I. Call to order

II. Introduction
   A. Board Members
   • Linda Caputo
   • Matthew Lillibridge
   B. Administrative Staff
   C. The Pledge of Allegiance
   D. Public Comments for Items on the Agenda

III. Election of Vice Chair

IV. Review and Approval of Agenda/Minutes
   A. Prioritization of items and alteration of the established agenda format sequence as needed
   B. Approval of Agenda
   C. Approval of Minutes of Previous Meetings:
      • Regular Board Meeting – June 6, 2019
      • Special Board (Budget Meeting) Meeting – June 4, 2019
      • Special Board Meeting – June 13, 2019

V. Recognition and Celebrations
   A. None

VI. Correspondence
   A. Letter of resignation, Debra Couture, School Board
   B. Letter of resignation, Mikayla Shaw, Ed Tech I (Paid for by RSU 12), Gardiner Area High School
   C. Letter of resignation, Laurie Wheeler, Bus Driver
   D. Letter of resignation, Rudy Reutershan, Bus Driver

VII. Committee Reports – Vote
   A. Curriculum Committee – June 11, 2019
B. Dropout Prevention Committee – June 3, 2019
C. Finance Committee - June 18, 2019
D. Policy Committee – June 6, 2019

1st Reading
Policies:
- KF Facility Use Policy
  - Facility Fees and Rates
  - Facility Use Application Form
- ADC Tobacco Use and Possession
- ADC-R Tobacco Use and Possession Administrative Procedure
- GBGE Return to Work and Light Duty Assignments
- GCSAA Employee Use of School Media
- EEAB-R Student-Athlete Transportation in Van

Rescind:
- None

Job Descriptions:
- None

2nd Reading
Policies:
- JJA-P Participation Guidelines for Student Activities
- IKF Graduation Requirements
- GE Non-Unionized personnel Compensation and Benefits
- JCD Limited Open Enrollment for Elementary Schools
- JHCA Open/Closed Campus
- JJIAA-E1 Private School Student Application in Co-Curricular Activities
- JJIAA-E2 Private School Student Application for Participation in Extra-Curricular Activities
- JJIIAA-E3 Verification of Private School Student Eligibility for Participation in Co-Curricular Activities
- JJIIAA-E4 Verification of Private School Student Eligibility for Participation in Extra-Curricular Activities
- JJIF Management of Concussions and Other Head Injuries
- JJIF-E Concussion Information Sheet
- JLCD Administering Medication to Students (changes to the administration of medical marijuana to students)
- JLCD-E1 Request/Permission to Administer Medical Marijuana in School Form

Rescind:
- JLCDA Medical Marijuana in School

Job Descriptions:
- None
E. Student Representatives
F. Wellness Committee – June 4, 2019

VIII. Ad Hoc Committees
• Late Start Committee – No June Meeting
• Hoch Field Artificial Turf Fundraising Committee

IX. General Information
A. Terry McGuire, Affirmative Action Officer for the 2019-2020 school year
B. Staff Transfers:
• Joyce Dill, Ed Tech I, Pittston-Randolph Consolidated School transfer to Ed Tech I at River View Community School
• Sarah Crane, Ed Tech I, River View Community School transfer to Ed Tech I at Pittston-Randolph Consolidated School

C. New Hires:
• Melinda Quirion, Day Administrative Assistant, Adult Education
• Emery Smith, Bus Driver
• James Glesener, Bus Driver

D. Fall Coaches – Gardiner Area High School
• Joe White, Head Football Coach
• Pat Munzing, Assistant Football Coach
• Pat Colwell, Assistant Football Coach
• Seth Wing, Assistant Football Coach
• Alonzo Connor, Volunteer Football Coach
• Mike McGee, Volunteer Football Coach
• Mike Simpson, Volunteer Football Coach
• Rick Malinowski, Volunteer Football Coach
• Jason Chadwick, Volunteer Football Coach
• Nick Wallace, Varsity Boys Soccer Coach
• Matt Keene, JV Boys Soccer Coach
• Jolaine Galibois-Barss, Varsity Girls Soccer Coach
• Aaron Toman, JV Girls Soccer Coach
• Jen Boudreau, Cross Country Coach
• Sharon Gallant, Varsity Field Hockey Coach
• Kristen Collins, JV Field Hockey Coach
• Ashley Hickey, Volunteer Field Hockey
• Tiffany Grover, Varsity Volleyball Coach
• Scott McNeil, JV Volleyball Coach
• Chad Waterhouse, Volunteer Volleyball Coach
• Chad Hopkins, Varsity Golf Coach
• Kaitlyn Gallagher, JV Golf Coach
• Erica Anderson, Volunteer Cheering
• Sandra Lawrence, Volunteer Cheering
F. Department Chairs – Gardiner Area High School
   - Mary Whitten, Science
   - Mike Gray, Math
   - Rie Kittredge, English
   - Amber Dostie, Social Studies
   - David Walker, Visual and Performing Arts
   - Laurie Leavitt, Health and Physical Education
   - Katie Collins, World Languages
   - Maureen Cloutier, Special Education

G. Co-Curricular – Gardiner Area High School
   - Matt Colvin, Student Council
   - Emily Collins, Co – Yearbook
   - Katie Collins, Co – Yearbook
   - Melissa Gregoire, Project Graduation Advisor
   - Christina Riddle, Prom Committee Advisor
   - Kim Backus, Math Team
   - Christina Benedict, Co – Drama
   - Nick Bucci, Co – Drama
   - Hazel Poulin, Co – Language Club
   - Andrea Creamer, Co – Language Club
   - David Walker, Band/Choral
   - Kristy McNaughton, Fitness Room (Semester 1)
   - Laurie Leavitt, Fitness Room (Semester 2)
   - David Walker, Musical
   - David Walker, District Music

H. Team Leaders – Gardiner Regional Middle School
   - Jessica Heath, Team Hermitage (Grade 6)
   - Kim Quirion, Team Moosehead (Grade 6)
   - Angela Smith, Team Acadia (Grade 7)
   - Kaitlin Toto, Team Chamberlain (Grade 7)
   - Jeanne Lysobey, Team Allagash (Grade 8)
   - Karen Beckler, Team Bigelow (Grade 8)
   - Lisa Foster, Allied Arts
   - Jen Dearborn, Special Education

I. Fall Coaches – Gardiner Regional Middle School
   - Monique Amero, Varsity Boys Soccer Coach
   - Megan Amero-Daniel, Volunteer Boys Soccer Coach
   - Roger Collins, Varsity Girls Soccer Coach
   - Ginger Shaw, Volunteer Girls Soccer Coach
   - Joe Fitzsimmons, Cross Country Coach

X. Nominations
   A. Katrina Gavett, Itinerant Special Ed Teacher, District position - $60,922
   B. Laurie Leavitt, Physical Education Teacher, Gardiner Area High School - $65,561
   C. Special Ed Teacher, Gardiner Regional Middle School - $

XI. Old Business
A. None

XII. New Business
A. Appointment of Acting Superintendent, Chad Kempton for the 2019-2020 School Year
B. School Physician – Gardiner Family Practice
C. School Attendance Officers

XIII. Reports
A. Board Chair
   • School Board Workshop – August 22, 2019, 4:00 – 8:00 p.m.

B. Superintendent
   • Report from Dental Services provided by Maine Dental Health Outreach, Inc.
   • Summer Administrative Team Meeting
     • DM Group Consultants – Special Education and Struggling Students Opportunity Review and Elementary Scheduling Analysis and Support
     • Dr. Michael Hayes – Grades K-10 Math program review
   • Raffle to encourage submission of Free and Reduced Applications
   • Short-term medical leave - September

XIV. Executive Session
A. Discuss Negotiations with the MSAD 11 Custodial Association – 1 MRSA 405 §(6)(D)

XV. Adjournment
The Board Chair declared a quorum present and called the meeting to order at 6:32 PM.

II. INTRODUCTION

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None

III. REVIEW AND APPROVAL OF AGENDA / MINUTES

VOTED: Motion by Director Babcock to approve the agenda as amended, seconded by Director Couture.

12,463 0
2 0 Student

Motion carried

VOTED: Motion by Director Couture to approve the following Board Minutes, seconded by Director Veit.

12,463 0
2 0 Student

- Regular Board Meeting – May 2, 2019
- Special Board Meeting with Municipal Officials – May 6, 2019
- Special Board Meeting / Public Budget Hearing – May 16, 2019
- Special Board Meeting / Superintendent’s Evaluation – May 21, 2019

Motion carried.

IV. RECOGNITION AND CELEBRATIONS
A. Timothy Doyle, GAHS Senior, Student Board Representative (Graduate)

B. Todd Sanders, Principal, Gardiner Regional Middle School (Resignation)

C. Michael Poulin, Assistant Principal, Gardiner Area High School (Resignation)

D. GAHS – Jobs For Maine Graduates (JMG) Career Development Conference Presentation
   JMG Teacher, Jennifer Toner, and students presented highlights from the JMG Career Development
   Conference at Thomas College.

V. CORRESPONDENCE

   A. Letter of retirement, Patricia Keene, Grade 3 Teacher, River View Community School
   B. Letter of retirement, Laurie Leavitt, Wellness Teacher, Gardiner Area High School
   C. Letter of resignation from Nicole Labbe, Bus Driver
   D. Letter of resignation from M. Katie Smith, Grade 2 Teacher, Laura E. Richards School
   E. Letter of resignation from Andrea Tresp, School Psychologist, District
   F. Letter of resignation from Todd Sanders, Principal, Gardiner Regional Middle School
   G. Letter of resignation from Jodi Weeks, Special Education Ed Tech I, Pittston – Randolph Consolidated
      School
   H. Letter of resignation from Julie Hartley, Special Education Teacher, River View Community School

VI. COMMITTEE REPORTS - VOTE

   A. CURRICULUM COMMITTEE – As reported in the May 14, 2019 Curriculum Committee Minutes

   B. DROPOUT PREVENTION COMMITTEE – As reported in the June 3, 2019 Dropout Prevention Committee
      Minutes.
      
      The Drop Out Prevention Committee presented their proposed Dropout Prevention Plan. Board Members
      were asked to review the plan for discussion and possible implementation at the Board’s next scheduled
      meeting on June 13, 2019.

   C. FINANCE COMMITTEE – No Meeting

      The following budget related meetings/events have been scheduled:
      
      ▪ Tuesday, June 4th – Public Budget Hearing
      ▪ Tuesday, June 11th – Budget Referendum

   D. POLICY COMMITTEE – As reported in the April 30, 2019 Policy Committee Minutes

VOTED: Director Fles motioned to move the following policies, seconded by Director Hubert

12,463– 0
2 – 0 Student

1st Reading
**Policies**

JJA-P  Participation Guidelines for Student Activities
IKF  Graduation Requirements
GE  Non – Unionized personnel Compensation and Benefits
JCD  Limited Open Enrollment for Elementary Schools
JHCA  Open /Closed Campus
JJIAA – E1  Private School Student Application in Co- Curricular Activities
JJIAA – E2  Private School Student Application for Participation in Extra – Curricular Activities
JJIIAA – E3  Verification of Private School Student Eligibility for Participation in Co – Curricular Activities
JJIIAA – E4  Verification of Private School Student Eligibility for Participation in Extra – Curricular Activities
JJIF  Management of Concussions and Other Head Injuries
JJIF – E  Concussion Information Sheet
JLCD  Administering Medication to Students
JLCD – E1  Request /Permission to Administer Medical Marijuana in School Form

**Rescind**

JLCDA  Medical Marijuana in School

**Job Descriptions**

*None*

**2nd Reading**

**Policies**

GCGA  Substitute Teachers
JJA  Student Organizations
JJA-R  Procedure to Discontinue a Sport or Student Activity
JJA-JJF  Financial Commitments for Student Athletic and Activities Program
JJA-JJF-A1  Baseline Supplies /Fees for Athletics /Co-Curricular
JJA-JJF-A2  Financial Commitments for Athletics/Co-Curricular Overview
FFA  Renaming /Dedicating/Memorializing School Property
GCOA  Supervision and evaluation of Professional Staff
IJNDC  MSAD 11 Website
IJNDC-R  MSAD 11 Website Guidelines – MSMA Version
IJNDC-E1  MSAD 11 Student Computer and Internet Acknowledgement Form
IJNDC-E2A  GAHS Laptop Take Home Permission Form
IJNDC-E2B  GRMS Laptop Take Home Permission Form
IJNDC-E3  Student Request to Use Privately Owned Computer
IJNDC-E4  Parent – Guardian Agreement form to Publish Student Information
Rescind

IJNDC-E2 MSAD 11 Laptop Take Home Permission Form

Job Descriptions

None

Motion carried.

E. Gardiner Area High School Student Representative Report

F. Student Wellness Committee – As reported in the March 6, 2019 Dropout Prevention Committee Minutes.

VII. Ad Hoc Committees

G. Late Start Committee – As reported in the May 7, 2019 and May 28, 2019 Late Start Committee Minutes.

VOTED: 12,463 – 0
2 – 0 Student

Motion by Director Lothridge to allow for the Late Start Committee to extend its charge for another year, seconded by Director Veit.

Motion carried

H. Hoch Field Artificial Turf Fundraising Committee

VOTED: 12,463 – 0
2 – 0 Student

Motion by Director Lothridge to create a committee for the express purpose of soliciting donations for the Gardiner Area School artificial turf field, seconded by Director Fortier – Brown.

Motion carried

The following Board Members agreed to serve on the new Committee: Director Fles, Director Gammon, Director Lothridge and Director Marshall.

VIII. General Information

A. Staff Transfer – Aidan Gregory, Grade 2 Teacher, Pittston – Randolph Consolidated School to Grade 3 Teacher, Pittston – Randolph Consolidated School.

B. Staff Transfer – Jordan Lancaster, Kindergarten Teacher, Laura E. Richards School to Grade 2 Teacher, Laura E. Richards School

C. Staff Transfer – Taryn Grant, Kindergarten Teacher, Laura E. Richards School to Grade 2 Teacher, Laura E. Richards School
D. **STAFF TRANSFER** – Amanda Sergent, Grade 4 Teacher, River View Community School to Grade 5 Teacher, River View Community School

E. **STAFF TRANSFER** – Kenneth Estabrook, Grade 3 Teacher, River View Community School to Grade 4 Teacher, River View Community School

F. **STAFF TRANSFER** – Tracy McNaughton, Special Education Ed Tech II, Gardiner Area High School to ELL Ed Tech III, District

G. **STAFF TRANSFER** – Mark Koenig, Learning Lab Ed Tech II, Gardiner Area High School to Special Education Ed Tech I, Gardiner Area High School

H. **STAFF TRANSFER** – Cynthia Snow, Grade 2 Teacher, Helen Thompson School to Grade 3 Teacher, Helen Thompson School

I. **STAFF TRANSFER** – Shawna Steward, Special Education Teacher, Gardiner Regional Middle School to Special Education Teacher, River View Community School

J. **STAFF TRANSFER** – Phil Ferguson, Special Education Ed Tech III, Gardiner Area High School to Special Education Ed Tech III, Helen Thompson School

K. **STAFF TRANSFER** – Alana Rolfe, Special Education Ed Tech III, Helen Thompson School to Special Education Ed Tech III, Gardiner Area High School

L. **STAFF TRANSFER** – Tracey Booker, Special Education Ed Tech I, Laura E. Richards School to Special Education Ed Tech I, River View Community School

M. **NEW HIRE** – Ginger Hustus, Special Education 1:1 Ed Tech III (RSU 12 Tuition Student)

**IX. NOMINATIONS – PENDING BUDGET APPROVAL (JUNE 11, 2019 REFERENDUM)**

**VOTED:**

Motion by Director Marshall to approve the following nominations, pending Budget approval, as recommended by the Superintendent, seconded by Director Babcock

- Kymm O’Brien, Grade 4 Teacher, River View Community School
- Lucinda Pooler, Elementary Social Worker, Grades PK - 5

*Motion carried*

**X. NOMINATIONS**

**VOTED:**

Motion by Director Couture to approve the following nominations as recommended by the Superintendent, seconded by Director Veit

- Aaron Toman, Math /Social Studies Teacher, Gardiner Regional Middle School - $39,533
- Lisa Pushard – Hart, Special Education Teacher, Pittston – Randolph Consolidated School - $45,574
- Krystin Perreault, Kindergarten Teacher, Laura E. Richards School
Motion carried

XI. OLD BUSINESS

None

XII. NEW BUSINESS

A. GRANT THE SUPERINTENDENT AUTHORITY TO ISSUE CONTRACTS

VOTED: Motion by Director Lothridge to allow the Superintendent to issue teacher contracts in the months of June, July, and August, seconded by Director Babcock.

Motion carried

B. CREATION OF AN ELEMENTARY SPECIAL EDUCATION TEACHER POSITION (ITINERANT)

It was stated that due to increasing special education caseloads and the restriction in the number of caseloads special education teachers are allowed to carry, the District is need of a special education teacher at Pittston – Randolph Consolidated School and River View Community School. The proposed special education teacher would be shared between the two schools and that the position would be funded by the elimination of special education ed techs at both schools.

VOTED: Motion by Director Veit, to allow for the creation of a special education teacher position and for the position to be funded by the elimination of special education ed techs, seconded by Director Babcock.

Motion carried

XIII. REPORTS – EDUCATIONAL /ADMINISTRATIVE

A. BOARD CHAIR REPORT

- **Special Board Meeting – 6 pm June 13, 2019**
  To accept the results of the School Budget Referendum.

- **August School Board Meeting and Work Session**
  School Board Work Session scheduled for 4pm August 22, 2019.

- **MSMA Fall Conference – October 24 & 25, 2019**
  MSMA soliciting topics for its annual fall conference.

- **West Gardiner School Board – Vacancy**
  Due to the anticipated resignation of Board Vice Chair, Debra Couture, the Town of West Gardiner will have a school board vacancy.
**Resolution L.D. 240**

Motion by Director Fles, for the MSAD 11 Board of Directors to oppose Resolution L.D. 240 seconded by Director Couture. *Director Hubert voted in opposition.*

Motion carried

**B. SUPERINTENDENT REPORT**

- **Staff Recognitions for Retirees**
  Superintendent Hopkins would be attending events at each of the District’s schools to recognize retiring staff members. School Board Members are also welcome to attend.

- **Student Board Representatives**
  No applications were received for the open Student Board Representative position. The Superintendent and Board Chair will try other avenues to reach out.

- **Legal /Legislative Update**
  The Superintendent provided an update on newly enacted bills that impact education.

- **Capital Area Technical Center**
  Nick Gannon has been hired as the new Director of the Capital Area Technical Center.

- **Gardiner Regional Middle School – Vacant Principal Position**
  Second interviews have been scheduled for the vacant Principal position at Gardiner Regional Middle School.

- **Student Last Day – June 13, 2019 (1/2 Day)**

- **Staff Last Day – June 14, 2019**

- **Superintendent’s Office – Summer Hours**
  Beginning June 18th, the Superintendent’s Office will open Monday through Thursday, 7:30 am – 4 pm. The Office will be closed to the public on Fridays.

- **Superintendent – Vacation Schedule**
  The Superintendent plans to take vacation the last week of June and the first week of July.

- **Bond**
  The Finance Committee will add discussion of the Bond to their June meeting agenda.

- **Financial Auditors**
  As part of the District’s Annual Financial audit, Runyon, Kersteen & Ouellette, have been in District performing the interim audit.

**XIV. EXECUTIVE SESSION**
VOTED: Motion by Director Fortier - Brown to go into executive session at 8:20 p.m. to discuss the Business Manager’s Contract to 1 M.R.S.A. § 405(6)(A), seconded by Director Umland. The Board reconvened at 8:24 p.m.

Motion carried

VOTED: Motion by Director Couture to amend the Business Manager’s contract as follows, seconded by Director Babcock.

- Increase vacation days to 30
- Allow for the compensation of the Business Manager for up to 10 unused vacation days, provided 15 vacation days used.

Motion carried

VOTED: Motion by Director Marshall to go into executive session at 8:25 p.m. to discuss the Superintendent’s Annual Evaluation pursuant to 1 M.R.S.A. § 405(6)(A), seconded by Director Babcock. The Board reconvened at 8:33 p.m.

Motion carried

VOTED: Motion by Director Hubert to extend the Superintendent’s contract an additional three years (through June 30, 2023) and to approve a 1.5% salary increase, seconded by Director Couture.

Motion carried

The Meeting adjourned at 8:33 p.m.

Attest a true record,

[Signature]

Patricia Hopkins, Secretary
Maine School Administrative District 11
SPECIAL MEETING (BUDGET MEETING)
Gardiner Area High School Gymnasium
Tuesday, June 4, 2019
6:00 p.m.

PRESENT: Rebecca Fles, Board Chair; Debra Couture, Vice Chair; Veronica Babcock, Carrie Boudway, Nancy Fortier – Brown, Michael Gammon, Jane Hubert, James Lothridge, Matthew Marshall, Jon Umland, Anthony Veit, Patricia Hopkins, Superintendent; Andrea Disch, Business Manager

ABSENT: Earle McCormick

BALLOT: Deborah Barry, Kathleen Cutler, Kelly Gouldrup, Lynn Mealey, Angela Phillis,
CLERKS Janet Richards, Jessica Soucy

Superintendent Patricia Hopkins called the meeting to order at 6:00 p.m. and declared a quorum present.

Motion by Director Fles, seconded by Director Couture, to nominate Gregory Im, Esq. as moderator.

Gregory Im, Esq. elected as moderator.

Gregory Im, Esq. was administered the Oath of Moderator by Superintendent Hopkins. Before the start of the meeting, the ballot clerks, representing each of the MSAD 11 municipalities, were administered the Oath of Ballot Clerk by Gregory Im, Esq..

Gregory Im, Esq. provided an overview of the budget meeting.

The Superintendent shared a Budget Presentation Overview of the FY 2020 District Budget.

ARTICLE 1: To see what sum the District will be authorized to expend for Regular Instruction.

Board of Directors Recommends $11,198,733.86

Motion by Director Veit, seconded by Director Couture to move Article 1 as written.

Motion to approve Article 1 as written passed.

ARTICLE 2: To see what sum the District will be authorized to expend for Special Education.

Board of Directors Recommends $3,833,740.38

Motion by Director Umland, seconded by Director Hubert, to move Article 2 as written.

Motion to approve Article 2 as written passed.
ARTICLE 3: To see what sum the District will be authorized to expend for Career and Technical Education.

Board of Directors Recommends $0.00

Motion by Director Fortier - Brown, seconded by Director Boudway, to move Article 3 as written.

Motion to approve Article 3 as written passed.

ARTICLE 4: To see what sum the District will be authorized to expend for Other Instruction.

Board of Directors Recommends $714,570.79

Motion by Director Gammon, seconded by Director Lothridge, to move Article 4 as written.

Motion to approve Article 4 as written passed.

ARTICLE 5: To see what sum the District will be authorized to expend for Student and Staff Support.

Board of Directors Recommends $2,456,316.87

Motion by Director Babcock, seconded by Director Marshall, to move Article 5 as written.

Motion to approve Article 5 as written passed.

ARTICLE 6: To see what sum the District will be authorized to expend for System Administration.

Board of Directors Recommends $725,481.36

Motion by Director Fles, seconded by Director Boudway, to move Article 6 as written.

Motion to approve Article 6 as written passed.

ARTICLE 7: To see what sum the District will be authorized to expend for School Administration.

Board of Directors Recommends $1,476,447.78

Motion by Director Couture, seconded by Director Veit, to move Article 7 as written.

Motion to approve Article 7 as written passed.
ARTICLE 8: To see what sum the District will be authorized to expend for Transportation and Buses.

Board of Directors Recommends $1,823,114.77

Motion by Director Hubert, seconded by Director Umland, to move Article 8 as written.

Motion to approve Article 8 as written passed.

ARTICLE 9: To see what sum the District will be authorized to expend for Facilities Maintenance.

Board of Directors Recommends $3,260,937.52

Motion by Director Boudway, seconded by Director Fortier - Brown, to move Article 9 as written.

Motion to approve Article 9 as written passed.

ARTICLE 10: To see what sum the District will be authorized to expend for Debt Service and Other Commitments.

Board of Directors Recommends $0.00

Motion by Director Lothridge, seconded by Director Gammon, to move Article 10 as written.

Motion to approve Article 10 as written passed.

ARTICLE 11: To see what sum the District will be authorized to expend for All Other Expenditures.

Board of Directors Recommends $228,656.67

Motion by Director Marshall, seconded by Director Babcock, to move Article 11 as written.

Motion to approve Article 11 as written passed.

ARTICLE 12: To see what sum the District will appropriate for the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and to see what sum the District will raise and assess as each municipality’s contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20 A, section 15688.

Recommended amounts set forth below:
<table>
<thead>
<tr>
<th>Municipality</th>
<th>Total Appropriated (by municipality)</th>
<th>Total raised &amp; District Assessments (by municipality)</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Gardiner</td>
<td>$9,099,441.87</td>
<td>$2,759,448.00</td>
</tr>
<tr>
<td>Town of Pittston</td>
<td>$4,424,835.08</td>
<td>$1,596,108.00</td>
</tr>
<tr>
<td>Town of Randolph</td>
<td>$1,918,505.14</td>
<td>$707,664.00</td>
</tr>
<tr>
<td>Town of West Gardiner</td>
<td>$6,089,262.10</td>
<td>$2,333,994.00</td>
</tr>
<tr>
<td><strong>School District Total</strong></td>
<td><strong>$21,532,044.19</strong></td>
<td><strong>$7,397,214.00</strong></td>
</tr>
</tbody>
</table>

Motion by Director Veit, seconded by Director Fles to move Article 12 as written.

**Motion to approve Article 12 as written passed.**

**ARTICLE 13:** To see what sum the District will raise and appropriate to transfer to the school nutrition program.

**Board of Directors Recommends $225,873.42**

Motion by Director Gammon, seconded by Director Lothridge, to move Article 13 as written.

**Motion to approve Article 13 as written passed.**

**ARTICLE 14:** (Written ballot required). To see what sum the District will raise and appropriate in additional local funds (Recommend $2,378,930.39), which exceeds the State’s Essential Programs and Services allocation model by (Recommend $2,378,930.39) as required to fund the budget recommended by the School Board.

The School Board recommends $2,378,930.39, which exceeds the State’s Essential Programs and Services allocation model by $2,378,930.39. The School Board gives the following reasons for exceeding the State’s Essential Programs and Services Funding model: These funds are needed to fund costs of supporting four community schools that the Essential Programs and Services funding model does not recognize, to provide greater academic support in the form of educational technicians in District classrooms than the Essential Programs and Services funding model recognizes, to pay for co-curricular costs not recognized by the Essential Programs and Services funding model, and to pay for transportation costs not recognized by the Essential Programs and Services funding model.

Motion by Director Veit, seconded by Director Couture, to move Article 14 as written.

**Motion to approve Article 14 as written passed by written ballot (39 Yes, 1 No).**

**ARTICLE 15:** To see what sum the District will authorize the School Board to expend for the fiscal year beginning July 1, 2019, and ending June 30, 2020, from the District’s contribution to the total cost of funding.
public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools.

**Board of Directors Recommends $25,718,000.00**

Motion by Director Umland, seconded by Director Hubert, to move Article 15 as written.

**Motion to approve Article 15 as written passed.**

**ARTICLE 16:** To see if the District will appropriate $279,000.00 for adult education and raise $105,450.00 as the local share, with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the adult education program.

Motion by Director Fortier - Brown, seconded by Director Boudway to move Article 16 as written.

**Motion to approve Article 16 as written passed.**

**ARTICLE 17:** In addition to amounts approved in the preceding questions, shall the School Board be authorized to expend such other sums as may be received from federal or state grants or programs or other sources during the fiscal year for school purposes, provided that such grants, programs or other sources do not require the expenditure of other funds not previously appropriated?

Motion by Director Babcock, seconded by Director Marshall, to move Article 17 as written.

**Motion to approve Article 17 as written passed.**

**ARTICLE 18:** Shall the School Board be authorized to establish a Capital Reserve Improvement Fund for maintenance of and renovations to District school facilities, and to transfer up to $50,000.00 from available fund balances to said Reserve Fund, and to expend said funds only upon express authorization of District voters?

Motion by Director Fles, seconded by Director Hubert, to move Article 18 as written.

**Motion to approve Article 18 as written passed.**

**ARTICLE 19:** Shall the School Board be authorized to establish a Qualified School Construction Bond Proceeds Capital Reserve Fund to ensure proper treatment of federal tax credit bond proceeds that were expended on the T.C. Hamlin School, and to transfer $42,000.00 from the sale proceeds of T.C. Hamlin School to said Reserve Fund; and to expend said funds and any interest earnings thereon on a paving project at the Gardiner Area High School or other capital projects in accordance with federal tax laws and regulations?

Motion by Director Fortier - Brown, seconded by Director Babcock, to move Article 19 as written.

**Motion to approve Article 19 as written passed.**
The Meeting adjourned at 6:51 p.m.

Attest a true record,

Patricia Hopkins, Secretary
I. CALL TO ORDER

The Board Chair declared a quorum present and called the meeting to order at 6:02 PM.

II. COMPUTUATION AND DECLARATION OF VOTES

VOTED: Motion by Director Veit and seconded by Director Couture that the Computation and Declaration of Votes dated June 12, 2019 and attached hereto be approved.

FURTHER VOTED: That the Computation and Declaration of Votes be entered upon the records of Maine School Administrative District No. 11

FURTHER VOTED: That a certified copy of the Computation and Declaration of Votes be sent to each of the Municipal Clerks within the District.

Motion carried

VOTED: Motion by Director Fles that the Warrant for Assessment of Tax and the Assessment Schedule and Notice of Installments for each member municipality prepared by the Treasurer for the fiscal year 2019 – 2020 be approved and be issued in form presented to this meeting; and that the Treasurer be authorized and directed to deliver to each member municipality its Warrant for Assessment of Tax and its Assessment Schedule and Notice of Installments, seconded by Director Veit.

Motion carried

III. DISCUSSION AND POSSIBLE APPROVAL - PROPOSED DROP OUT PREVENTION PLAN

VOTED: Motion by Director Lothridge to approve the Drop Out Prevention Plan Action Steps as proposed, seconded by Director Couture.

Motion carried
IV. DISCUSSION – PROJECTED BOND TIMELINE

A Memorandum from District Counsel regarding the Summary of Legal Requirements and Project Legal Timeline for Fall 2019 and Spring 2020 borrowing from the Maine Municipal Bond Bank (MMBB). It was stated the timeline for Fall Bond issue would be extremely tight, requiring much work to be done throughout the summer.

After discussion, the Board agreed the timeline for securing funds from the MMBB for its Fall Bond issue would be impractical. The Board agreed the conversation for Spring Bond issue would continue in Finance Committee.

V. CORRESPONDENCE

A. Letter of resignation, Jane Hubert, School Board Representative
B. Letter of resignation, Nate Stubbert, Adult Education Director / Athletic Director

VI. GENERAL INFORMATION

A. NEW HIRE – Melissa Mullison, Administrative Assistant (Evenings), Adult Education
B. STAFF TRANSFER – Helen Wright, Special Education Ed Tech III, Transfer from River View Community School to Pittston – Randolph Consolidated School

VII. NOMINATIONS

VOTED:

Motion by Director Veit to approve the following nominations, as recommended by the Superintendent, seconded by Director Lothridge

A. Tracey Lowell, Grade 2 Teacher, Laura E. Richards School - $57,746
B. Nate Stubbert, District Athletic Director
C. Special Education Teacher, Gardiner Regional Middle School – No nomination

Motion carried

VIII. EXECUTIVE SESSION

VOTED:

Motion by Director Boudway to go into executive session at 6:38 p.m. to discuss the hiring of a new Principal for the Gardiner Regional Middle School pursuant to 1 M.R.S.A. § 405(6)(A), seconded by Director Veit. The Board reconvened at 6:51 p.m.

Motion carried

VOTED:

Motion by Director Boudway to approve a one-year contract for John LaPerriere as recommended by the Superintendent, seconded by Director Lothridge.

Motion carried
Motion by Director Umland to go into executive session at 6:52 p.m. to discuss the Central Office Staff contracts pursuant to 1 M.R.S.A. § 405(6)(D), seconded by Director Veit. The Board reconvened at 7:10 p.m.

Motion carried

The Meeting adjourned at 7:10 p.m.

Attest a true record,

Patricia Hopkins, Secretary
The total number of votes cast in all of the municipalities within Maine School Administrative District No. 11 (the “District”) in the affirmative and in the negative on Article I of the Warrant and Notice of Election of the District Budget Validation Referendum held June 11, 2019, relating to the adoption of the District’s 2019-2020 budget is as follows:

<table>
<thead>
<tr>
<th></th>
<th>AFFIRMATIVE</th>
<th>NEGATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Gardiner:</td>
<td>143</td>
<td>44</td>
</tr>
<tr>
<td>Town of Pittston:</td>
<td>178</td>
<td>70</td>
</tr>
<tr>
<td>Town of Randolph:</td>
<td>31</td>
<td>8</td>
</tr>
<tr>
<td>Town of West Gardiner:</td>
<td>70</td>
<td>41</td>
</tr>
<tr>
<td>TOTAL:</td>
<td><strong>422</strong></td>
<td><strong>163</strong></td>
</tr>
</tbody>
</table>

The School Board hereby declares that said Article has **passed.**

(Write "passed" or "failed")

[CONTINUED ON NEXT PAGE]
The total number of votes cast in all of the municipalities within the District in the affirmative and in the negative on Article 2 of the Warrant and Notice of Election of the District Budget Validation Referendum held June 11, 2019, relating to continuing the budget validation referendum process is as follows:

<table>
<thead>
<tr>
<th>ARTICLE 2:</th>
<th>AFFIRMATIVE</th>
<th>NEGATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Gardiner:</td>
<td>121</td>
<td>63</td>
</tr>
<tr>
<td>Town of Pittston:</td>
<td>167</td>
<td>74</td>
</tr>
<tr>
<td>Town of Randolph:</td>
<td>30</td>
<td>9</td>
</tr>
<tr>
<td>Town of West Gardiner:</td>
<td>77</td>
<td>33</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>395</strong></td>
<td><strong>179</strong></td>
</tr>
</tbody>
</table>

The School Board hereby declares that said Article has passed.

Dated: June 13, 2019

Veronica Babcock  
Debra Couture  
Nancy Fortier-Brown  
Jane Hubert  
Matthew Marshall  
Jon Umland

Carrie Boudway  
Rebecca Fies  
Michael Gammon  
James Lothridge  
Earle McCormick  
Anthony Veit

A majority of the School Board of Maine School Administrative District No. 11

A true copy, attest:  
Patricia Hopkins, Secretary
CURRICULUM COMMITTEE MEETING
MERLE E. PEACOCK, JR. BOARDROOM
June 11, 2019
7:00-8:00 AM

MINUTES

Present: Deb Couture, Chairperson; Jane Hubert; Nancy Fortier-Brown; Angela Hardy, Director of Curriculum and Instruction; Lindsey Bickford, Instructional Coach (7:30 am, by request)
Absent: Matthew Marshall, Earle McCormick

I. Call to Order
The meeting was called to order at 7:08 am by Chairperson Couture.

II. Federal Funding
Committee members reviewed the summary usage of the 2018-19 Title funds (see table). They then viewed the anticipated allocations for the 2019-20 academic year funding across Title areas. Overall, we anticipate experiencing a reduction of $24,025.07. The reduction is a reflection of reported changes in our free and reduced lunch rates.

<table>
<thead>
<tr>
<th>Title</th>
<th>Funding Areas</th>
</tr>
</thead>
</table>
| Title I | • Salaries and benefits for K-5 Title I Literacy and Numeracy Interventionists  
          • Family Engagement Reserve (5% of total allotment required): open house, student and family enrichment, learning sessions at breakfast events or math/literacy nights, etc. |
| Title II | • Professional Development Funding for Internal and External Learning: Literacy, Numeracy, and Response to Interventions  
           • Math Review and Professional Learning of Conceptual Math and Math Practices  
           • Cultivating teacher leadership in STEM  
           • Class size reduction educator, grade 3 at River View Community School (18-19) |
| Title IV | • GAHS Research Project: Integrating Common Expectations Across the Curriculum (tabled until FY20); Research tools cultivated by library staff in FY19 and used across the disciplines by faculty and students |
| Title V  | • Math interventionist in one K-5 school |
| Next Steps | • Collect and analyze student achievement data and process data  
           • Report to Maine Department of Education by September 2019  
           • Develop FY20 Proposal and submit to Maine Department of Education by August 2019 |
Committee members

Angela Hardy discussed the strategies that we currently use to raise awareness with families of the availability of support through the free and reduced lunch applications. We discussed the process for applying and the challenges families face in completing — or wanting to complete - applications. Members wondered if the General Assistance Directors in each town connected families to the free and reduced lunch applications. Might there be an opportunity to strengthen our relationships with town supports without compromising confidentiality of family situations?

III.  Instructional Coach: Outcomes, Reflection, and Next Steps
Lindsey Bickford, the K-5 Math Coach, joined the committee and provided a year-end review of her work this year (see attached document “Year in Review, 2018-19”). Lindsey highlighted the fact that she has engaged with 51% of our K-5 educators across the district within one year’s time. She has conducted 12 coaching cycles which include pre-observation sessions, planning, observations and co-teaching over two to three weeks, and post-observation data analysis, reflection, and planning. Additional engagement strategies are outlined in the review document as well as teacher testimonials.

Committee members were supportive of the work and curious about the ongoing professional development opportunities that the coach facilitated with the numeracy interventionists this year and through the book studies. There was overall support for the strategic approach to supporting teacher learning and student achievement.

IV.  Adjournment
The meeting was adjourned at 8:04 a.m. by Chairperson Couture.

Respectfully Submitted,

[Signature]

Angela Hardy
Members Present:
Tom Landberg
Joe Fitzsimmons
Megan Prescott, GAHS
Todd Sanders
Jim Lothridge
Joan Tourellotte

1. The committee made recommendations on the letter format for attendance/absenteeism. For each letter, the total of absences is only a guideline for administrators and individual buildings to follow, it is not absolute. In all cases, there can be discretion used in the numbers of absences.

2. Letters will be reviewed at the next School Committee meeting for members to consider and provide feedback. “Talking points” will be put together for the meeting to provide to Principals and Guidance Counselors.

3. The group discussed the “credit recovery” options for GAHS. In terms of the number of days absent, trends can be seen for intervention at each level. In turn, interventions can be applied as a result.

Next Meeting: The start of the 2019-20 School Year.
Director Fles called the meeting to order at 6:01 p.m.

A. **CAPITAL IMPROVEMENT BOND - DISCUSSION**

The Committee reviewed the Summary of Legal Requirements and Project Timeline for borrowing through the Maine Municipal Bond Bank, as provided by Drummond Woodsum.

Committee members discussed how to create the scope of the project. After discussion, it was decided that during the month of November the Superintendent and Director of Operations would tour each facility with the building administrator. It was agreed that a comprehensive list of all proposed capital improvement projects be included on the 5-Year Capital Improvement Plan and that the Plan would be presented to Committee Members at its December Finance Meeting.

B. **PROPERTY & CASUALTY INSURANCE BID**

In the week prior, copies of Property & Casualty Insurance Bids were forwarded to Committee Members for review. The Business Manager briefly discussed the District’s five-year Loss Run Report and how the High School Gymnasium claim affected the bids received. After discussion, the Business Manager stated that it was her recommendation to accept the bid submitted by Cross Insurance.

VOTED: Motion by Director Couture, to accept the 2019 – 2020 Property & Casualty Insurance Bid as submitted by Cross Insurance, seconded by Director Lothridge.

4 – 0

*Motion Carried*

C. **USE OF AIR CONDITIONERS / PERFORMANCE CONTRACT**

The Director of Operations and Business Manager discussed the use of air conditioners in the District’s schools; specifically, their effect on Performance Contract savings. After discussion, the Committee voted to prohibit use of personal air conditioners and personal space heaters. The Committee further agreed to send the larger issue to the Policy Committee.
VOTED: Motion by Director Couture, to prohibit the use of the personal air conditioners and personal space heaters in the District’s facilities, seconded by Director Umland.

*Motion Carried*

D. **RIVER VIEW COMMUNITY SCHOOL - ROOFING PROJECT**

The Business Manager and Committee discussed funds remaining in the District’s 2018 – 2019. The Committee agreed that if at the end of the year adequate funds remain, the River View Community School roofing project would be paid from the 2018 – 2019 District Budget.

E. **FACILITY STORAGE SHEDS**

The Committee agreed that if at the end of the current budget year adequate funds remain, the facility storage sheds, included in the budget but whose purchase was put on hold, would be purchased from the 2018 – 2019 District Budget.

VOTED: Motion by Director Couture, to fund the River View roofing project and the facility storage sheds from the 2018 – 2019 District Budget, provided adequate funds remain, seconded by Director Lothridge.

*Motion Carried*

The Meeting adjourned at 7:05 p.m.

Attest a true record,

[Signature]

Andrea Disch, Acting Secretary
Present: Michael Gammon, Jane Hubert Matthew Marshall, Jon Umland, Tony Veit

Others: Debra Couture, Patricia Hopkins, Superintendent

1. The meeting was called to order by Patricia Hopkins at 5:35 p.m.

2. Policy Review

   KF Facility Use Policy
   ADC Tobacco Use and Possession
   ADC-R Tobacco Use and Possession Administrative Procedures
   GBGE Return to Work and Light Duty Assignments
   GCSAA Employee Use of School Media
   EEAB-R Student-Athlete Transportation in Van

   Upon motion by Jane Hubert and second by Tony Veit, the Policy Committee voted to recommend the above policies to the School Board for a 1st reading.

   Vote: 5 - 0

3. The meeting was adjourned at 6:04 p.m.

Respectfully Submitted,

Patricia Hopkins
Superintendent of Schools
COMMUNITY USE OF SCHOOL FACILITIES AND GROUNDS

The MSAD 11 School Board recognizes that the primary purpose for use of its facilities is to deliver its education programs. The School Board also recognizes the capital investment the community has made in its school buildings and facilities. The School Board believes that such facilities should be available for use by the MSAD 11 community as provided herein for short-term social, community, service and recreational purposes when such uses will not interfere with school programs or activities. For the purpose of this policy, references made to school facilities and grounds include all buildings, auditoriums, gymnasiums, playing fields, walkways and parking lots.

MSAD 11 retains the right at all times to make individual decisions regarding the use of school facilities and may revoke permission for use of its facilities at any time without prior notice or liability.

The Superintendent/designee shall be responsible for the overall implementation of this policy and for developing any necessary administrative procedures concerning facility use. Each building administrator is responsible for administering this policy on a day-to-day basis and shall report to the Superintendent/designee.

PRIORITY USE OF FACILITIES

The use of school facilities for school educational activities and authorized extracurricular activities shall, at all times, take precedence over any community use of said facilities. The building administrator is authorized to approve and schedule the use of school facilities by non-school organizations in accordance with this policy and related procedures. At all times, use of school facilities as needed by any of the District’s municipalities for the purpose of voting in municipal elections or in the event of a weather or civil emergency when school buildings are required for official emergency management use shall take precedence. The School Board shall define facilities use categories and priorities as defined therein:

1) School educational programs and sanctioned extracurricular activities (these uses take precedence over all other uses);
2) Municipal/civic functions and programs;
3) Non-profit organizations serving students in the school district
4) Non-student related service groups and non-profit organizations located in the school district;
5) Non-resident groups and individuals;
6) Profit-making businesses/groups.

The building administrator and business manager will have sole discretion to determine which priority category organizations/individuals wishing to use the MSAD 11 facilities falls under.

It is not the intention of the MSAD 11 School Board to make its facilities available to commercial/business enterprises or for private functions such as weddings, parties, or similar
events; nor is it the MSAD 11 School Board’s intent to make its facilities available to individuals or groups outside the MSAD 11 community.

Prohibited Conduct

The following conduct is prohibited:

1. No school facility shall be made available to any group or individual advocating unconstitutional or illegal acts, or are contrary to the best interest of the MSAD 11 School District or the welfare of students and employees as determined by the building administrator and/or business manager.
2. Possession or consumption of alcoholic beverages, illegal drugs, marijuana, or tobacco products on school property, including all buildings, athletic fields, parking lots and recreational fields.
3. The possession of weapons (knives, guns, etc.).
4. Usage of the district’s facilities after 11:30 p.m., unless previously approved by the superintendent.
5. Any activity which, in the opinion of school officials, would cause or be substantially likely to cause damage to school property (for example, playing fields should not be used during inclement weather or when their use will damage their condition for school purposes).
6. No school facility shall be made available for any purpose that may present a risk of damage to school buildings, grounds, or equipment, which includes: use of open flames, including candles, fireworks or other special effects.
7. Parking on landscaped areas. Vehicles must be parked in designated areas only.
8. Animals, other than those cited in Policies IMG and IMGA, are not allowed on school property except with prior authorization from the building administrator.

Conditions of Use

1. Applicants must complete a written Facilities Use Form at least two (2) weeks in advance requesting to use school facilities. The Facilities Use Form includes a release and indemnity provision and an agreement that the applicant will comply with all MSAD 11 policies and rules.
2. No community application for use of school facilities, other than auditoriums, shall be approved more than six (6) months in advance of the intended use. Applications for use of school auditoriums may be approved up to twelve (12) months in advance.
3. The School Board shall approve a schedule of fees for use of school facilities utilizing actual cost as data in the determination of and are subject to change without notice.
4. If the building administrator deems necessary for school personnel to be present at an event, school personnel shall be paid at the expense of the user.
5. The hours during which school facilities are used will, to the extent possible, coincide with the hours during which custodians are regularly scheduled. At the discretion of the building administrator and business manager, lessees may be required to pay for custodial services if the event requires custodial support over and above the normal custodial schedules and duties.
6. **School facilities or equipment used by the applicant will be examined before and after use.** It is the responsibility of the persons or organizations using school facilities to leave them in the same condition in which they were obtained. If this is not done to the satisfaction of the building administrator, a charge may be levied for any required clean-up costs, in excess of any fees otherwise applicable.

7. In addition to rental fees, lessee shall be required be pay a refundable security fee based on the number of anticipated attendees. The security fee shall be refunded in its entirety provided the facilities are left in the same condition in which they were obtained. It is the sole discretion of the building administrator to make this determination.

8. All individuals or groups using school facilities are responsible for the preservation of order and must meet all requirements of state statutes, ordinances, conditions and policies and procedures of the MSAD 11 School District. Failure to comply with this requirement will result in the revocation of use privileges.

9. Lessees not covered by the MSAD 11 School District liability policy may be required to provide a certificate of insurance. **It is the sole discretion of administration to determine whether a certificate of insurance will be required as well as the amount of insurance coverage required for the event. Lessees required to provide a certificate of insurance coverage must provide a copy of their certificate of insurance covering the period under contract naming MSAD 11 as an additional insured prior to the event.**

10. All applicants granted use of the school district facilities shall hold the MSAD 11 School District free and without harm from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of district facilities. The applicant further agrees to make restitution promptly for any loss or damage occurring during use of said facilities and equipment.

11. Use of equipment is limited to the items specified on the application form and a fee or deposit may be assessed for said use. Installing decorations or scenery, moving equipment or other furniture is prohibited unless special permission is obtained in advance from the building administrator.

12. The person or organization designated on the Facilities Use Form shall be the only group using the facility for the specified event or activity. The duly authorized representative of the organization or group must be at least twenty-one (21) years of age, shall assume responsibility of the activity and shall remain present throughout the activity.

13. All fees, rentals and payment for staff services shall be made payable to MSAD 11. Tipping of custodians or other school personnel is not permitted. Under no conditions shall payment be made directly to staff members.

14. For community events with a projected attendance of 500, the building administrator, in conjunction with the appropriate law enforcement, will determine the need for police security. Payment for police services will be the responsibility of the individual or group using the facility for the specified event of activity.

15. Community adults and children are free to use outdoor grounds and facilities for recreation when not otherwise scheduled. Formal approval of buildings and grounds rentals will only be granted to recognized organizations and groups.

16. All injuries and accidents must be reported immediately to the building administrator.

17. All school facilities will be closed on all Federal and State holidays, unless the building administrator and/or superintendent grant prior approval.

18. Any event advertising must make it clear that the event is not school-sponsored.
19. Users must comply with all life safety code requirements and school safety rules.
20. The building administrator has the sole discretion to determine whether equipment may
be stored on school premises. Equipment stored on school premises are stored at the
owner’s risk. MSAD 11 does not accept responsibility for damages to or loss of property
stored on school premises.

Guidelines for Kitchen Use

Only School Nutrition Services (SNS) staff members are authorized to prepare and serve meals.

Organizations desiring to purchase and provide pre-cooked foods for meals that are to be served
in support of their function may do so. With the exception of Priority I Organizations, the fee
schedule will apply.

Use of kitchen equipment and facilities by anyone other than SNS staff without the approval of
the SNS Director and the building administrator is prohibited. Once approval to use the kitchen
is granted, SNS personnel must supervise the use of kitchen equipment to prepare or serve food.

In the event supervising staff is needed, fees as listed in the policy's fee schedule will be charged.

Guidelines Governing the Food and Concession Stand

Requests to operate food and concessions stands must be made at the time the rental application
is submitted. Applicable public health and licensing requirements must be met at all times.
(Reference policy EFE – Competitive Food Sales)

Contractual Obligations

The user shall not assign or transfer its permit to use school facilities to any other person/
organization without the express permission of the appropriate school official. An agreement to
use school facilities may be canceled or amended by the user for good cause provided that seven
(7) days notice is given to the building administrator. **Failure to cancel the use of a facility 7 days
in advance of usage will result in the organization being charged all expenses associated with the
rental and may result in the loss of future usage.** The right to cancel or amend an agreement to
use school facilities at any time is reserved by the appropriate school official. On any day that
schools are closed for inclement weather or other emergencies, use of school facilities will be
determined at the discretion of the building principal and/or superintendent. Users are
responsible for notifying their membership of such circumstances.

The Superintendent, or his/her designee, has the sole authority to determine whether the facility
should be closed for reasons of public safety and will be held harmless in this situation.
Notification will be made as soon as possible. Contracts in force for periods during which the
school is closed for reasons of public safety are canceled automatically without penalty to either
party. Every effort will be made to reschedule any canceled event to a mutually acceptable date.
Suspension of Privileges

Violations of any of these rules and regulations shall be grounds for the suspension of a user's privilege to use school facilities for such period of time as deemed fitting by the appropriate school official.

Cross Reference: Facilities Rental Contract and Facilities Fees and Rates

ADC – Tobacco Use
EFE – Competitive Food Sales – Sales of Food in Competition with the School Food Service Program

Adopted: Prior to 1985
### MSAD 11 SCHOOL FACILITIES FEES and RATES
Effective April 1, 2017

<table>
<thead>
<tr>
<th>Facility</th>
<th>School Priority I</th>
<th>Municipal/Civic Functions &amp; Programs Priority II</th>
<th>Resident Non-Profit Organizations Priority III</th>
<th>Resident Non-Student Related Services Priority IV</th>
<th>Non-Resident Organizations Priority V</th>
<th>For-Profit Priority VI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Field Complex (High School &amp; Middle School)</td>
<td>No Rental Fee*</td>
<td>No Rental Fee*</td>
<td>No Rental Fee***</td>
<td>$50/hr</td>
<td>$75/hr</td>
<td>$100/hr</td>
</tr>
<tr>
<td>Elementary Fields</td>
<td>No Rental Fee*</td>
<td>No Rental Fee*</td>
<td>No Rental Fee***</td>
<td>$25/hr</td>
<td>$35/hr</td>
<td>$50/hr</td>
</tr>
<tr>
<td>Field Lights</td>
<td>No Rental Fee*</td>
<td>$75/hr</td>
<td>$100/hr</td>
<td>$100/hr</td>
<td>$150/hr</td>
<td>$200/hr</td>
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<tr>
<td>Tennis Courts</td>
<td>No Rental Fee*</td>
<td>No Rental Fee*</td>
<td>No Rental Fee***</td>
<td>$25/hr</td>
<td>$50/hr</td>
<td>$100/hr</td>
</tr>
<tr>
<td>Gymnasium (High School)</td>
<td>No Rental Fee*</td>
<td>No Rental Fee*</td>
<td>No Rental Fee***</td>
<td>$50/hr</td>
<td>$75/hr</td>
<td>$100/hr</td>
</tr>
<tr>
<td>Gymnasium (Middle School)</td>
<td>No Rental Fee*</td>
<td>No Rental Fee*</td>
<td>No Rental Fee***</td>
<td>$50/hr</td>
<td>$75/hr</td>
<td>$100/hr</td>
</tr>
<tr>
<td>Gymnasium (Elementary School)</td>
<td>No Rental Fee*</td>
<td>No Rental Fee*</td>
<td>No Rental Fee***</td>
<td>$50/hr</td>
<td>$75/hr</td>
<td>$100/hr</td>
</tr>
<tr>
<td>ATM Room (High School)</td>
<td>No Rental Fee*</td>
<td>No Rental Fee*</td>
<td>No Rental Fee***</td>
<td>N/A</td>
<td>N/A</td>
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</tr>
<tr>
<td>Computer Room</td>
<td>No Rental Fee*</td>
<td>No Rental Fee*</td>
<td>No Rental Fee***</td>
<td>N/A</td>
<td>N/A</td>
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</tr>
<tr>
<td>Classroom/Library</td>
<td>No Rental Fee*</td>
<td>No Rental Fee*</td>
<td>No Rental Fee***</td>
<td>$15/hr</td>
<td>$20/hr</td>
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<tr>
<td>Music Room</td>
<td>No Rental Fee*</td>
<td>No Rental Fee*</td>
<td>No Rental Fee***</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>No Rental Fee*</td>
<td>No Rental Fee*</td>
<td>No Rental Fee***</td>
<td>$50/hr</td>
<td>$75/hr</td>
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<tr>
<td>Kitchen (may only be used if MSAD 11 Child Nutrition staff are available to work)</td>
<td>No Rental Fee*</td>
<td>No Rental Fee*</td>
<td>No Rental Fee***</td>
<td>$50/hr</td>
<td>$75/hr</td>
<td>$100/hr</td>
</tr>
<tr>
<td>Little Theatre (High School)</td>
<td>No Rental Fee*</td>
<td>No Rental Fee*</td>
<td>No Rental Fee***</td>
<td>$100/hr</td>
<td>$125/hr</td>
<td>$250/hr</td>
</tr>
</tbody>
</table>

*All organizations utilizing/renting any of the facilities, may be subject to additional applicable fees, including: custodial, maintenance, kitchen, security, or technical staff fees.

**Organizations classified in Priority 3 that use any of the MSAD 11 facilities for a day-long or weekend events (e.g. tournaments) will be charged a non-refundable fee of $50/day to cover the use of the facility, plus a minimum of 2 hours/day for custodial services.

All fees and classifications will be determined at the discretion of the MSAD 11s Building Administrator and Business Manager.

### Other Fees:
- Auditorium Technician $15/hr
- Lighting/Electrical $35/hr
- Technology/Projection $35/hr
- Custodial/Maintenance/ Kitchen $30/hr (2 hours minimum)

Organizations that do not clean up after an event, will be charged additional hours for custodial time to clean.

Events requiring police services, as determined by the building administrator/business manager in conjunction with the Gardiner Police Chief, will be billed directly through the Gardiner Police Department. Fees may vary based on the responding officer’s rate of pay.

All checks are payable to MSAD 11 (non-payment of an invoice will result in an organization not being able to use the facility in the future).

Corrected 9/28/17
**MSAD 11 SCHOOLS**
**FACILITIES USE APPLICATION**

- Pursuant to School Board Policy KF, applicants must complete a Facilities Use Form at least two (2) weeks in advance of the event.
- The Superintendent reserves the right to cancel any event scheduled in school facilities if weather or other conditions warrant.
- Facilities may only be used during contracted times.
- When required, a Certificate of Insurance naming MSAD 11 as additional insureds must be supplied prior to the Application approval.

### Applicant Information

<table>
<thead>
<tr>
<th>Name of Group/Organization</th>
<th>Date of Application</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Position/Title</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Email address</th>
<th>Telephone</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Street</th>
<th>City/Town</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
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<td></td>
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</table>

### Facility Information

<table>
<thead>
<tr>
<th>School</th>
<th>Facility Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of Activity</th>
<th>Number of Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Special Requests, including custodial needs, tables, chairs, etc. | |
|------------------------------------------------------------------| |

#### Requested Dates

<table>
<thead>
<tr>
<th>Date of Event</th>
<th>Set-Up / Breakdown Times</th>
<th>Meeting / Event Times</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Start</td>
<td>End</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The undersigned party renting school facilities under this agreement does hereby agree to indemnify Maine School Administrative District No. 11 from all claims resulting from renting of said facilities, which indemnification would include but not be limited to payment of attorney’s fees, and the undersigned further agrees to hold Maine School Administrative District No. 11 harmless from all claims resulting from the use of said facilities by the undersigned. In addition, if required, the undersigned agrees to provide Maine School Administrative District No. 11 as named insured, which insurance should be in the amount of at least $1,000,000.

Damages that are incurred will be the responsibility of contracting party.

Signing below indicated acceptance of the rules noted in the attached. Lessee agrees to abide by the policies and conditions of rental as set forth by the Maine School Administrative District No. 11 Board of Directors.

Is this a School Board sanctioned student activity group? [ ] Yes [ ] No

Check one of the following:

- [ ] School
- [ ] Municipal
- [ ] Resident Student Non-profit Organization
- [ ] Resident Non-Student Service Group and Non-profit
- [ ] Non-Resident Groups
- [ ] For Profit

**SIGNATURE REQUIRED**

<table>
<thead>
<tr>
<th>Signature of Applicant</th>
<th>Date</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Signature of Building Administrator</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
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</tr>
</tbody>
</table>
# MSAD 11 FACILITIES

## ESTIMATED RENTAL FEES

### FACILITY RENTAL FEE

See MSAD 11 School Facilities Fees & Rates

<table>
<thead>
<tr>
<th>Facility</th>
<th>Hours</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Field Complex</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hoch Field Lights</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tennis Courts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gymnasium (High School)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gymnasium (Middle School)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gymnasium (Elementary School)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATM Room (High School)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Lab</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classroom / Library</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Music Room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cafeteria</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Little Theatre (High School)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kitchen*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auditorium Technician</td>
<td></td>
<td>15.00</td>
<td></td>
</tr>
<tr>
<td>Lighting Electrical</td>
<td></td>
<td>35.00</td>
<td></td>
</tr>
<tr>
<td>Projection</td>
<td></td>
<td>35.00</td>
<td></td>
</tr>
<tr>
<td>Custodial/Maintenance</td>
<td>2 hour minimum</td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>School Nutrition Services (SNS)</td>
<td>2 hour minimum</td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>Open / Close Fee</td>
<td></td>
<td>50.00</td>
<td></td>
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</tbody>
</table>

*SNS Personnel must supervise the use of the kitchen equipment to prepare or serve food. Additional fee will be charged.

### Other Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Hours</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditorium Technician</td>
<td></td>
<td>15.00</td>
<td></td>
</tr>
<tr>
<td>Lighting Electrical</td>
<td></td>
<td>35.00</td>
<td></td>
</tr>
<tr>
<td>Projection</td>
<td></td>
<td>35.00</td>
<td></td>
</tr>
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<td>Custodial/Maintenance</td>
<td>2 hour minimum</td>
<td>30.00</td>
<td></td>
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<td>2 hour minimum</td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>Open / Close Fee</td>
<td></td>
<td>50.00</td>
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</tbody>
</table>

Required for events taking place outside of normally scheduled custodial coverage.

**Security / Police Required**

Lessee will be billed directly through the Gardiner Police Department. Fee may vary based on the responding officer’s rate of pay.

<table>
<thead>
<tr>
<th>Estimated Attendees</th>
<th></th>
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</table>

### Priority 3 Day-Long/Weekend Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Hours</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custodial</td>
<td></td>
<td>30.00</td>
<td></td>
</tr>
</tbody>
</table>

2 hour minimum

<table>
<thead>
<tr>
<th>Total Estimated Cost</th>
<th></th>
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</thead>
</table>

Balance $______________

The Estimated Facilities Rental Fee includes the total of all known fees. It does not include additional charges that may be assessed for additional custodial/maintenance/SNS services. The estimate is not a guarantee of total charges.
GUIDELINES GOVERNING THE FOOD AND CONCESSION STAND

- Requests to operate food and concessions stands must be made at the time the rental application is submitted. Applicable public health and licensing requirements must be met at all times. (Reference policy EFE – Competitive Food Sales)
CONTRACTUAL OBLIGATIONS

- The user shall agree to hold MSAD 11 free, harmless, and indemnified from any claims, suits or causes of action arising from or out of its use of a school facility.
- The user shall not assign or transfer its permit to use school facilities to any other person / organization without the express permission of the appropriate school official. An agreement to use school facilities may be canceled or amended by the user for good cause provided that seven (7) days’ notice is given to the building administrator. **Failure to cancel the use of a facility 7 days in advance of usage will result in the organization being charged all expenses associated with the rental and may result in the loss of future usage.** The right to cancel or amend an agreement to use school facilities at any time is reserved by the appropriate school official. On any day that schools are closed for inclement weather or other emergencies, use of school facilities will be determined at the discretion of the building principal and / or superintendent. Users are responsible for notifying their membership of such circumstances.
- The Superintendent, or his / her designee, has the sole authority to determine whether the building should be closed for reasons of public safety and will be held harmless in this situation. Notification will be made as soon as possible. Contracts in force for periods during which the school is closed for reasons of public safety are cancelled automatically without penalty to either party. Every effort will be made to reschedule any canceled event to a mutually acceptable date.

RESPONSIBILITY FOR CARE, CUSTODY AND CONTROL OF SCHOOL FACILITIES

- The user shall not drive nails, tacks or screws into the floors, walls, ceiling, desks or any other school property.
- The user shall not paint, wallpaper, mark or deface any property.
- The user shall not wire or connect electrical equipment (such as stage lighting equipment) or adjust the heat or air conditioning controls, unless specifically approved in advance by the appropriate school official.
- The user shall not sell or serve food or drink or operate concessions in connection with the rental of the school facilities without permission from the building administrator other than renting the school cafeterias by special arrangement.
- The user shall wear appropriate athletic shoes when using gymnasiums or tennis courts for athletic or recreational purposes.
- The user shall remove its property such as decorations, theater props, and equipment from school premises, after use.
- The user shall leave the school premises when its lease term has expired.
- No school property shall be in use after 11:30 p.m., unless previously approved by the superintendent.
- The user shall leave the school premises, including parking lot, in a secure, clean, neat, and orderly manner.
- The user shall become familiar with and shall comply with the fire codes of the city / town and state applicable to each facility being used.
- The user shall protect all floors when moving chairs, furniture and / or equipment.

PROHIBITED CONDUCT

The following conduct is prohibited:
- No school facility shall be made available to any group that advocates unconstitutional or illegal acts or are contrary to the best interest of the MSAD 11 School District or the welfare of students and employees.
- Possession or consumption of alcoholic beverages, illegal drugs, marijuana, or tobacco products on school grounds. School facilities include all buildings, athletic fields, parking lots, and recreational areas.
- The possession of weapons (knives, guns, etc.).
- Smoking anywhere on the school district grounds or in the district’s facilities. Policy ADC
- Usage of district's facilities after 11:30 p.m., unless previously approved by the superintendent.
- Any activity which, in the opinion of the school officials, would cause or be substantially likely to cause damage to school property (for example, playing fields should not be used during inclement weather or when their use will damage their condition for school purposes).
- Parking on landscaped areas. Vehicles must be parked in designated areas only.
- Animals, other than those cited in Policies IMG and IMGA, are not allowed on school property except with prior authorization from the building administrator.
- Use of open flames, including candles, fireworks or other special effects.

SUSPENSION OF PRIVILEGES

Violations of any of these rules and regulations shall be grounds for the suspension of a user's privilege to use school facilities for such period of time as deemed fitting by the appropriate school official.
MSAD 11 is dedicated to providing its students, staff, and visitors with a safe and healthy environment to learn, work and play. Tobacco use continues to be the leading cause of preventable disease and death in Maine and the United States. Research has shown that students addicted to tobacco products do not learn as well because they are focused on the need for more tobacco versus learning. MSAD 11 has adopted a tobacco/e-cigarette-free campus policy that prohibits the use of all tobacco/e-cigarette products in school buildings, facilities, on school buses and at school sponsored events. This policy reflects and emphasizes the hazards of tobacco/e-cigarette use, will assure compliance with laws, protect school community members from secondhand smoke, and role model tobacco/e-cigarette-free lifestyles.

To support and model healthy, tobacco/e-cigarette-free lifestyles and to create an environment free of tobacco smoke, MSAD 11 has adopted the following tobacco/e-cigarette-free policy.

All school buildings and property shall be tobacco/e-cigarette-free at all times (24 hours per day, 365 days a year). This also includes all days when school is not in session and all functions taking place on school grounds, such as athletic events or other activities not associated with, or sponsored by, the school. The policy extends to school buses and in all MSAD 11 – owned or leased vehicles.

The policy applies to the smoking or use of all tobacco products, including but not limited to, cigarettes, cigars, spit and smokeless tobacco, chew, snuff, snus, electronic cigarettes, vape products and other electronic nicotine delivery systems.

Possession of any tobacco products is prohibited by students and others age under the age of 18 on district property, in school vehicles and at school-sponsored functions.

The sale, distribution, dispensing or promotion of tobacco/e-cigarette products and paraphernalia is prohibited on school property and at all school functions. Advertising of tobacco/e-cigarette products is prohibited in school buildings, on school property and in all school publications.

Communication:
This policy will be communicated through a variety of efforts to educate students, school staff, parents and visitors. Tobacco-free signs posted in highly visible areas at facility entrances and throughout the school property, including athletic facilities.

The policy will be listed on the school website and printed in employee, student and adult education booklets on an annual basis. Each year, all school staff, parents and guardians will receive information in writing about the policy.

Enforcement:
Everyone is required to comply with MSAD 11 tobacco/e-cigarette-free policy. Enforcement of this policy will follow the standard procedures of the school for each audience as laid out below. All school staff are expected to enforce the policy under the direction of the Principal. The Principal shall report any violations of this policy/procedure, as promptly as practicable, to the Superintendent.
Student Violations:
The Superintendent or designee shall develop age-appropriate disciplinary guidelines for students violating this policy/administrative procedure, which shall be attached to this administrative procedure.

Strategies may include confiscating tobacco/e-cigarettes materials and paraphernalia, notifying parent/guardian, providing tobacco/e-cigarete education and referral to tobacco/e-cigarette treatment.

Employee Violations:
Staff may not use tobacco/e-cigarette products during work hours or at any time on school grounds or at school-sponsored events. Any employee violating the policy will be subject to appropriate disciplinary measures determined by the Superintendent or designee.

Other Adult/Visitor Violations:
Visitors, including parents and guardians, to the school facilities must comply with regulations set forth by MSAD 11. Persons found to be using tobacco/e-cigarette products will be asked by the appropriate school official to refrain from use while on school property. They will be informed of the school’s tobacco/e-cigarette-free policy. Persons who do not comply will be asked to leave the property. If they refuse to leave, the police may be called, and they may be charged with trespassing.

Tobacco Treatment Support:
Information regarding tobacco/e-cigarette treatment resources, such as onsite counseling and the Maine Tobacco Help Line (1-800-207-1230) will be made available for tobacco users who are interested in quitting.

Legal Reference: 22 MRSA §§1578(b), 1580(A)(3)
Me.PL 470 (An Act to Reduce Tobacco Use By Minors) 20 USC 6081-6084
(Pro-Children Act of 1994)

Cross Reference: ADC-R Tobacco/E-Cigarette Use and Possession AdminProcedure
JICA Student Dress Code
JL Student Wellness
KF Community Use of School Facilities
KHB Advertising in the Schools

Adopted: May 2, 2002; October 6, 2005; April 3, 2008; December 3, 2009; August 6, 2015
TOBACCO/E-CIGARETTE USE AND POSSESSION ADMINISTRATIVE PROCEDURE

The purpose of the following administrative procedure is to effectuate the mandates imposed by the various federal and state laws in addition to this MSAD 11 Board’s “Tobacco/E-Cigarette Use and Possession” policy.

I. PROHIBITED CONDUCT

A. Students

The use, possession, sale, dispensing or distribution of tobacco/e-cigarette products by all students is prohibited in school buildings and facilities, during school-sponsored events, on school grounds and buses, and at all other times.

B. Employees and All Other Persons

The use of tobacco/e-cigarettes products by employees and all other persons is prohibited in school buildings, facilities, and on school buses during school-sponsored events and at all other times on school grounds. In addition, employees and all other persons are strictly prohibited, under law and this MSAD 11 Board’s policy/administrative procedure, from selling, dispensing, or distributing tobacco/e-cigarette products to students.

II. ENFORCEMENT

In order to enforce the tobacco/e-cigarette products policy, the following guidelines shall be utilized by the Principal of a school in which prohibited conduct occurs. The Principal shall report any violations of this policy/procedure, as promptly as practicable, to the Superintendent.

A. Student Violations

1st Violation

1. Parents/legal guardians shall be sent written notice regarding the tobacco/e-cigarette violation which shall be signed by the parent/legal guardian and returned to the school.

2. The student will be given the option of participating in a smoking/e-cigarette cessation program.

3. The student will meet at least three times with the school social worker. For students who demonstrate a lack of commitment to stop using...
tobacco/e-cigarette products, the social worker, in consultation with the Principal, will be permitted to stop the sessions and the student will be required to fulfill the entire four days of suspension.

4. The student may will be suspended for up to five four days, depending on the situation and the age of the student. If the student and his/her parents/guardians decide for the student to participate in the offered smoking/e-cigarette cessation program, the suspension will be reduced to two days. It will be the responsibility of the student to schedule the alternative smoking/e-cigarette cessation program. Students who fail to fulfill these requirements will be required to complete the entire four days of suspension.

3. The Superintendent/designee may refer students to the Law Enforcement Agency for use or possession of tobacco or tobacco products as he/she deems necessary. However, The Superintendent/designee shall refer to the Law Enforcement Agency any student reasonably suspected of selling, dispensing, or distributing tobacco products.

4. The student will not be allowed to participate in any extracurricular activities as outlined in the student/athletic handbooks. When applicable, the student must attend athletic practices but cannot compete in any events during the suspension/detention period as outlined in the respective handbooks.

2nd Violation

1. Parents/legal guardians shall be sent written notice regarding the tobacco/e-cigarette violation which shall be signed by parent/legal guardian and returned to the school. A parent/legal guardian shall also be required to meet with the Principal within five days of the violation.

2. If the student has not yet participated in a tobacco educational program, he/she will be given the option of participating in a smoking/e-cigarette program.

3. The student will meet at least six times with the school social worker. For students who demonstrate a lack of commitment to stop using tobacco/e-cigarette products, the social worker, in consultation with the Building Principal, will be permitted to stop the sessions and the student will be required to fulfill the entire four days of suspension.

4. The student may will be suspended for five to ten six days, depending on the situation and the age of the student. If the student and his/her parents/guardians decide for the student to participate in the offered smoking/e-cigarette cessation program, the suspension will be reduced to
three days. It will be the responsibility of the student to schedule the alternative smoking/e-cigarette cessation program. Students who fail to fulfill these requirements will be required to complete the entire four days of suspension.

5. The Superintendent/designee may refer students to the Law Enforcement Agency for use or possession of tobacco or tobacco products as he/she deems necessary. However, The Superintendent/designee shall refer to the Law Enforcement Agency any student reasonably suspected of selling, dispensing, or distributing tobacco products.

6. Restrictions on extracurricular activities are as outlined above.

3rd Violation

In addition to the above identified sanctions, students may be removed from extracurricular activities for the remainder of the year and may be referred. Parents/legal guardians shall be sent written notice regarding the tobacco/e-cigarette violation. The student will be suspended for eight days. A parent/legal guardian and the student shall be required to meet with the Superintendent and Principal to discuss possible referral to the MSAD 11 School Board for expulsion.

C. Other Persons in Violation

All other persons violating this policy (e.g., employees, visitors) shall be immediately directed to cease volatile behavior. In addition, all persons suspected of selling, distributing or in any way dispensing tobacco/e-cigarette products to students shall be referred to a law enforcement agency.

Any employee violating this policy shall be subject to appropriate disciplinary measures.

III. NOTICES

This MSAD 11 Board’s policy and corresponding disciplinary actions for infractions of this policy shall be printed in employee and student handbooks. Parents/guardians shall also be sent notification in writing of this MSAD 11 Board’s tobacco/e-cigarette policy and administrative procedures. A tobacco/e-cigarette free campus statement shall be read at the beginning of each adult education course and at each athletic contest. Those adults using tobacco/e-cigarette products at games or events will be asked by police or administration to extinguish any such products. Tobacco/e-cigarette free signs will be posted at all entrances of school buildings, school playgrounds, and athletic fields.
IV. PROHIBITIONS AGAINST ADVERTISING

MSAD 11 prohibits any form of tobacco/e-cigarette advertising in school buildings, at school functions, and in school publications. Moreover, students are prohibited from wearing or displaying any type of tobacco/e-cigarette promotion material. Students wearing such clothing will be asked to remove or change the inappropriate apparel.

22 MRSA 9 1578-B
ME IPL 470 (An Act to Reduce Tobacco Use by Minors)

Cross Reference: ADC Tobacco/E-Cigarette Use and Possession

Adopted: December 3, 2009; August 6, 2015
RETURN TO WORK AND LIGHT DUTY ASSIGNMENT

The MSAD 11 School Board believes that it is in the best interest of both the school system and employees who have suffered workplace injuries or illnesses to return to the work environment as soon as possible. Further, the Board recognizes the need for a program to effectively manage workers’ compensation costs throughout the school system while conserving its most valuable resources – the skills, knowledge, and experience of its employees. To that end, the Board supports the establishment of a comprehensive return-to-work program, including temporary modified or “light work” assignments, whenever appropriate, to minimize lost time and facilitate an employee’s transition back to regular or full-time work.

Modified or light-duty assignments, including modified work schedules, will be designed to accommodate job restrictions specified by the health care provider(s) designated by the employer. Modified or light-duty assignments are intended to address short-term medical restrictions and are not to be used as a means to establish new assignments or displace other employees.

The Superintendent/designee shall be responsible for developing administrative procedures to implement a return-to-work-program, including provisions for monitoring of modified duty assignments by the employee’s supervisor, healthcare provider, the MSAD 11’s Workers’ Compensation Coordinator and the workers’ compensation claims adjuster.

Adopted:
EMPLOYEE USE OF SOCIAL MEDIA/SOCIAL NETWORKING

This policy addresses the personal use of social networking sites (e.g., Facebook, Instagram, Snapchat, LinkedIn, YouTube, Twitter, Flickr and other web tools) by MSAD 11 employees. “Personal use” does not include the use of social networks by teachers and school administrators for collaboration in curriculum development and instruction or other activities conducted in carrying out their job responsibilities.

MSAD 11 employees are prohibited from engaging in social networking for personal purposes while carrying out their work responsibilities during the school day; or while performing work responsibilities for the District outside of the school day; or while performing direct student supervision for the District on school premises, or while performing work for the District at any other location.

The School Board respects the rights of school employees to use social media as a means of communication and self-expression on their own time. In doing so, MSAD 11 employees should remember that they are role models for students and that their social media conduct may be viewed as representative of the District and its schools. MSAD 11 employees who use social media are expected to maintain a professional demeanor at all times in their postings on social media sites, whether using District-owned or privately-owned technology.

MSAD 11 employees are prohibited from posting word content, images, videos, or other displays or communications on social networking sites that violate law or MSAD 11 School Board policies. Employees should avoid postings that may be perceived as detrimental to his/her effectiveness as a teacher or ability to fulfill his/her professional responsibilities, or which could reasonably be expected to result in substantial disruption of the instructional program or the operations of the schools. An employee who is responsible for postings that compromise the employee’s effectiveness as a teacher, ability to fulfill his/her professional responsibilities or which result in substantial disruption of the instructional program or the operations of the schools may be subject to discipline up to and including termination.

Employees shall maintain professional employee-student relationships at all times.

Employees may not use the District or school’s logo on any social media site without permission form the Superintendent/designee or represent his/her views as those of the MSAD 11 School District or of the School Board.

Employees will be held responsible for the disclosure, whether purposeful or inadvertent, of confidential student, staff, or District information or the posting of content of any kind that violates privacy or protected rights.

Employees who use District technology to engage in social networking have no expectation of privacy. The District reserves the right to monitor employee use of MSAD 11 technology, including the use of social networking sites.
The Superintendent/designee is encouraged to develop guidelines for the acceptable use of social networking by District staff. Employees who are uncertain as to whether their postings to social media site are appropriate or are in compliance with this policy or District guidelines should contact the Director of Technology or the building principal.

Cross Reference:  
AC    Affirmative Action Plan  
GBCC  Employee Use of Cell Phones  
GCSA  Employee Computer/Internet Use Rules  
GCSA-R  Employee Computer/Internet Use Rules  
JFC  Code of Conduct  
JICK  Bullying in Schools  
JRA  Student Educational Records and Information (FERPA)

Adopted:
STUDENT-ATHLETE TRANSPORTATION IN PRIVATE VEHICLES

1. Driver ________________________________
   (Name)
   • Has valid, non-restricted license  (copy attached)   Yes  No
   • Has up-to-date insurance at a minimum of $100,000.00 - $300,000.00
     (copy attached)  Yes  No
   • Has been informed that their insurance company is the primary
     coverage provider in case of an accident.  Yes  No
   • Is a school employee  Yes  No
   • Has been explicitly informed that at no time may electronics be used
     while driving, including for phone calls or texting.  Yes  No
   • Has been informed that everyone in the vehicle must wear seatbelts
     at all times when the vehicle is in motion.  Yes  No
   • Has stated their comfort level driving a private vehicle with student passengers  Yes  No

2. Vehicle:
   • Has current registration  (copy attached)  Yes  No
   • Has current inspection sticker  Yes  No

3. Driver’s Record Check
   • 10 year check completed (copy attached)  Yes  No
   • Review record for disqualifying events
   • Driver deemed qualified based on record check?  Yes  No

A “No” to any of the above questions, disqualifies the person and/or vehicle from being used to transport students

   • Parental permission slips have been received and filed?  Yes  No

Person Completing Form: ________________________________

Signature of Driver: ________________________________

Superintendent: _______ Approved  _________ Denied

Date: ________________________________

Comments: ________________________________

MSAD 11
PARTICIPATION GUIDELINES FOR STUDENT ACTIVITIES

Whenever participation falls below the numbers as listed, it will be appropriate for the Building Principal and/or Athletic Director to notify the Superintendent who will make a recommendation to the School Board on whether or not to continue that sport or activity.

For the purpose of calculating participation numbers, each student shall only be counted on one roster (Varsity, JV or Freshmen) per sport. In addition, only students eligible to compete in more than 50% of the sanctioned matches shall be counted.

Funded Athletic Teams (High School)
- Baseball (V) = 12 students
- Baseball (JV) = 10 students
- Basketball - Boys (V) = 8 students
- Basketball - Boys (JV) = 6 students
- Basketball - Girls (V) = 8 students
- Basketball - Girls (JV) = 6 students
- Cheering (Fall) = 5 students
- Cheering (Winter) = 5 students
- Field Hockey (V) = 14 students
- Field Hockey (JV) = 12 students
- Football (V) = 15 students
- Football (JV) = 15 students
- Golf (V) = 5 students
- Golf (JV) = 5 students
- Volleyball (V) = 9 students
- Volleyball (JV) = 7 students
- Ice Hockey – Boys (V) = 10 students
- Ice Hockey – Boys (JV) = 10 students
- Ice Hockey – Girls (V) = 3 students (Coop team)
- Lacrosse - Boys (V) = 14 students
- Lacrosse - Boys (JV) = 12 students
- Lacrosse - Girls (V) = 14 students
- Lacrosse - Girls (JV) = 12 students
- Soccer - Boys (V) = 14 students
- Soccer - Boys (JV) = 12 students
- Soccer - Girls (V) = 14 students
- Soccer - Girls (JV) = 12 students
- Softball (V) = 12 students
- Softball (JV) = 10 students
- Swim = 6 students
- Tennis - Boys = 7 students
- Tennis - Girls = 7 students
- Track & Field (outdoor) = 8 students
- Wrestling (V) = 5 students

Funded Athletic Teams (Middle School)
- Baseball (A) = 12 students
- Baseball (B) = 12 students
- Basketball - Boys (A) = 8 students
- Basketball - Boys (B) = 6 students
- Basketball - Girls (A) = 8 students
- Basketball - Girls (B) = 6 students
- Cross Country = 6 students
- Field Hockey (A) = 14 students
- Field Hockey (B) = 12 students
- Soccer - Boys (A) = 14 students
- Soccer - Boys (B) = 12 students
- Soccer - Girls (A) = 14 students
- Soccer - Girls (B) = 12 students
- Track & Field (outdoor) = 8 students
- Wrestling = 5 students

Funded Co-Curricular Activities (High School)
- HS Music = students
  - Festivals = N/A
  - Select Choir = 12
  - Jazz Band = 12

Funded Approved Cooperative Teams (High School)
- Girls Ice Hockey
- Swimming
Yearbook = 6 students
Civil Rights Team = 6 students
Drama = 15 students
Latin = 6 students
Math Team = 6 students
Musical = 15 students
National Honor Society = 10 students
Student Council = 8 students
Robotics Club = 6 students
World Languages = 6 students
Fitness Center - N/A students

Unfunded Individual Cooperative (High School)
Wrestling
Nordic Skiing with RSU 38

Funded Co-Curricular Activities (Middle School)
Drama = 15
Math Team = 6
Student Services = N/A
Yearbook = N/A
Music:
  ● Festivals = N/A
  ● Select Choir = 12
  ● Jazz Band = 12

Non-Funded Athletic Teams/Activities and Club Status as Sanctioned by the School Board
Photography Club Rainbow Club
Film Club Interact Club (Rotary)
Outing Club Art Club
Debate Club Library Book Club
Cross Country Club (5) Ukulele Club
Tabletop Gaming Club
Volleyball JV

Cross Reference: JJA Student Organizations
  JJA-R Procedure to Discontinue a Sport or Student Activities
  JJA-JJF Financial Commitments for Student Athletics and Activities Programs
  JJA-JJF-A1 Baseline Costs for Athletics/Co-Curricular
  JJA-JJF-A2 Financial Commitments for Athletics/Co-Curricular Overview

Adopted:
GRADUATION REQUIREMENTS

Before entering high school, students need to know the expectations for attaining a high school diploma in order to plan an appropriate, sequential, educational program to meet that goal. MSAD 11 has adopted a system of learning aligned with the standards and consistent with Maine law, Maine’s Learning Results, and with community educational values.

The Superintendent, through the high school principal or other designees, 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 in 2020 and beyond, which includes minimum requirements specified by the State of Maine.

In order for a student to be considered a full-time student at Gardiner Area High School, s/he must be enrolled and actively participating in a minimum of 2.5 credits per semester. Students must accumulate a total of twenty-two (22) Carnegie units to graduate. Of these, 17.5 are specified by MSAD #11 with 11 of those required by the State of Maine. The following distribution of credits is required for graduation:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts</td>
<td>4 credits</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3 credits</td>
</tr>
<tr>
<td>Social studies</td>
<td>3 credits</td>
</tr>
<tr>
<td>Science, including at least one year of laboratory study</td>
<td>3 credits</td>
</tr>
<tr>
<td>Fine arts</td>
<td>1 credit</td>
</tr>
<tr>
<td>Health</td>
<td>1/2 credit</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1 credit</td>
</tr>
<tr>
<td>World Language</td>
<td>1 credit</td>
</tr>
<tr>
<td>Career Education, to include personal finance</td>
<td>1 credit</td>
</tr>
</tbody>
</table>
B. The student must also satisfactorily complete 15 hours of community service per year of attendance at GAHS.

C. The remaining credits may be selected by the student based on his/her interest, satisfaction of course prerequisites, and requirements of the field that he/she plans to enter upon graduation.

ALTERNATIVE METHODS OF EARNING CREDITS

A student who is deficient in these requirements or wishes to meet these requirements through alternative means may earn and apply credits toward graduation in accordance with the provisions of this section.

A student who wishes to meet a credit requirement through an alternative method must have prior approval as specified in this section.

A student who makes up deficiencies may participate in the next regular graduation ceremony following successful completion of all graduation requirements.

A. A student may recover credits from courses not successfully completed through the MSAD 11 Adult Education Program. The student must have prior written approval from the Director of Adult Education, School Counselor, and Principal.

B. A student may obtain credits through credit recovery in classes that he/she completed and earned a minimum grade of 50 up to a grade of 69 but did not pass. The student must obtain approval from the School Counselor and Principal.

C. A student may recover credits from courses not successfully completed through distance learning/virtual courses provided 1) the course is approved in advance by the School Counselor and Principal and 2) progress is monitored by a member of the High School’s professional staff.

D. Advanced courses or courses not available at Gardiner Area High School may be taken at other secondary schools or at approved postsecondary institutions with the approval of the School Counselor and Principal.

E. A student may earn credits through independent study with prior approval from the School Counselor, Department Chair, and Principal. An independent study will be monitored by the teacher(s) of the subject(s) to which the independent study is related.

STUDENTS RECEIVING SPECIAL EDUCATION SERVICES

Students who satisfactorily meet the content standards of the Learning Results, as specified in the goals and objectives of their Individualized Education Plans (IEP), will be awarded diplomas.
MULTIPLE PATHWAYS TO THE AWARDING OF A PROFICIENCY-BASED DIPLOMA

In accordance with Maine law (20-A MRSA § 4722), students will be allowed to meet requirements through multiple pathways and multiple opportunities.

Gardiner Area High School’s educational program is designed to enable students to satisfy graduation requirements in four years through a sequence of learning experiences/courses providing opportunities to satisfactorily meet all of the content areas of the Learning Results.

Students may also opt to pursue a high school diploma through multiple alternative or additional pathways including:

- Early college/dual enrollment courses
- Career and technical education programming
- Online/virtual learning at the post-secondary level
- Apprenticeships, internships and/or field work
- Community service
- Exchange programs
- Independent study
- Alternative education programming

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

In order to pursue one or more of the multiple/alternative pathways, a student must meet with his/her School Counselor and proceed through the credit requirement checklist to ensure that the request will enable and not prohibit a student from meeting the required graduation requirements.

ADDITIONAL CONSIDERATIONS APPLICABLE TO THE AWARDING OF A DIPLOMA FROM GARDINER AREA HIGH SCHOOL

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

A. Transfer Students

For students who transfer to Gardiner Area High School from another state or from an educational program, the Gardiner Area High School 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 Gardiner Area High School, the Gardiner Area High School Principal shall determine the value of the student’s prior educational experience toward meeting graduation credit requirements. A home-schooled student must have attended Gardiner Area High School for a minimum of three semesters and taken a minimum of ten semester-long courses at Gardiner Area High School in order to receive a Gardiner Area High School diploma.

C. Early Awarding of Diplomas
A student who has met the State’s and the local School Board’s diploma requirements in fewer than four years of high school may be awarded a diploma.

D. 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 a credit recovery program/summer school, adult education or other resources suitable to young learners. Extended study for students with disabilities shall be specified in the student’s Individualized Education Plan.

E. Certificate of Completion
The Board may provide a certificate of completion to a student who leaves school having completed four or more years attendance as a full-time high school student and has participated in learning experiences/courses, but has not met the requirements for graduation.

F. Participation in Graduation Ceremony
A student must complete all Board requirements for a high school diploma in order to participate in graduation exercises.

G. Honors and Awards at Graduation
In order to be eligible for valedictorian and salutatorian graduation honors, a student must have been enrolled full time at Gardiner Area High School for four semesters preceding graduation. Students enrolled full time for fewer than four semesters will be eligible for academic honors. Latin honors will also be recognized as cum laude, magna cum laude, and summa cum laude.

Legal Reference: 20-A M.R.S.A. § 4502(8), 4722, 6209 Ch. 127 § 7 (Me. Dept. of Ed. Rule)

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

Adopted:
NON-UNIONIZED PERSONNEL COMPENSATION AND BENEFITS

THIS POLICY ADDRESSES COMPENSATION AND BENEFITS FOR THOSE POSITIONS NOT INCLUDED IN ANY OTHER COLLECTIVE BARGAINING UNIT.

This policy applies to the following positions: Payroll Specialist, Superintendent’s Administrative Assistant, Accounts Payable Specialist, Receptionist/Secretary, Special Education Administrative Assistant, and Technology Technician.

Annual salary increases will be equal to the negotiated salary scale increase for the Educational Technician and Administrative Assistant Association’s Collective Bargain Agreement.

Salaries will be based on job description, degree of responsibility, and expected length of work week/year.

If deemed warranted, the Superintendent will make recommendations to the MSAD #11 Board concerning salary and benefits for these positions. Modification of salaries and/or benefits must be approved by the MSAD #11 Board.

Adopted: May 6, 1993

Limited Open Enrollment for Elementary Schools

The MSAD #11 School Board offers limited school choice to parents and families of elementary students, after assurance that ample space exists for resident students, in the following situations:

- Administrative Transfers when determined to be in the best interest of the student (transportation not provided)
- Parental Choice

Though the district supports limited parental choice, it is not a guarantee. Approval will be based on the MSAD #11 School Board Class Size Policy IIB and on what is determined to be in the best interest of all the students. The following conditions also restrict the opportunities for Open Enrollment:

- Space must be available at the requested school.
- Approvals are for one year only and will be reviewed annually.
- Parents must provide transportation.
- Requests are based on a first-come, first-serve basis.
- Parents complete a School Choice Form and submit it to the Superintendent’s Office. School Choice Forms are available at any school office, in the Superintendent’s Office or on the MSAD #11 website.
- Parents must complete a separate School Choice Form for each student.
- Siblings are only admitted when there is space above and beyond what is needed to accommodate resident students.
- Approvals will not occur until the week prior to the start of each new school year.

Continued Enrollment in a Non-Neighborhood School

If a student is enrolled in a non-neighborhood school and continued enrollment at that school is desired, a School Choice Form need not be completed. Once enrolled in a non-neighborhood school, students and their siblings receive priority at the school for enrollment over all other open enrollment applications. If, for any reason, the school is unable to permit continued enrollment due to enrollment and class sizes, the parents will be notified. This provision also applies to students whose non-neighborhood school status is the result of a family change of residence within the district.

Returning to Neighborhood School or Changing Schools After a School Year Has Begun

Students who elect to begin a given academic year at a school other than their neighborhood school may be refused enrollment at their neighborhood school for the balance of the same academic year due to restricted space availability.
Displaced Students

Due to overcrowding, a student may be requested to enroll in a school that is not their assigned neighborhood school. In such cases, students have the right of continued enrollment at their new assigned school and it is treated as their neighborhood school. If there is interest to return to their assigned neighborhood school when space becomes available, the Superintendent should be contacted no later than March 1.

Cross References:  IIB - Class Size
                   Application Form

Adopted: August 2, 2012
OPEN/CLOSED CAMPUS

All students, with the exception of students who have been excused early and juniors/seniors who are exercising open campus privileges, shall remain on school grounds from the time of arrival until the close of school for the day.

The MSAD #11 Board regards open campus privileges as a bridge between school life and the outside community and as an opportunity to exhibit ethical and responsible behavior away from the more structured school environment.

Open campus privileges allow eligible juniors/seniors to leave school grounds during lunch and study halls at their discretion. In order to be eligible for junior/senior open campus privileges, a student must:

A. If under the age of 18, have the written permission of his/her parent/guardian;

B. The student is in good academic standing in all of their classes. (Honor roll status).

C. Have no unexcused absences or tardies;

D. Have met required Community Service hours; and

Open Campus is a privilege available to both juniors and seniors who meet the following criteria:

1. The student is enrolled in five courses or five credits per semester.

   Seniors have completed: 45 hours of community service
   (1st semester) 53 hours of community service (2nd semester)
   Juniors have completed: 30 hours of community service
   (1st Semester) 38 hours of community service (2nd semester)

2. The student is in good academic standing in all of their classes. (Honor roll status).

3. The student is in good standing regarding GAHS’s Code of Conduct (No disciplinary issues).
Open campus privileges are subject to being revoked for disciplinary reasons outlined in the permission form. This form must be completed and on file with administration prior to the student being allowed to utilize their privileges.

E. Behave lawfully and in accordance with MSAD #11 Board policies, District and school rules, and the Student Code of Conduct when exercising junior/senior open campus privileges.

F. Eligibility will be checked by administration at the beginning of each semester and at the six-week and twelve-week progress reports.

The Superintendent/designee may establish additional criteria for eligibility for the privileges and rules for the exercise of open campus privileges, including conduct rules and sign-out procedures. Students who violate these rules may be subject to suspension or revocation of open campus privileges at the discretion of the building principal.

Cross Reference: GAHS Handbook

Adopted: September 7, 1995

Revised: October 3, 1996; January 8, 2009; August 2, 2012
PRIVATE SCHOOL STUDENT APPLICATION FOR PARTICIPATION IN MSAD #11
CO-CURRICULAR ACTIVITIES

The parent (or student if 18 years of age or older) must submit a separate application for each activity in which participation is desired.

STUDENT INFORMATION

Student's Name:

Student's Date of Birth:

Grade in Private School:

Student's Address:

Phone Number:

Parent/Guardian's Name:

Private School Name:

Private School Address:

Private School Phone Number:

Private School Principal/Headmaster’s Name:

Student is Applying for Participation in the Following Activity: _______________________

VERIFICATION OF ELIGIBILITY

I authorize __________________________________________________________to provide to
Private School Name
MSAD #11 upon its request all information necessary to verify that my son/daughter,
_____________________________________________________ meets the eligibility
requirements for participation in the co-curricular activity that is the subject of this application.

__________________________________________ _____________________
Parent's Signature (or Student's, if 18 or older)  Date
STUDENT PARTICIPATION AGREEMENT

I agree to comply with all MSAD #11 policies, administrative procedures, and behavioral, disciplinary, attendance and other rules that apply to MSAD #11 students participating in the co-curricular activity that is the subject of this application.

_______________________________________________            __________________
Student's Signature            Date

Adopted:  January 2012
PRIVATE SCHOOL STUDENT APPLICATION FOR PARTICIPATION IN MSAD #11 EXTRA-CURRICULAR ACTIVITIES

The parent (or student if 18 years of age or older) must submit a separate application for each activity in which participation is desired. MSAD #11 will verify eligibility before the student is allowed to try out for the requested activity.

STUDENT INFORMATION

Student's Name:

Student's Date of Birth:

Grade in Private School:

Student's Address:

Phone Number:

Parent/Guardian's Name:

Private School Name:

Private School Address:

Private School Phone Number:

Private School Principal/Headmaster's Name:

Student is Applying for Participation in the Following Activity: ____________________________

______________________________________________________________________________

THE FOLLOWING DOCUMENTATION WILL BE REQUIRED FOR VERIFICATION OF ELIGIBILITY TO TRY OUT FOR PARTICIPATION:

Evidence that the student currently meets the same behavioral, disciplinary, attendance and other eligibility applicable to all students in MSAD #11;

Student's written agreement to comply with the same behavioral, disciplinary, attendance and other eligibility applicable to all students in MSAD #11;

Documentation of sports physical (if applicable) and clearance to play;

Documentation of immunization presented;
Evidence of insurance;

Documentation of age eligibility;

Documentation of academic standing (grades or other evidence that academic eligibility standards have been met); and

Student's written agreement to abide by the same transportation rules that apply to regularly enrolled students.

VERIFICATION OF ELIGIBILITY

I authorize ____________________________ to provide to Private School Name MSAD #11 upon its request all information necessary to verify that my son/daughter, ____________________________ meets the eligibility requirements for participation in the extracurricular activity that is the subject of this application.

I agree to provide to MSAD #11, documentation of immunizations, insurance and sports physical and clearance to play (if applicable) if such information is not maintained at ____________________________

Private School Name

Parent's Signature (or Student's, if 18 or older) ____________________________ Date ____________________________

STUDENT PARTICIPATION AGREEMENT

I agree to comply with all MSAD #11 policies, administrative procedures, and behavioral, disciplinary, attendance and other rules that apply to MSAD #11 students participating in the extra-curricular activity that is the subject of this application.

I also agree to abide by the same transportation rules that apply to all MSAD #11 participants in this activity.

Student’s Signature ____________________________ Date ____________________________

Adopted: January 2012
VERIFICATION OF PRIVATE SCHOOL STUDENT ELIGIBILITY FOR PARTICIPATION IN MSAD #11 CO-CURRICULAR ACTIVITIES

A separate application must be received for each activity in which participation is desired. This form is used to verify eligibility and to approve/deny participation.

STUDENT INFORMATION

Student's Name: ____________________________

Student's Date of Birth: ______________________

Grade in Private School: _______________________ 

Student's Address: ____________________________

Phone Number: ______________________________

Parent/Guardian's Name: _______________________

Private School Name: _________________________

Private School Address: ________________________

Private School Phone Number: __________________

Private School Principal/Headmaster's Name: ____________

Student is Applying for Participation in the Following Activity: ____________________________

FOR COCURRICULAR ACTIVITIES

☐ Written application ____________________________ Date Received

☐ Student's written agreement to comply with behavioral, disciplinary, attendance and other rules applicable to all students in MSAD #11 ____________________________ Date Received

☐ Student participation in the desired activity is approved.

☐ Student participation in the desired activity NOT approved.

Decision by: _________________________________ Name and Title __________________ Date

Student/parent notified of decision: Date: __________________ Method: ____________

Adopted: January 2012
VERIFICATION OF PRIVATE SCHOOL STUDENT ELIGIBILITY FOR PARTICIPATION IN MSAD #11 EXTRA-CURRICULAR ACTIVITIES

A separate application must be received for each activity in which participation is desired. This form is used to verify eligibility and to approve/deny participation.

STUDENT INFORMATION

Student's Name:
Student's Date of Birth:
Grade in Private School:
Student's Address:
Phone Number:
Parent/Guardian's Name:
Private School Name:
Private School Address:
Private School Phone Number:
Private School Principal/Headmaster's Name:

Student is Applying for Participation in the Following Activity: __________________________

FOR EXTRACURRICULAR ACTIVITIES

☐ Written application __________________________ Date Received

☐ Student's written agreement to comply with behavioral, disciplinary, attendance and other rules applicable to all students in MSAD #11 __________________________ Date Received

☐ Sports physical (if applicable) performed on _________________; Cleared to play? Yes/No Date

☐ Documentation of immunization presented

☐ Documentation of insurance

☐ Documentation of age eligibility
☐ Documentation of academic standing (principals may ask to see grades or other evidence that academic eligibility has been met)

☐ Student's written agreement to abide by same transportation as regularly enrolled students

☐ Student has completed tryout

☐ Student has been selected for the activity

☐ Student has NOT been selected for the activity

Decision by: ________________________________  ____________________________

Name and Title  Date

Student/parent notified of decision: Date: ________________ Method: _______

Adopted: January 2012
MANAGEMENT OF CONCUSSIONS AND OTHER HEAD INJURIES

The Board 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 Board adopts this policy to promote the safety of students participating in school-sponsored extracurricular athletic activities, including but not limited to interscholastic sports students participating in school-sponsored interscholastic sports activities.

TRAINING

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

Prior to the beginning of each sports season, 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 the 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 District’s protocols for 1) removal from the activity when a student is suspected of having sustained a concussion or other head injury, 2) evaluation, and 3) return to participation in the activity (“return to play”).
The student and his/her parent(s) 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 of 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 and will be prohibited from driving herself/himself from the activity. 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 until he/she has been evaluated and received written medical clearance to do so from a licensed health care provider who is qualified and trained in concussion management.

Coaches and other school personnel shall comply with the student’s health care provider or sports medicine professional 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 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.

Adopted: November 1, 2012
A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your student-athlete reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

**Symptoms may include one or more of the following:**
- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fussy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment
- Amnesia

**Signs observed by teammates, parents or coaches include:**
- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays in coordination
- Answers questions slowly
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness
- Slurred speech

This document is adapted from the CDC and the 3rd International Conference on Concussion in Sport Consensus Statement (2009)
What can happen if my child keeps on playing with a concussion or returns to soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under report symptoms of injuries, and concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete’s safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. MSAD #11 requires the consistent and uniform implementation of well-established return to play concussion guidelines that have been recommended for several years and reflected in Board policy:

Any student suspected of 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. . .

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 until he/she has been evaluated and received written medical clearance to do so from a licensed health care provider who is qualified and trained in concussion management.

You should also inform your child’s coach if you think that your child may have a concussion. Remember it’s better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:  
http://www.cdc.gov/Concussion

__________________________     ____________________________ _________
Student-athlete Name Printed     Student-athlete Signature   Date

__________________________     ____________________________ _________
Parent or Legal Guardian Printed     Parent or Legal Guardian Signature   Date

Adopted:  November 1, 2012
ADMINISTRATION OF MEDICATION TO STUDENTS

The MSAD 11 School Board discourages the administration of medication to students during the school day when other options exist but recognizes that in some instances it may be necessary for a student to have medication administered to him/her while the student is in attendance at school. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

The intent of this policy is to promote the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine autoinjectors. This policy also authorized the adoption of a “collaborative practice agreement” for the purposes of stocking and administering of epinephrine autoinjectors to any student during school or a school-sponsored activity under emergency circumstances involving anaphylaxis.

The Board encourages collaboration between parents/guardians and the schools in matters involving student medication.

The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student’s self-administration of medication.

I. DEFINITIONS

“Administration” means the provision of prescribed medication to a student according to the orders of a health care provider.

“Collaborative practice agreement” means a written and signed agreement between a physician licensed in Maine or a school health advisor, as defined in 20-A MRSA 6402-A, and a school nurse that provides for the prescription of epinephrine autoinjectors by the physician or school health advisor and administration of epinephrine injectors by the school nurse or designated school personnel to students during school or a school sponsored activity under emergency circumstances involving anaphylaxis.

“Health care provider” means a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.

“Indirect supervision” means the supervision of an unlicensed school staff member when the school nurse or other health care provider is not physically available on site but immediately available by telephone.

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student’s health care provider.
“Parent” means a natural or adoptive parent, a guardian, a primary caregiver or a person acting as a parent of a child with legal responsibility for the child’s welfare. (“Primary caregiver” is a parent, guardian, or legal custodian under Maine’s medical marijuana law, (22 MRSA 2423-A91)(E).)

“School Nurse” means a registered professional nurse with Maine Department of Education certification for school nursing.

“Self-Administration” is when the student administers medication independently to him/herself under the indirect supervision of the school nurse.

“Unlicensed school personnel” are the persons who do not have a professional license to administer medication, but have received appropriate training from a registered professional nurse or physician.

II. ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

A. Parental Request

In the event that no reasonable alternative exists, the parent/guardian may request in writing that medication be administered to the student during the school day. The written request must include an acknowledgement and agreement that unlicensed personnel may administer the medication as per the health care provider’s instructions. In addition, the request shall indicate that information regarding the student’s medication may be shared with appropriate school personnel. Parents must provide the reason (diagnosis) requiring the administration of medication.

Requests shall be valid for the current school year only.

B. Health Care Provider’s Order

All parental requests must be accompanied by a written order from the student’s health care provider substantiating the fact that the administration of a particular medication during the school day is necessary for the student’s health and attendance in school.

Such order must include:
1. The student’s name;
2. The name of the medication;
3. The dose;
4. The route of administration (e.g.; oral, inhaled, topical);
5. Time of administration (e.g.; every four hours, before meals);
6. Any special instructions; and
7. The name of the prescribing health care provider.
It is the responsibility of the school nurse to clarify any medication order that he/she believes to be inappropriate or ambiguous. In accordance with Department of Education Rule Chapter 40 2(B), the school nurse may decline to administer a medication if he/she believes such administration would jeopardize student safety. In this case, the school nurse must notify the parent, the student’s health care provider and the school administrator (i.e., building principal or designated administrator).

C. Renewal of Parent Permission Requests/Forms and Health Care Provider Orders

Written parental permission requests/forms and health care provider orders must be renewed at least annually. Health care provider orders must be renewed whenever there are changes in the order.

D. Delivery and Storage of Medication (with the exception of marijuana -- see Section H)

The student’s parents shall deliver any medication to be administered by school personnel to the school in its original container and properly labeled. In the event that this is not practical, the parent must contact the school to make alternate arrangements.

No more than a 20 day (one month) supply of medication shall be kept at the school, excluding inhalers and epinephrine autoinjectors. The parent is responsible for the replenishment of medication kept at school.

If the health care provider’s order/prescription is for a medication regulated by Schedule II of the Controlled Substances Act (21 USC 812) (e.g., Ritalin and Adderall) no more than a 10 day or not more than a 20 day supply, in unique and unusual circumstances as determined collaboratively by the school nurse and building principal, shall be kept at school.

The parent is responsible for notifying the school of any changes in or discontinuation of a prescribed medication that is being administered to the student at school. The parent must remove any medication no longer required or that remains at the end of the school year.

The school nurse shall be responsible for developing and implementing procedures for the appropriate and secure storage of medications kept at school, and all medications shall be stored in accordance with this procedure.

E. Recordkeeping

School personnel and the student’s parent shall account for all medication brought to school. The number of capsules, pills or tablets, and/or the volume of other medications brought to school shall be recorded.

School staff administering medication shall document each instance the medication is administered including the date, time, and dosage given.
The school nurse shall maintain a record including the physician’s order, student’s name, date of birth, diagnosis, name of the medication, dose, time and frequency the medication is to be given, details of the specific medications (including the dosage and timing of medication, special instructions and documentation of each instance the medication is administered.

Records shall be retained according to the current State schedules pertaining to student health records.

F. Confidentiality

To the extent legally permissible, staff members may be provided with such information regarding medication and its administration as may be in the best interest of the student.

G. Administration of Medication

Medication may be administered during the school day by licensed medical personnel acting within the scope of their licenses.

The school nurse, under the administrative supervision of the Superintendent, will provide direction and oversight for the administration of medication to students.

All unlicensed personnel (principals, teachers, educational technicians, school secretaries, coaches, bus drivers, etc.) who administer medication must receive training before being authorized to do so.

Based upon the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of unlicensed personnel is addressed under the section of this policy titled “Required Training of Unlicensed Personnel to Administer Medication.

H. Administration of Medical Marijuana in Schools

The Maine Medical Use of Marijuana Act governs administration of medical marijuana in schools in Maine. The Department of Administration and Financial Services (“DAFS”) is the regulatory agency charged with implementing the Maine Medical Use of Marijuana Act. The Maine Medical Use of Marijuana Program, located within DAFS, is charged with the administrative duties associated with implementations, such as issuance of registration cards.

The following procedure must be followed for the administration of medical marijuana to students at school:

1. The student’s parent/legal guardian/legal custodian shall obtain a copy of the MSAD 11 Request/Permission to Administer Medical Marijuana in School Form and Board Policy JLCD from the school nurse.
2. The parent/legal guardian/legal custodian and the student’s authorized medical provider (physician, certified nurse practitioner or physician assistant) shall complete and sign the Request/Permission Form and attach a copy of the student’s current written certification for the use of medical marijuana. The original certification must be shown to the school nurse processing the request. A copy will be retained by the school.

3. The parent/legal guardian/legal custodian must designate the caregiver who will administer medical marijuana to the student in school (including for students over the age of 18). The designated caregiver must be registered with the Maine Medical Marijuana Program. The original registry identification card and caregiver designation form must be shown to the school nurse processing the request. Copies will be retained by the school.

4. If the designated caregiver is not a parent/legal guardian/legal custodian of the student, the designated caregiver must also submit verification that he/she is authorized by the State to administer marijuana to the student on school grounds.

5. Arrangements will be made between the school administration and the designated caregiver to schedule the administration of medical marijuana in a manner that will minimize disruption to school operations and the student’s education program and that will not impact other students or employees. The designated caregiver must comply with all Board policies and school rules while on school premises to administer medical marijuana to a student.

6. Medical marijuana must be brought to school by the caregiver, and may not be held, possessed or administered by anyone other than the caregiver. The student may only possess the medical marijuana during the actual administration process. Medical marijuana administered in school must be in a nonsmokeable form (vaporizers are not permitted).

7. The designated caregiver must check-in at the school office upon arrival for the administration of medical marijuana. Medical marijuana may only be administered in the school nurse’s office.

8. The designated caregiver must check-out at the school office following administration of the medical marijuana and transport any remaining medical marijuana with him/her off school premises.

I. Administration of medication during off-campus field trips and school sponsored events

The school will accommodate students requiring administration of medications during field trips or school sponsored events as follows:

The school nurse, principal, and, as appropriate, the school 504/IEP Coordinator, will determine whether an individual student’s participation is contraindicated due to the unstable/fragile nature of his/her health condition, the distance from emergency care that may be required, and/or other extraordinary circumstances. The student’s parent and primary care provider will be consulted in making this determination. The decision will be made in compliance with applicable laws, including the IDEA, 504 and the Americans with Disabilities Act (ADA).

The parent must provide the appropriate number of doses needed for the duration of the field trip or school sponsored event.
When there are no contraindications to student participation, an appropriately trained staff member will be assigned to administer medication.

All provisions of this policy shall apply to medications to be administered during off-campus field trips and school-sponsored events. As practicable, the DOE’s “Procedure for Medication Administration of School Field Trips” will be followed.

J. Student self-administration of asthma inhalers and epinephrine autoinjectors

Students with allergies or asthma may be authorized by the building principal, in consultation with the school nurse, to possess and self-administer emergency medication from an epinephrine autoinjector or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine autoinjector or asthma inhaler if the following conditions have been met.

1. The parent (or student if 18 years of age or older) must request, in writing, authorization for the student to self-administer medication from an epinephrine autoinjector or asthma inhaler.
2. The student must have the prior written approval of his/her primary health care provider and, if the student is under the age of 18, the prior written approval of his/her parent/guardian. The written notice from the student’s primary care provider must specify the name and dosage of the medication, frequency with which it may be administered, and the circumstances that warrant its use.
3. The student’s parent/guardian must submit written verification to the school from the student’s primary care provider confirming that the student has the knowledge and the skills to safely possess and use an epinephrine autoinjector or asthma inhaler.
4. The school nurse shall evaluate the student’s technique to ensure proper and effective use of an epinephrine autoinjector or asthma inhaler taking into account the maturity and capability of the student and the circumstances under which the student will or may have to self-administer the medication.
5. The parent will be informed that the school cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication, and that the school unit will not be responsible for any injury arising from the student’s self-medication.

Authorization granted to a student to possess and self-administer medication from an epinephrine autoinjector or asthma inhaler shall be valid for the current school year only and must be renewed annually.

A student’s authorization to possess and self-administer medication from an epinephrine autoinjector or asthma inhaler may be limited or revoked by the building principal after consultation with the school nurse and the student’s parents if the student demonstrates inability to responsibly possess and self-administer such medication.
To the extent legally permissible, staff members may be provided with such information regarding the student’s medication and the student’s self-administration as may be in the best interest of the student.

Sharing, borrowing, or distribution of medication is prohibited. The student’s authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

K. Dispensation of Over-the-Counter Medications

With prior written parent permission, students may receive certain over the counter medications at school, (e.g., Tylenol, Ibuprofen, Tums, cough drops, etc.). These over the counter medications will be administered only by the school nurse unless written or verbal permission by the student’s parent or guardian is obtained prior to administration. If written or verbal permission is obtained from the student’s parent or guardian, unlicensed personnel may administer these over the counter medications.

L. Required Training of Unlicensed Personnel to Administer Medication

Unlicensed school personnel who administer medication to students in a school setting (at school, on school transportation to or from school, on field trips, or during school-sponsored events) must be trained in the administration of medication before being authorized to carry out this responsibility. Such training must be provided by a registered professional nurse or physician and include the components specified in Department of Education Rules Chapter 40 and other applicable Department of Education standards, recommendations, programs, and/or methodologies.

The trainer shall document the training and competency of unlicensed school personnel to administer medication. Based upon a review of the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of such unlicensed personnel to administer medication.

Following the initial training, a training review and information update must be held at least annually for those unlicensed school personnel authorized to administer medication.

M. Delegation and Implementation

The Superintendent/designee shall be responsible for developing administrative procedures and/or protocols to implement or supplement this policy. Such procedures/protocols shall include direction regarding:

1. Safe transport of medication to and from school;
2. Administration of medication during field trips and school-sponsored events;
3. Accountability for medications, particularly those regulated by Schedule II of the Controlled Substances Act;
4. Proper storage of medication at school;
5. Training of appropriate staff on administration of emergency medications including training for the signs and symptoms of anaphylaxis and the use of epinephrine autoinjectors for previously unknown severe allergies;
6. The procedure to follow the event of a medication reaction;
7. Access to medications in case of a disaster (i.e. life sustaining medication during a school lockdown, or evacuation of students to a different location);
8. The process for documenting medications;
9. The process for documenting medications administered;
10. The process for documenting medication errors; and
11. The proper disposal of medications not retrieved by parents.

Legal Reference: 20-A M.R.S.A. §§ 254(5); 4009(4); 6305; 6306
22 MRSA §§ 2423-A; 2425-A; 2426
Maine Public Law, Ch. 452 (2018 Maine Department of Education Rule Chapter 40
34 C.F.R. Part 104 (Section 504 of the Rehabilitation Act of 1973)
34 C.F.R. Part 300 (Individuals with Disabilities Education Act)

Cross Reference: JLCD-E – Medication Administration on School Field Trips (Me. DOE)
JLCDA – Medical Marijuana in Schools

Adopted: April 5, 2018
**Request/Permission to Administer Medical Marijuana in School**

Parent/Medical provider request to Administer Marijuana at School

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>DOB</th>
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<tbody>
<tr>
<td>School</td>
<td>Grade</td>
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(A) To be COMPLETED by the Physician, Certified Nurse Practitioner or Physician Assistant.

<table>
<thead>
<tr>
<th>Reason for use of medical marijuana</th>
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<tbody>
<tr>
<td>Form of medical marijuana (must be non smokeable/vapable form)</td>
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<tr>
<td>Dosage, time and frequency</td>
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</tbody>
</table>

The medical marijuana **MUST** be administered during school hours: ☐ Yes ☐ No

Any restrictions on school activities for safety reasons and/or important side effects:

☐ None anticipated ☐ Yes, Please describe: ____________________________________________

<table>
<thead>
<tr>
<th>Provider's Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>PRINT Name</td>
<td>Address</td>
</tr>
<tr>
<td>Phone Number</td>
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(B) To be completed by parent/guardian/legal custodian (designated “Primary Caregiver” under Maine Law for medical use of marijuana).

I understand and agree that if the School Nurse has questions regarding the provider’s order, that the nurse may contact the child’s provider and obtain additional information about the medication. I consent to the provider releasing that information.

I have read MSAD 11 School Board Policy JLCD

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Print Name</td>
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<tr>
<td>Relationship</td>
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NOTE: A Copy of the current written certification for the use of medical marijuana must be attached to this form. Original written certification must be shown to school employee at time of processing request.

(C) To be completed by school:

<table>
<thead>
<tr>
<th>Signature of Administrator</th>
<th>Date</th>
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<tbody>
<tr>
<td>Signature of Nurse</td>
<td>Date</td>
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Notes:
MEDICAL MARIJUANA IN SCHOOLS

The School Board recognizes that there may be some students in the MSAD 11 schools who rely on the use of medical marijuana to manage a medical condition and who may be unable to effectively function at school without it.

Maine law provides that a “primary caregiver” (defined as parent, guardian or legal custodian under Maine’s medical marijuana law, 22 MRSA § 2423-A91(E)) may possess and administer marijuana in a nonsmokeable form on the grounds of the primary or secondary school in which a minor qualifying patient is enrolled, if:

a) A medical provider has provided the minor qualifying patient with a current written certification for the medical use of marijuana; and

b) Possession of medical marijuana is for the purpose of administering it to the minor qualifying patient.

In order to facilitate administration of medical marijuana with a minimum interruption of instructional time for the student and with a minimum of disruption of routine school operations, the School Board approves the following guidelines for the administration of medical marijuana. (In accordance with the applicable law, this section only applies to students under the age of 18. Students 18 years of age and older may not possess or use medical marijuana at school).

A. The person administering the medical marijuana must provide proof that;

1. He/she is the primary caregiver for the student;

2. The student has a current written certification from a medical provider for the use of medical marijuana; and

3. The student needs to have the drug administered during the school day, as opposed to before or after school.

B. The marijuana must be in a nonsmokeable form;

C. The marijuana must be possessed only by the primary caregiver and only for the purpose of administering it to the student at school;

D. Medical marijuana may only be possessed by the primary caregiver; it cannot be given to or held by any school employee, student or other person in school, with the exception of the “qualifying patient;”

E. Only the primary caregiver may administer medical marijuana – it cannot be done by, or delegated to, a school employee or any other person than the primary caregiver;

F. Medical marijuana may be administered only at the principal’s office; the primary caregiver must go there directly and, if visitors are required to sign in, to do so; and

G. The student may not possess medical marijuana at any time or place except during the time of its consumption, at the designated location, and under the supervision of the caregiver.

A student who holds written certification for the medical use of marijuana may not be excluded (suspended or expelled) from school because he/she requires medical marijuana to attend school.

Legal Reference: Maine 2015 P.L. Ch. 369

Adopted: April 5, 2018
MSAD 11
Wellness Committee Meeting
Tuesday, June 4, 2019
GAHS Room 205
2:30 – 3:30 p.m.

Present: Ari Bouse, Nan Bell, Hillary Wing, Heather Gilbert, Nora Diversi, Pat Hopkins, Kristy McNaughton, Quincy Brown, Amanda Bullock, and Kady Gould

1. Introductions

2. Hillary Wing created a student exit survey. The Committee reviewed the survey questions and its wish to have all high school students receive the survey.

3. The Committee discussed the following goals for next year:
   - Recycling
   - Reusable sandwich/produce bags fundraiser
   - Student Wellness Day
   - Yellow Tulip Garden (discuss with NHS advisor)
   - Bringing the mindfulness curriculum to the district

4. The 2019 5210 Conference will be held in the fall. Staff and student participation was encouraged.

5. Membership
   - The Committee discussed a desire to increase membership next year. It would like to have representation from every building in the District.
   - Changing meeting times was discussed as a way to make it easier for elementary staff to join the Committee.