be discarded.
- Everyone shall be taught how to use the eyewash station and shower.
- An accident report shall be completed by the end of the work day.
- Fire extinguishers are accessible and the appropriate type.
- Employees and students shall be knowledgeable of primary and secondary evacuation routes.
- Drinking from lab glass ware or other lab vessels is prohibited.
- Eating or drinking is not allowed in the laboratory.
- Cosmetics shall not be applied in laboratories.
- All unlabeled chemicals are prohibited.
- Know the hazards and precautions before using any chemical.
- Follow proper disposal procedures of all chemicals.
- Provide emergency eye wash and showers in labs where needed. Eye wash and showers shall be tested monthly and yearly, respectively.
- All exits, emergency equipment, and master utility controls shall remain clear and unobstructed.
- When hazardous airborne contaminants are generated, fume hoods shall be in use. Fume hoods shall be inspected annually for efficiency (**SafetyWorks can do this free of charge**).
- No chemicals shall be stored in the fume hood.

Chemical Procurement, Distribution, Storage Guidelines

- RSU 19 will identify all “approved” chemicals allowed to be purchased, stored, and used on school premises.
- Employees shall consult the CHO prior to bringing any chemical on site that is not on the “approved” list.
- All chemicals shall be properly labeled at all times.
- RSU 19 will ensure proper chemical storage by using an appropriate storage system for all storerooms/cabinets.
- All chemicals shall be kept under lock and key. All laboratories shall be locked when not in use.
- Chemicals shall be checked out and used only by trained and authorized employees.
- An inventory of all chemicals shall be conducted annually and all unwanted chemicals shall be gathered for disposal. Chemical containers shall be inspected during the annual inspection for container integrity and proper labeling.

Record Maintenance

RSU 19 will establish and maintain documentation at the Central Office of:

- Any accidents and incidents involving chemicals.
- Comprehensive inventory of hazardous chemicals.

- Monthly inspections of equipment. Annual inspections of storage areas.
- All chemical disposal operations conducted.

Emergency Plans for Spills and/or Accidents

RSU 19 will provide a spill kit accessible for each laboratory. This kit might include:

- Neutralizing agents for acid spills.
- Neutralizing agents for alkali spills
- Spill absorbing materials such as sand, kitty litter, or other spill control materials.
- Quantities of cleanup materials shall be sufficient for the largest

anticipated spill. RSU 19 will have a system for prevention, containment, cleanup, and reporting of chemical spills.

Training Programs

RSU 19 will develop and implement chemical training for all employees that includes:

- Awareness and location of written Chemical Hygiene Plan.
- Elements of OSHA's Hazard Communication Program
- Appropriate safety measures and safe work practices.
- Training at new employee orientation, new assignments, and annually.

Chemical Waste Disposal

- RSU 19 will develop a chemical waste disposal process.
- The Chemical Hygiene Officer shall be responsible for the chemical waste disposal process.
- The chemical waste disposal process shall include:
 - Collection and containment of waste chemicals.
 - Procedures for safe transport
 - List of contact personnel.
 - Historical data of all disposed chemicals including:
 - Date of disposal
 - Name and quantity of each disposed chemical;
 - Method of disposal (including name of disposal company, if used)

Spill Response:

1. In the event of a spill, staff must contact the CHO *before beginning cleanup*. The CHO will assess the nature of the spill using the School's Emergency Response Plan to determine appropriate response. The Emergency Response Plan for this school is located in the School Office.
2. The responsible staff will evacuate all persons from the spill or accident area until certain

that the spill is not hazardous to people in the general area.

3. The supervisor/teacher is responsible for writing the Chemical Spill Incident Report. CHO and Human Resources at the Central Office will maintain copies of the Chemical Spill Incident Reports.
4. Each student, teacher and staff member must know immediately what to do and where to go in the case of any emergency.
5. The school nurse is responsible for promptly addressing the needs of people who may have been exposed.
6. The CHO must report the spill to the Department of Public Safety (1-800-452-4664)
7. All waste generated from a chemical spill will be treated as hazardous waste.
8. Only appropriately trained employees can respond to chemical spills.

Listed below are the people trained to conduct spill response-

<u>Employees trained in spill response</u>	<u>Date of Training</u>
1. _____	_____
2. _____	_____