

REGIONAL SCHOOL UNIT 19

TO: RSU 19 Board of Directors
FR: Robin McNeil / Mike Hammer
DT: April 21, 2020
RE: **Policy Committee Virtual Meeting Agenda**



DAY: Tuesday
DATE: **April 28, 2020**
TIME: 6:30 PM
PLACE: Join Zoom Meeting
<https://zoom.us/j/98616185771?>
Meeting ID: 986 1618 5771
Password: 6GNhKF
One tap mobile +16465588656

AGENDA

I. Public Comment

II. Policies

A. Policy Review

1. JEA Compulsory Student Attendance
2. JLF Reporting Child Abuse and Neglect

B. New

1. JLCDB-R Naloxone Administration Procedure
2. JLCDB-R1 Naloxone Administration Protocol

IV. Other

V. Adjournment

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

COMPULSORY STUDENT ATTENDANCE

Under state law, full-time school attendance is required of all children from their 7th to their 17th birthday except:

- A. A person who graduates from high school before his/her 17th birthday.
- B. A person who has:
 - 1. Reached the age of 15 years or completed the 9th grade;
 - 2. Permission to leave school from that person's parent;
 - 3. Been approved by the principal for a suitable program of work and study or training;
 - 4. Permission to leave school from the Board or its designee; and
 - 5. Agreed in writing with that person's parent and the Board or its designee to meet annually until that person's 17th birthday to review that person's educational needs. When the request to be excused from school has been denied pursuant to this paragraph, the student's parent may appeal to the Commissioner; or
- C. ~~A person whose absence is excused under 20-A MRSA § 5051. The parent of a habitual truant who has been denied a waiver of this paragraph may appeal to the Commissioner in accordance with MRSA § 5051 (2) (E) (habitual truancy); or~~
- D. A person who has matriculated and is attending an accredited, post-secondary, degree-granting institution as a full-time student. An exception to the attendance in public school under this paragraph must be approved by the Commissioner.

Attendance of Children Five Years of Age or Older and Under Six Years of Age

A child five years of age or older and under six years of age who is enrolled in and who has not withdrawn from a public day school is required to attend that school during the time it is in session.

Alternatives to Attendance at Public Day School

- A. Equivalent instruction alternatives are as follows:
 - 1. A person shall be excused from attending a public day school if the person obtains equivalent instructions in:

- a. A private school approved for attendance purposes pursuant to 20-A MRSA § 2901;
- b. A private school recognized by the department as providing equivalent instruction;
- c. A home instruction program that complies with the requirements of 20-A MRSA § 5001-A (3) (A) (4); or
- d. Any other manner arranged for by the Board and approved by the Commissioner.

~~2. A student shall be credited with attendance at a private school only if a certificate showing the name, residence and attendance of the person at the school, signed by the person or persons in charge of the school, has been filed with the school officials of the administrative unit in which the student resides.~~

~~3. The following provisions apply to home instructions programs:~~

~~a. The student's parent/guardian must provide a written notice of intent to provide home instruction that meets the requirements of 20-A MRSA § 5001-A (3) (A) (4) (a) simultaneously to the school officials of the administrative unit in which the student resides and to the Commissioner within 10 calendar days of the beginning of home instruction.~~

~~b. On or before September 1 of each subsequent year of home instruction, the student's parent/guardian must file a letter with the school officials of the administrative unit in which the student resides and the Commissioner stating the intention to continue providing home instruction and enclose a copy of one of the forms of annual assessment of the student's academic progress described in 20-A MRSA § 5001- (A) (3) (A)(4) (b).~~

~~c. Dissemination of any information filed under 20-A MRSA § 5001- (3)(A) is governed by the provisions of 20-A MRSA § 6001 (dissemination of information); the federal Family Educational Rights and Privacy Act of 1974, 20 USC § 1232g (2002) and the federal Education for All Handicapped Children Act of 1975, 20 USC § 1401-1487 (2002), except that "directory information" as defined by the federal Family Educational Rights and Privacy Act (FERPA) is confidential and is not subject to public disclosure unless the parent/guardian specifically permits disclosure in writing or a judge orders otherwise. Copies of any information filed under 20-A MRSA § 5001-A (3)(A) must be maintained by the student's parent/guardian until the home instruction program concludes. The records must be made available to the Commissioner upon request.~~

~~d. If the home instruction program is discontinued, students of compulsory school age must be enrolled in a public school or an equivalent alternative as provided for by law. The receiving school shall determine the placement of the student. At the secondary level, the principal of the receiving school shall determine the value of the prior educational experience toward meeting the standards of Maine's system of Learning Results.~~

- B. A person may be excused from attendance at a public day school pursuant to 20-A MRSA § 5104-A (other public or private alternative programs) or § 8605 (student attendance in adult education courses).

Credit for Attendance at a Private School

A student shall be credited with attendance at a private school only if a certificate showing the name, residence and attendance of the person at the school, signed by the person or persons in charge of the school, has been filed with the school officials of the administrative unit in which the student resides.

Discontinuation of Home Instruction

If the home instruction program is discontinued, students of compulsory school age must be enrolled in a public school or an equivalent instruction alternative as provided for by law. The receiving school shall determine the placement of the student. At the secondary level, the principal of the receiving school shall determine the value of the prior educational experience toward meeting the standards of Maine's system of Learning Results.

Excusable Absence

A person's absence is excused when the absence is for the following reasons:

- A. Personal illness;
- B. An appointment with a health professional that must be made during the regular school day;
- C. Observance of a recognized religious holiday when the observance is required during the regular school day;
- D. A family emergency; or
- E. A planned absence for a personal or educational purpose which has been approved.
- F. Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development placement or some other out-of-district

placement that is not otherwise authorized by either any individual education plan or a superintendents' student transfer agreement. "Education disruption" does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event or a medical absence for planned hospitalization or recovery.

~~Compulsory education is essential to the preservation of the rights and liberties of the people and the continued prosperity of our nation. Maintaining regular student attendance is necessary to achieve the goal of an educated citizenry. Public schools should ensure the rights of access for all school-age persons to an appropriate educational opportunity and, when necessary, should develop alternatives to regular school curricula for those children and youth at risk of becoming dropouts and those who may have left school.~~

Parental Responsibility

Parents are responsible for the **school** attendance of students who are under 17 years of age. The **Board** **RSU** shall work with families in an effort to ensure compliance.

Adult Students

Secondary school student 20 years of age or more will only be admitted to the school unit with prior Board approval.

Legal Reference: 20-A MRSA § 5001-A: 503; 5201
Ch. 125 § 8.06 (Maine Dept of Ed. Rules)

Cross Reference: IHBG – Home Schooling
JFC – Student Withdrawal From School/Dropout Prevention
Committee
JHB - Truancy

RSU 19
REPORTING CHILD ABUSE AND NEGLECT

I. DEFINITIONS

- A. Child abuse or neglect. "Abuse or neglect" means a threat to a child's health or welfare by physical, mental or emotional injury or impairment, sexual abuse or exploitation, including under Title 17-A, sections 282, 852, 853 and 855, deprivation of essential needs or lack of protection from these or failure to ensure compliance with school attendance requirements under Title 20-A, section 3272, subsection 2, paragraph B, or section 5051-A, subsection 1, paragraph C. by a person responsible for the child. A person is truant if the person is required to attend school or alternative instruction and is at least 7 6 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.
- B. Person responsible for the child. A "person responsible for the child" means a person with responsibility for a child's health or welfare, whether in the child's home or another home or a facility which. as part of its function, provides for the care of the child. It includes the child's parent, guardian or other custodian.

II. EMPLOYEES' DUTY TO REPORT

- A. Any employee of RSU 19 who has reason to suspect that a child has been or is likely to be abused or neglected must immediately notify the building administrator.
1. In addition to notifying the building administrator, the employee may also make a report directly to the Department of Human Services (DHHS) or the District Attorney if required (see Section III.B provides further information about reporting to DHHS and the District Attorney).
- B. If the notifying employee does not receive written confirmation from the building administrator/Superintendent within 24 hours of his/her notification that a report has been made to DHHS (and the District Attorney if required), the employee shall make an immediate report directly to DHHSS and, if the person suspected is not a person responsible for the child, to the District Attorney. In such cases, the employee shall then complete a copy of the Suspected Child Abuse and Neglect Form (see JLF-E) in consultation with the building administrator or Superintendent.
- C. If the notifying employee does receive written confirmation from the building administrator/Superintendent within 24 hours of his/her notification (on the Suspected Child Abuse and Neglect Form (see [JLF-E), he/she shall sign the form as

1st Reading: 10/17/17

Adopted: 12/19/17; Reviewed by Committee 10/17/18

acknowledgement that the report was made and return it to the building administrator/Superintendent.

III. ADMINISTRATOR REPORTING AND CONFIRMATION DUTIES

All building administrators, the Superintendent and any employee designated by the Superintendent, are designated agents to make child abuse and neglect reports.

- A. If a building administrator suspects abuse or neglect, or receives such a report from an employee, he/she shall notify the Superintendent immediately.
- B. The Superintendent or building administrator shall then make an immediate report by telephone of suspected abuse or neglect to DHHS. In addition, if the person suspected is not the parent, guardian or other custodian of the child, the Superintendent / building administrator shall also make a verbal report to the District Attorney.
 1. The law requires the original notifying employee to make his/her own report to DHHS, and the District Attorney if required, if he/she has not received confirmation within 24 hours that a report has been made by the Superintendent or building administrator.
- C. The person making the report to DHHS and/or the District Attorney shall complete the Suspected Child Abuse or Neglect Form in consultation with the notifying employee (see JLF-E).
- D. The Superintendent or building administrator shall provide a copy of the Suspected Child Abuse or Neglect Form to the notifying employee within 24 hours of the employee's initial report. The notifying employee shall sign the report and return it to the Superintendent or building administrator.
- E. The form will be forwarded to DHHS, and to the District Attorney if required. It shall be retained by the school unit for ten years, along with any other information relevant to the case.

IV. INTERNAL INVESTIGATIONS AND DISCIPLINE

- A. **Employees.** If the person suspected of abuse or neglect is an employee, the Superintendent /designee shall investigate and take appropriate action, in accordance with applicable Board policies, collective bargaining contracts, and federal and state laws.

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- B. **Students.** If the person suspected of abuse or neglect is a student, and the abuse or neglect occurred on school premises, during a school activity, or is otherwise related to the school, the Superintendent/designee shall investigate and take appropriate action, in accordance with applicable Board policies and federal and state laws.

V. INTERVIEWS OF CHILD AND SCHOOL PERSONNEL

DHHS personnel shall be permitted to meet with and interview the child named in the report when the child is present at school ~~as provided in this section~~ without prior notification to the parent or custodian when DHHS has reasonable grounds to believe that prior notice would increase the threat of serious harm to the child or another person. The Department may conduct one initial interview with a child without prior notification to the parent or custodian of the child when the child contacts DHHS or a person providing services puts the child into contact with DHHS. The building administrator or designee shall:

- A. Require the DHHS employee requesting to interview the child to provide written certification that in the Department's judgment, the interview is necessary to carry out its duties;
- B. Require the DHHS caseworker to discuss the circumstances of the interview and any relevant information regarding the alleged abuse or neglect with the child's teacher, guidance, school nurse, social worker or building administrator as the caseworker deems is necessary to provide needed emotional support to the child prior to and following the interview;
- C. Not place conditions on how the interview is conducted, including, but not necessarily limited to requiring that certain persons be present during the interview; prohibiting certain persons from being present during the interview; and requiring notice to or consent from a parent or guardian;
- D. Provide an appropriate, quiet and private place for the interview; and
- E. Not disclose any information about DHHS's intention to interview the child except to school officials or the school's attorney who need the information to comply with the interview request.

VI. CONFIDENTIALITY OF INFORMATION AND RECORDS

All records, reports, and information concerning alleged cases of child abuse and neglect shall be kept confidential to the extent required by Board policies and applicable law.

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The building administrator/designee is permitted to release a child's school records without prior consent of the parent/guardian to DHHS or law enforcement officials as necessary to protect the health or safety of the child or other individuals under federal law.

VII. TRAINING

Any school unit employee who is required to make a report shall, at least once every four years, complete mandated training approved by DHHS.

VIII. GOOD FAITH IMMUNITY FROM LIABILITY

Any person who in good faith reports, assists DHHS in making the child available for an interview, or participates in the investigation or proceedings of a child protection investigation is immune from any criminal or civil liability for the act of reporting or participating in the investigation or proceeding. Good faith does not include instances when a false report is made and the person knows the report is false.

Legal Reference: 22 MRSA § 4011-A ~~Chap.1071, Child and Family Services and Child Protection Act~~
 20 USC § 1232g, Family Educational Rights and Privacy Act
 20-A MRSA §§5051-A(1)(C); 5051-A(2)(C)

Cross Reference: ACAA- Harassment and Sexual Harassment of Students
 GBEBB - Staff Conduct with Students.
 JLF-E1- Indicators of Child Abuse
 JLF-E2- Suspected Child Abuse/Neglect Report Form
 JRA - Student Records

NALOXONE ADMINISTRATION PROCEDURE

RECOGNIZE

Observe Individual for Signs and Symptoms of Opioid Overdose

Suspected or confirmed opioid overdose consists of:

- Respiratory depression evidenced by slow respirations or no breathing (apnea)
- Unresponsiveness to stimuli (such as calling name, shaking, sternal rub)

Suspicion of opioid overdose can be based on:

- Presenting symptoms
- History
- Report from bystanders
- School Nurse or staff prior knowledge of person
- Nearby medications, illicit drugs or drug paraphernalia

Opioid High

vs

Opioid Overdose

Relaxed muscles	Pale, clammy skin
Speech slowed, slurred, breathing	Speech infrequent, not breathing, very shallow breathing
Appears sleepy, nodding off	Deep snorting or gurgling
Responds to stimuli	Unresponsive to stimuli (calling name, shaking, sternal rub)
Normal heart beat / pulse	Slowed heart beat / pulse
Normal skin color	Cyanotic skin coloration (blue lips, fingertips)
Constricted Pupils	Pinpoint pupils

RESPOND

Immediately call for help - Dial 911

- Request Advanced Life Support

1st Reading:

Adopted:

REVERSE

Administer Naloxone via Intra-Nasal Narcan

- Tilt head back and given spray (4mg) into one nostril.
- If additional doses are needed, given in the other nostril.
- Place person in recovery position (lying on their side).
- Stay with the person until help arrives.
- Seize all illegal and/or non-prescribed opioid narcotics found on victim and process in accordance with District protocols.

ASSESS Breathing and perform Rescue Breathing if needed

- Place the person on their back:
- Tilt their chin up to open the airway:
- Check to see if there is anything in their mouth blocking their airway, such as gum, toothpick, undissolved pills, syringe cap, cheeked Fentanyl patch:
 - ✓ If present, remove it.
- If using mask, place and hold mask over mouth and nose.
- If not using mask, pinch their nose with one hand and place your mouth over their mouth:
- Give 2 even, regular-sized breaths:
- Blow enough air into their lungs to make their chest rise.
 - ✓ If you are using a mask and don't see their chest rise, out of the corner of your eye, tilt the head back more and make sure the seal around the mouth and nose is secure.
 - ✓ If you are using a mask and don't see their chest rise, out of the corner of your eye, make sure you're pinching their nose.
- Breathe again.
- Give one breath every 5 seconds.

REPORT

- Have the individual transported to nearest medical facility, even if symptoms seem to get better.
- Contact parent/guardians per school protocol.
- Complete naloxone Administration Report form.

NALOXONE (NARCAN) ADMINISTRATION PROTOCOL



Recognize & Respond

Check for Signs of Opioid Overdose

Person does not wake up after you shout, shake their shoulders, or firmly rub the middle of their chest
Breathing is very slow, irregular, or has stopped
Pupils is very small, like a pinpoint

Call 911 or ask someone to call for you

Lay the person on their back

Check airway
Make sure there is nothing in the mouth that blocks breathing



Reverse

Remove device from packaging.
Do not test the device. There is only one dose per device.
Tilt the person's head back and provide support under their neck with your hand.
Hold the device with your thumb on the bottom of the plunger. Put your fist and middle fingers on either side of the nozzle.

Gently insert nozzle into one nostril. Your fingers should be right up against the nose.
Press the plunger firmly with your thumb to give the dose.

If trained, provide CPR if needed.

Give a second dose after 3 minutes (alternate nostrils with each dose) if the person has not woken up or their breathing is not improved.



Report

Complete incident report (district policy)
Notify parent/guardian or other
Complete naloxone administration report form (if required by supplier) within 72 hours