

Policy Section E

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EB Safety Program

File: EB

SAFETY PROGRAM

Accidents are undesirable, unplanned occurrences that may result in tragic consequences—bodily harm, loss of work or school time, property damage, legal action, and even fatality. It shall be the policy of the Board to guard against such occurrences by taking reasonable precautions to protect the safety of all students, employees, visitors and others present on school property or at school-sponsored events.

School unit personnel shall participate in safety-related in-service trainings as required by federal or state laws and/or regulations or by Board policy, and shall follow recommended safety practices and procedures in carrying out their job responsibilities.

The Superintendent/designee will be responsible for establishing a district-wide safety committee. This committee will meet at least annually or more as needed to discuss safety concerns, make recommendations for improvement in facilities and practices, and identify needs for additional training.

While the Superintendent shall have overall responsibility for the safety program, each building administrator shall be responsible for the implementation and supervision of a safety program for their school. Areas of emphasis shall include, but not be limited to, in-service training, including training specific to duties in the employee's job description; accident record-keeping; plant inspection; driver and vehicle safety programs; fire prevention; school site selection; and emergency procedures and traffic safety problems relevant to students, employees and the community.

The practice of safety is also a part of the instructional plan of the district through its educational programs. To increase the student awareness of safety, The educational programs will include grade-level appropriate instruction in traffic and pedestrian safety, bicycle safety, fire prevention, emergency procedures.

Cross Reference: Policy EBCA - Comprehensive Emergency Management Plan

Adopted: May 11, 1992

Revised: August 14, 2006; May 19, 2014; October 23, 2023; March 23, 2026

EBAA Chemical Hazards

The Board is committed to providing a safe environment for students and employees. It is the policy of RSU 1 to follow safe practices in regard to the storage and handling of hazardous chemicals in its schools. The school unit will comply with all applicable Maine and federal laws and regulations concerning hazardous chemicals.

The Superintendent has responsibility for the safe handling and storage of hazardous chemicals in schools, the development of required written plans, the designation of a Chemical Hygiene Officer, and ensuring that staff is trained with respect to chemical hazards found in the workplace. Written plans shall include information regarding proper purchasing, labeling, storage, training, handling, and disposal of hazardous chemicals.

HAZCOM (HAZARD COMMUNICATION) STANDARDS

The school unit will comply with OSHA's Hazard Communication standard 29 CFR 1910.1200, as adopted and enforced by the Maine Department of Labor, which requires a written hazard communication (HazCom) plan, including a listing of chemicals being used in the schools; training of employees that handle these chemicals; and, for all employees, where safety data sheets (SDS) are located, and how to read them. This standard applies to hazard communications for hazardous chemicals such as those used in cleaning and disinfection, which may be found in custodial and food service areas, among other locations.

LABORATORY SCIENCE CHEMICALS

The school unit will comply with OSHA standard 29 CFR 1910.1450, as adopted and enforced by the Maine Department of Labor, which addresses science laboratory chemicals. This standard applies to science laboratory chemicals commonly found in chemistry and biology laboratories in schools.

The Superintendent will appoint an employee of the school unit as Chemical Hygiene Officer for RSU 1. The Chemical Hygiene Officer will be responsible for developing and implementing a Chemical Hygiene Plan, to be reviewed annually, that includes procedures relevant to the identification, purchase, storage, inventory, handling, and disposal of hazardous chemicals used in science laboratories; maintenance of safety data sheets (SDS) for laboratory chemicals; and

ensuring that employees with science/laboratory responsibilities are provided appropriate training on the specific hazards associated with the chemicals being used in school laboratories and how to read the SDS for these chemicals

The person appointed Chemical Hygiene Officer must be an employee of RSU 1, preferably a science teacher or another staff member who is knowledgeable about the chemicals being used in school laboratories and stored in the schools.

Legal Reference: 29 C.F.R. § 1910.1200, 1910.1450

26 M.R.S.A. § 565

Ch. 2 § 179 (Dept. of Prof. Regulation Rule)

Ch. 161 (Dept. of Educ. Rule)

Commissioner's Administrative Letter No. 33, June 9, 2005 (Chemicals in
(Schools)

Cross Reference: EBCA -- Comprehensive Emergency Management Plan

Adopted: August 14, 2006

Revised: May 23, 2016

Reviewed: January 27, 2020; September 18, 2023

EBBB Accident Reports

ACCIDENT REPORTS

Accurate and prompt accident reporting is essential for the filing of insurance claims and to promote the safety of the District's students and employees and others present on school property or at school-sponsored events.

The Board requires that reports be filed for all accidents involving personal injury and/or property damage that occur on school property (including school buses), at school-sponsored activities or on school-sponsored trips, or when a staff member is using his/her private vehicle for authorized school business.

Accidents involving injury to students must be reported to the building principal who shall be responsible for contacting the student's parents/guardians.

When the accident involves a District employee, the employee must file an accident report (a first report of injury) with the building principal or department supervisor the same day.

Persons, such as a parent or community member, should file an accident report with the building principal the day of the incident. Persons can obtain an accident report from the school office.

When the incident involves serious personal injury to a student, employee or other person on school property attending a school-sponsored activity, the building principal or supervisor must notify the Central Office immediately and follow with a written report.

The Superintendent/designee will be responsible for making accident report forms available in each school and in the central office.

Each building principal and department supervisor will maintain a log of reported accidents occurring within his/her area of responsibility.

Cross Reference: Policy EBBB-E (1) School Accident Report Policy EBBB-E (2) Employee Accident Report

Adopted: June 23, 2014 Revised: February 24, 2025

EBBB-E School Accident Report Form

FILE: EBBB-E (1)

SCHOOL ACCIDENT REPORT FORM

Whenever an injury occurs in school, on school grounds, or during any school sponsored activity, this Accident Report Form should be filled out. Once the form has been completed, please bring it to the main office for processing. The original will be kept with the student health records in the school nurse's office. This document is confidential.

TIME AND PLACE OF ACCIDENT

Date: _____ Time: _____

School: _____ Location: _____

INJURED PERSON

Name: _____ Age: ____ Grade/Teacher: _____

Parent/Guardian's Name: _____

Address: _____

What was the injured doing when hurt? _____

WITNESSES TO THE ACCIDENT AND ANY ADDITIONAL PERSONNEL BROUGHT TO SCENE:

DESCRIPTION OF INJURY & CARE GIVEN: _____

Name Parent/Emergency Contact Notified: _____

Contacted by: _____ at _____ (time)

How was the contact made: _____ (phone, email, voicemail, etc.)

ADDITIONAL FOLLOW-UP INFORMATION: _____

Reported by: _____ Date of Report: _____

Principal: _____

Revised: 5/2022

EBBB-E(2) EMPLOYEE ACCIDENT REPORT

FILE: EBBB-E (2)

EMPLOYEE ACCIDENT REPORT

Anyone that is hurt on the job must file this report within 24 hours. If medical attention is needed, you must go to our preferred physician unless it is an emergency. Your doctor bill may be denied by Workers' Comp if you do not go to our providers first. The provider will refer you to another doctor if necessary.

Occupational Health Associates 270 State Road West Bath, ME 04530 Phone: 442-8625

LAST NAME: _____ FIRST
NAME: _____

ADDRESS:

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ DATE OF BIRTH: _____

OCCUPATION: _____

DO YOU WORK FOR ANOTHER EMPLOYER? ____ YES ____ NO

IF YES, NAME OF EMPLOYER:

DATE AND TIME OF INJURY: _____ DATE _____ : _____ TIME ____ A.M. ____ P.M.

WHAT TIME DID YOU BEGIN WORK? _____

SPECIFIC INJURY OR ILLNESS:

BODY PART(S) AFFECTED:

SPECIFIC ACTIVITY ENGAGED IN:

(e.g. working with student, supervising playground duty, etc.)

WAS THIS PART OF NORMAL JOB DUTIES: ____ YES ____ NO

DID YOU SEEK MEDICAL ATTENTION? ____ YES ____ NO

HAVE YOU LOST TIME FROM WORK? ____ YES ____ NO

CONTACT DEBRA CLARK IMMEDIATELY AT 443-6601, ext. 122 IF YOU LOSE TIME OR SEEK MEDICAL ATTENTION.

SIGNATURE _____ DATE _____

Please FAX to Debra Clark at the Superintendent's Office 443-8295. Original report must follow along with any paperwork from your provider. Updated 10/01/21

EBBD Temperature Standards in Schools

TEMPERATURE STANDARDS FOR SCHOOLS

Maine law (20-A MRSA § 1001(23)) requires school boards to adopt and implement a policy establishing standards for minimum and maximum temperatures for school buildings.

The RSU 1 Board believes that the optimal environment (“comfort zone”) for teaching and learning is between a minimum of 68 degrees and a maximum of 82 degrees and adopts this as the “temperature standard” for the District’s schools.

The Board recognizes that, due to age and manner of construction, the District’s school buildings may not have HVAC (heating, ventilation, and air conditioning) systems capable of maintaining consistent temperatures in this range in some or all areas of the building. Some schools may have air conditioning in a few spaces, and some schools may have no air conditioning at all.

When temperatures in the building as a whole or in classrooms or other occupied spaces exceed the maximum comfort zone by 2-3 degrees, schools are expected to take practicable measures to relieve heat discomfort, such as (but not limited to):

- Opening windows, when this can be done safely

- Pulling down shades or blinds

- Using fans and/or opening doors within the building to improve air circulation

- Turning off heat-producing electronics and equipment

- Having water readily available to students and staff

- Allowing students and staff to bring battery operated personal fans to school

If an individual classroom is affected, allowing teachers to move students to a cooler area of the building (e.g., air-conditioned library or space on shaded side of the building) or, if feasible, to move students to a cooler “outside classroom” for continued instruction

On days of extreme heat, considering rescheduling tests/exams to another day to enable more effective demonstration and evaluation of student performance

This does not preclude building administrators from acting preemptively in anticipation of a rise in building/classroom temperature to the point that will require action to be taken.

On cold days, when building and classroom temperatures hover near the minimum, schools are encouraged to incorporate more opportunities for physical activity during class time and may consider having extra layers of clothing available.

Families should ensure that their students are dressed appropriately for expected weather conditions.

Building administrators will be responsible for implementation of this policy, including identifying and planning for measures that are feasible in their schools.

This policy will be posted/made accessible to the public on the District's website.

Adopted: November 24, 2025

Legal Reference: 20-A MRSA § 1001(23)

EBCA Comprehensive Emergency Management Plan

The Board hereby adopts the RSU 1 Comprehensive Emergency Management Plan. The Superintendent and building administrators shall be responsible for developing, in consultation with staff and persons or agencies with expertise in planning for and responding to emergencies, a comprehensive emergency management plan that identifies and addresses all hazards and potential hazards that could reasonably be expected to affect the school unit and school facilities.

The Superintendent and building administrators shall be responsible for ensuring that the plan is implemented in each school and evaluated on an annual basis. It is understood that specific procedures may vary from school to school due to differences in school facilities and the ages of students.

As required by law, the Board will approve the plan annually. Any substantive changes in the plan shall be subject to the approval of the Board.

The following information pertaining to the RSU 1 Comprehensive Emergency Management Plan is considered public information:

- A. A description of the scope and purpose of the Plan and the process used for developing and updating it;
- B. General information on auditing for safety and preparedness;
- C. Roles and responsibilities of school administrators, teachers and staff and the designated chain of command during an emergency; and
- D. Strategies for conveying information to parents and the general public during an emergency.

Except as specified in paragraphs A through D above, those portions of the Comprehensive Emergency Management Plan and any other records describing security plans, security procedures or risk assessments prepared specifically for the purpose of preventing or preparing for acts of terrorism shall not be considered public information under the Freedom of Access Act but only to the extent that the release of such information could reasonably be expected to jeopardize the physical safety of school unit personnel or the public. For the purpose of this policy, "terrorism" is defined as in 1 M.R.S.A. § 402(3)(L) as "conduct that is designed to cause serious bodily injury or

substantial risk of bodily injury to multiple persons, substantial damage to multiple structures whether occupied or unoccupied or substantial physical damage sufficient to disrupt the normal functioning of a critical infrastructure."

Legal Reference: 20-A MRSA § 1001(16)

Adopted: June 25, 2012

Reviewed: November 17, 2015; January 27, 2020

EBCB Emergency Evacuation Drills

EMERGENCY EVACUATION DRILLS

In order to protect the safety of students and school personnel and in compliance with the Maine Department of Education regulations, schools at all levels Prek-12 are required to hold two emergency evacuation drills during the first two weeks of school. Schools enrolling grades Prek-4 will hold an additional eight emergency evacuation drills during the year; schools enrolling grades 5-8, an additional six emergency evacuation drills; schools enrolling grades 9-12, an additional four emergency evacuation drills. Schools enrolling any combinations of these grade levels will hold the additional number of emergency evacuation drills required of the lowest grade level within the span, except that the local fire chief may increase the number of drills required. Results shall be recorded and deficiencies noted and corrected.

Emergency evacuation procedures will be incorporated into the school unit's emergency management plan. Building principals may seek the advice of local fire, emergency management and law enforcement officials to identify routes that will accomplish the evacuation of their individual school buildings as quickly and efficiently as possible.

Principals shall keep a record of all emergency evacuation drills held in their schools, stating the date and time the drill was held and the time required for evacuation of the building. This information will be reported to the Superintendent or designee after each drill. Fire officials will be notified before each drill.

Written procedures for emergency evacuation drills shall be posted in all buildings.

The Superintendent/designee will be responsible for ensuring that school personnel receive an annual orientation concerning emergency evacuation procedures. The building principal will be responsible for ensuring that teachers familiarize students with designated evacuation routes prior to the first emergency evacuation drill of the school year.

BUS EVACUATION DRILLS

Maine Department of Education regulations require that, at least twice a year, students who are transported in school buses be instructed in safe riding practices and participate in emergency evacuation drills. The building principal will be responsible for arranging times and locations of such drills. Bus evacuation drills must be conducted in the school parking lot or other safe location. The principal, in consultation with the Special Services Director and/or Section 504 Coordinator, will determine appropriate evacuation procedures for students with disabilities. The first bus

evacuation drill will occur within the first three weeks.

LOCK DOWN DRILLS

Some high-risk situations (e.g. intruder with weapon) may result in a lockdown of a school rather than an evacuation. Each school will hold at least one lockdown drill during the school year. A lockdown drill should be held during the first 30 days to familiarize students with the procedure.

Written procedures for emergency evacuation drills shall be posted in each building.

Legal Reference: Ch. 125 § 10.2 (Me. Dept. of Ed. Rule) Ch. 81 § 2(B) (Me. Dept. of Ed. Rule)
Resolve Ch. 2, 127th Leg., 1st Session (Me 2015)

Cross Reference: EBCA – Comprehensive Emergency Management Plan (Crisis Response Plan)

Adopted: October 18, 2010

Revised: October 23, 2023

EBCC Bomb Threats

BOMB THREATS

The Board recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

A. Conduct Prohibited No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a "look-alike" bomb on school premises will be considered a threat for the purpose of this policy.

It is also a violation of Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools. For the purpose of this policy, "toxic or hazardous substance or material" means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

B. Definitions

1. A "bomb" means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, "Molotov cocktail" or other destructive device.
2. A "look-alike bomb" means any apparatus or object that conveys the appearance of a bomb or other destructive device.
3. A "bomb threat" is the communication, by any means, whether verbal or non-verbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
4. "School premises" means any school property and any location where any school activities may take place.

C. Development of Bomb Threat Procedures The Superintendent/designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the school unit's Comprehensive Emergency Management Plan. These procedures are intended to inform

administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

1. Threat assessment (for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety);
2. Building evacuation and re-entry (including selection of potential alternative sites for those who are evacuated);
3. Incident "command and control" (who is in charge, and when);
4. Communications contacts and mandatory bomb threat reporting;
5. Parent notification process;
6. Training for staff members; and
7. Support services for students and staff.

The initial bomb threat procedure will be subject to approval by the Board. The Superintendent/designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the Board's required annual approval of the school unit's Comprehensive Emergency Management Plan, or following implementation of the procedure in response to a specific threat.

D. Reporting of Bomb Threats A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, the School Resource Officer or other employee in a position of authority.

An employee of the school unit who learns of a bomb threat shall immediately inform the building administrator/designee. The building administrator/designee shall immediately take appropriate steps to protect the safety of students and staff in accordance with the school unit's bomb threat procedure, as developed under Section C, and inform the Superintendent of the threat.

All bomb threats shall be reported immediately to the local law enforcement authority by an administrator, as provided in the bomb threat procedures.

The Superintendent shall be responsible for reporting any bomb threats to the Department of Education within two business days of the incident. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

E. Student Disciplinary Consequences Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

In addition, a student who is found after hearing by the Board to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A. § 1001(9-A) and Policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances.

A student who has been identified through the IEP process as having a disability and whose conduct in violation of this policy is related to the disability shall be disciplined as provided in Policy JKF.

F. Aiding Other Students in Making Bomb Threats A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section E of this policy.

G. Failure to Report a Bomb Threat A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

H. Staff Disciplinary Consequences A school system employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements and Board policies.

A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on school premises will be subject to discipline up to and including termination of employment.

I. Civil Liability The school unit reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

J. Lost Instructional Time Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate opportunity, as determined by the Superintendent in consultation with the Board.

Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

K. Notification Through Student Handbook All student handbooks shall address the school unit's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, students and parents shall be notified in writing that bomb threats violate Board policy and civil and criminal law.

Legal References: 18 U.S.C. §§ 921; 8921 17-A M.R.S.A. § 210 20-A M.R.S.A. §§ 263; 1001(9); 1001(9-A); 1001(17); 1001(18) Ch. 125 § 10.06 (Me. Dept. of Ed. Rules)

Cross References: EBCA – Comprehensive Emergency Management Plan JKD – Suspension of Students JKE – Expulsion of Students JKF – Disciplinary Removal of Students with Disabilities JICIA – Weapons, Violence and School Safety JIC- Student Code of Conduct

Adopted: November 18, 2002

Revised: August 14, 2006; June 23, 2014; October 23, 2023

EBCE School Closings and Cancellations

SCHOOL CLOSINGS AND CANCELLATIONS

The Board authorizes the Superintendent to cancel or close school(s) for the day, delay opening, or dismiss school(s) early in the event of severe weather, hazardous travel conditions, or other emergencies which present threats to the safety of students and staff. Decisions to close school for the day should be made no later than 6:00 A.M. When school is closed for the day and the weather were to clear and road conditions improved, afternoon/evening events may proceed at the discretion of the Principal or designee. Notice of closing or cancellation shall be given to students and parents by means of media announcements or by other appropriate means. Such notice shall be given sufficiently in advance of the school session in order to avoid confusion and inconvenience. When school is in session, it remains the responsibility of parents to decide whether or not their children shall attend school under the existing conditions. Storm days lost in excess of the number provided for in the school year calendar will be made up by conducting classes on the weekend, rescheduling or shortening scheduled vacation periods, remote days, and/or postponing the close of the school year, as determined by the Board.

Legal Reference: 20-A MRSA §4801(F)

Adopted: November 27, 2023

EBCF - Automated External Defibrillator (AED)

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

The Board recognizes that from time to time medical emergencies may arise that warrant the use of an automated external defibrillator (AED). Regional School Unit 1 may acquire one or more AED's for use in its schools and at school athletic events.

Regional School Unit 1 will offer training to students on performing cardiopulmonary resuscitation (CPR) and use of an AED in accordance with such rules as may be adopted by the Maine Department of Education, and may require training for those school unit personnel who have been identified by the Superintendent, in consultation with the school physician, as needing such training to effectively carry out their job responsibilities.

The Superintendent shall be responsible for developing, in consultation with the school physician or other qualified expert and in accordance with the manufacturers' instructions, protocols for the use, storage, location, testing and maintenance of the school unit's AEDs, and for identification of school personnel who should be trained in the use of an AED.

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

Legal Reference: 14 MRSA § 164 20-A MRSA § 4009; 6304 22 MRSA § 2150-C Maine Dept. of Educ. Rule Ch. 41

Cross Reference: EBCA - Comprehensive Emergency Management Plan
JLCE - First Aid and Emergency Medical Care

Adopted: June 11, 2007 Revised: April 25, 2016; January 27, 2025

ECA Energy Conservation/Management in Schools

ENERGY CONSERVATION/MANAGEMENT IN THE SCHOOLS

The Board recognizes the importance of energy conservation in effectively managing school unit finances and in preserving the nation's natural resources. Regional School Unit 1 will strive to use energy as efficiently as practicable while maintaining a safe and comfortable environment for students and staff.

The Board believes that an increased environmental awareness is an essential element of responsible citizenship. An understanding of energy use and its relationship to economics and natural resources and of the effects of energy production on the environment is essential. The instructional program should include age-appropriate activities designed to increase student understanding of the costs and benefits of energy use, aware of the difference between sustainable and non-renewable resources, and the effects of energy production on the supply of natural resources.

Energy Conservation/Management

The Superintendent or designee shall be responsible for implementing procedures to encourage conservation and efficient energy management.

Such procedures may include but are not limited to:

- A. Review of past and present energy consumption in school unit facilities;
- B. Review of current operational and maintenance practices;
- C. Development of district-wide conservation guidelines with identified goals and objectives and recommendations for action;
- D. Conducting "energy audits" of school unit facilities;
- E. Maintenance of equipment on a regular basis in order to secure maximum energy savings over the life of the equipment;
- F. Implementation of no-cost or low-cost building maintenance, equipment, and appliance use procedures to reduce consumption of energy;
- G. Implementation of "no idling" protocols for school buses;
- H. Monitoring of conservation/energy management measures that are implemented;

- I. Providing information related to energy consumption, the cost of energy, and results of efforts to reduce energy use to school administrators, the Board, and the community;
- J. Taking into consideration budgetary restraints, making recommendations to the Board concerning long-range strategies, including preventive maintenance, equipment upgrades, and replacement and retrofitting alternatives for school facilities.

Adopted: February 24, 2025

ECAF Video Surveillance on School Property

VIDEO SURVEILLANCE ON SCHOOL PROPERTY

The Board authorizes the use of video surveillance cameras for the purpose of enhancing school safety and security. The Board's goals are to foster a safe and secure teaching and learning environment for students and staff; to promote public safety for members of the community who visit the schools or use school facilities; and to protect facilities and property. Video surveillance cameras may be placed at the entrances to school buildings and other school facilities, in parking lots, and in other areas on school grounds. Video surveillance cameras may also be placed in areas of common use within buildings, including but not necessarily limited to, school foyers, hallways, corridors, libraries, gymnasiums, and the school office. Video surveillance cameras will not be placed in bathrooms, locker rooms, private offices, or other locations where the Superintendent determines that users have a reasonable expectation of privacy, except as permitted by law.

Video surveillance cameras may be used for the following purposes: A. To investigate suspected violations of Board policies, school rules, or other inappropriate conduct; B. To monitor activities on school property to protect safety and to enforce Board policies, school rules, and the law; and C. By law enforcement to address school safety issues or to investigate possible criminal behavior.

The installation and placement of video cameras must be approved by the Superintendent.

Notices will be posted at public entrances to school buildings and in other conspicuous locations on school property informing persons that the buildings and grounds are monitored by security cameras. A notice that video recording may take place will be posted on each school bus.

The Superintendent, building principal and others designated by the Superintendent may review video surveillance camera recordings for school-related purposes. The Superintendent or building principal may authorize other school employees to view recordings if there is a legitimate educational or operational reason to do so.

Video surveillance recording used for student disciplinary reasons will only be disclosed as authorized by the Family Educational Privacy Act (FERPA) and in accordance with Board policy. Parents/guardians of a student (or a student 18 years of age or older) may, upon request, view the portions of a recording used as a basis for disciplinary action against that student. Such viewing will be conducted in the presence of the building principal and in a manner that does not violate the confidentiality rights of other students.

Law enforcement personnel may review video surveillance camera recordings, when available, to investigate criminal conduct.

All video surveillance camera recordings will be stored in a security location to ensure confidentiality. Recordings will be retained for no more than 30 days, except in cases where there is a request from law enforcement or a court, or when recordings are needed for investigation or resolution of a disciplinary matter; in such cases the recording will be maintained until it is no longer required to resolve the matter.

Adopted: April 29, 2024

ECB Pest Management in School Facilities and on School Grounds

PEST MANAGEMENT IN SCHOOL FACILITIES AND ON SCHOOL GROUNDS

The Board recognizes that structural and landscape pests can pose significant problems for people and school unit property, but that use of some pesticides may raise concerns among parents, students and staff. It is therefore the policy of Regional School Unit 1 to incorporate Integrated Pest Management (IPM) principles and procedures for the control of structural and landscape pests. A copy of this policy shall be kept in every school and made available upon request to staff, parents, students and the public.

IPM is a systematic approach to pest management that combines a variety of methods for managing pests including monitoring; improved horticultural, sanitation and food storage practices; pest exclusion and removal; biological control; and pesticides.

The objective of the school unit's IPM program is to provide effective pest control while minimizing pesticide use. The goals of the IPM program include managing pests to reduce any potential hazards to human health; preventing loss or damage to school structures or property; preventing pests from spreading beyond the site of infestation to other school property; and enhancing the quality of life for students, staff and others.

Pesticides may periodically be applied in school buildings and on school grounds and applications will be noticed in accordance with Maine Board of Pesticides Control Rule Chapter 27, Standards for Pesticide Applications and Public Notification in Schools.

RESPONSIBILITIES OF THE IPM COORDINATOR

The IPM Coordinator will be the RSU 1 Facilities Director and may be reached at the Superintendent's office at 443-6601. The IPM Coordinator will act as the lead person in implementing the school unit's IPM policy. They will be responsible for coordinating pest monitoring and pesticide applications; and making sure that all notice requirements set forth in Maine Board of Pesticides Control Rule Chapter 27, Standards for Pesticide Applications and Public Notification in Schools, are met; keeping records of pesticide applications as required by rule; authorize any pesticide applications that are not exempted by rule; and implementing the notification provisions required by rule.

The IPM Coordinator will complete the training requirements established in Maine Board of Pesticides Control Rule Chapter 27, Standards for Pesticide Applications and Public Notification in Schools.

The school unit will provide the Maine Board of Pesticides Control with the identity and contact information for any person appointed as IPM Coordinator in the schools.

NOTIFICATION OF PESTICIDE APPLICATIONS

When school is in session the school shall provide notification of each application not exempted by rule, whether inside a school building or on school grounds, to all school staff and parents/guardians of students. Such notices shall state, at a minimum: a) the trade name and EPA registration number of the pesticide to be applied; b) the approximate date and time of the application; c) the location of the application; d) the reasons for the application; and e) the name and phone number of person to whom further inquiry regarding the application may be made. Notices must be provided at least five days prior to the planned application. In addition, signage will be posted at each point of access to the treated area and in a common area of the school at least two working days prior to the application and for at least 48 hours following the application.

When school is not in session, signage will be posted at each point of access to the treated area and in a common area of the school at least two working days prior to the application and for at least 48 hours following the application.

In accordance with the Maine Board of Pesticides Control Rule Chapter 27, school is considered to be in session during the school year including weekends. School is not considered to be in session during any vacation of at least one week.

The IPM Coordinator may be reached at the Superintendent's office at 443-6601. This IPM policy and Maine Board of Pesticides Control Rule Chapter 27, Standards for Pesticide Applications and Public Notification in Public Schools is available for inspection and copying at every school.

Legal Reference: 7 MRSA §§ 601-625 22 MRSA §§ 1471-A-1471-X Ch. 27 Maine Dept. of Agriculture Board of Pesticides Control Rules (Standards for Pesticide Applications and Public Notification In Schools)

Cross Reference: EBAA – Chemical Hazards ECB-E – Notice of Planned Pesticide Application

Adopted: November 10, 2003

Reviewed: July 10, 2006

Revised: May 19, 2014; February 24, 2025

ECB-E Notice of Planned Specific Pesticide Application

File: ECB-E

NOTICE OF PLANNED SPECIFIC PESTICIDE APPLICATION

The following notice is provided in compliance with State regulations establishing standards for pesticide applications and notification in schools.

[Product name], EPA registration number **[000000]**, containing **[chemical name]** will be applied by **[name of pest company or licensed applicator]** to **[area in building or on school property where pesticide will be applied]** during **[approximate time of day and date of application]** for the purpose of controlling **[type of pest]**.

For additional information regarding this application, you may contact the Director of Maintenance at 443-6601.

This application is consistent with the RSU 1's Integrated Pest Management (IPM) program. The objective of the IPM program is to provide effective pest control while minimizing pesticide use. The goals of the IPM program include managing pests to reduce any potential hazards to human health; preventing loss or damage to school structures or property; preventing pests from spreading beyond the site of infestation to other school property; and enhancing the quality of life for students, staff and others.

Legal Reference: Ch. 27 § 4, Department of Agriculture Board of Pesticides

Control Rule (Standards for Pesticide Applications and

Public Notification in Schools)

Adopted: November 10, 2003

Revised: August 14, 2006

Reviewed: January 27, 2020; January 10, 2025

ECG - Use of Personal Appliances

USE OF PERSONAL APPLIANCES IN SCHOOLS

It is the responsibility of Regional School Unit 1 to provide a safe and healthy learning and working environment for all staff. It is also the responsibility of Regional School Unit 1 to comply with all recommendations for maintaining safe and healthy facilities as outlined in our annual safety audit conducted by our insurance carriers. The conservation of energy is a high priority in Regional School Unit 1's long-range facilities plan and the elimination of unnecessary appliances assists in the effective management of fiscal resources.

Regional School Unit 1 underscores the importance of maintaining attractive, clean, energy efficient, safe and healthy facilities. In the interest and in compliance with best practices in pest management, fire and personal safety, school appearance and cleanliness, personal appliances will not be allowed to be used in any school classrooms. Personal appliances include toaster ovens, microwave ovens, personal televisions, coffee pots, air conditioners, refrigerators, heaters and similar appliances. Fans are permitted with prior approval of the Facilities Director who will insure that the fan meets appropriate codes. The fan must be able to plug directly into the wall without an extension cord. Home extension cords are prohibited. A classroom needing an extension cord for temporary reasons will contact the Facilities Director. If a staff member has any question about the propriety of a particular appliance, the Facilities Director should be consulted who will make a recommendation to the school principal. Should an appliance be necessary as part of a specialized educational program, approval for this will be given by the school principal, after it has been inspected by the Facilities Director to insure that it meets all current codes. Should teachers have a special event that requires the short term use of an appliance, special permission can be granted by the building principal.

The staff is expected to keep all appliances clean and orderly. As a courtesy to all staff, the custodial staff will empty and clean the refrigerators in staff lounges during the Thanksgiving, Christmas, February, April, and summer vacations.

First reading: August 13, 2007

Adopted: November 14, 2007

Revised: January 27, 2025

EE Transportation Services Management

The Superintendent with the approval of the School Board and in accordance with the State Law will provide the following transportation services:

1. Regional School Unit 1 will provide transportation for K-12 school students to and from the school that (a) is within Regional School Unit 1 and (b) is the school that is nearest to the residence of the student.
2. Special Education/504 students - All students, regardless of distance, if specified in an IEP or 504 Plan will be transported to and from school; door-to-door.
3. In order to protect the safety of students, any student receiving transportation services will be picked-up and dropped-off only at the designated stop closest to the student's residence.

Bus routes will be reviewed annually and may be revised as needed.

Transportation shall be accomplished in the most economical manner that is consistent with the welfare and safety of the students.

Legal Reference: 20-A M.R.S.A. § 5401

Cross Reference: EEAA - Student Transportation Policy

Adopted: July 23, 2012

Revised: January 22, 2024

EEAA Student Transportation Policy

STUDENT TRANSPORTATION POLICY

The Regional School Unit 1 Board of Directors will assume the responsibility of transporting resident pupils. Safety will be the first consideration in assigning bus routes. Encouraging students to walk to school to promote physical health will also be a consideration in determining which students are walkers.

Bus stops will be published on the district website.

The following are the assignments of which students will be riders:

DIKE-NEWELL GRADES K-2

All Dike-Newell students are eligible to be transported. Bus stops will be determined by the bus service with no student being required to walk more than 2/10 of a mile.

FISHER-MITCHELL GRADES 3-5

All Fisher-Mitchell students who live over a half a mile from the school are eligible for transportation. Students may be required to walk up to half a mile to a bus stop.

BATH MIDDLE SCHOOL

All students who live over 1 mile from Bath Middle School are eligible for transportation. Students may be required to walk up to 1 mile to a bus stop.

ARROWSIC, PHIPPSBURG, WOOLWICH

Students from Arrowsic, Phippsburg, and Woolwich are all eligible to be transported. In cases of remote locations, the bus service is given authority to identify a reasonable point of pick up.

MORSE HIGH SCHOOL

All students who live over 1 mile from Morse High School are eligible for transportation. Students may be required to walk up to 1 mile to a bus stop.

Kindergarten Students

Regional School Unit 1 will not drop off a Kindergarten child unless a parent or designee is present. Regional School Unit 1 authorizes the bus service to make on the spot decisions that support the safety of all children. The bus service will return a Kindergarten child who does not have a parent/designee at the drop off back to the child's school and the parent/designee will be notified to pick up their child.

Drop Off Locations

The bus service will drop off children at approved locations with prior notice including day care, if it does not add additional mileage.

Rules for Riding the Bus

The superintendent in consultation with building administrators and the bus service will develop reasonable rules and consequences for bus riding. The superintendent allocates responsibility for suspending bus privileges for rule violations to the building principal. The superintendent will be the final arbiter.

Legal Reference: Title 20-A, MRSA, Sec. 5401

Adopted: April 1, 1980

Revised: October 18, 2010; February 26, 2024

EEAEE - School Transportation Accident Policy

If a vehicle authorized to transport students is involved in a traffic accident, the following steps shall be followed:

1. The driver will immediately notify 9-1-1. Whenever possible, the driver should immediately notify the school who will inform the Superintendent's office.
2. At the scene of an accident, the responding law enforcement agency is in charge.
3. To every extent possible, the driver will provide emergency first aid (airway, breathing, circulation, shock, minor injuries). If the driver is incapacitated, other adult (teacher/chaperone/coach) will assume responsibilities if present. If the accident is within the RSU, the school nurse may be available to provide immediate medical care.
4. The parents/guardian will be notified by a school representative.
5. A complete report of injury will be made for students with details of the injury. The school nurse will be available to assist in completing this report with input from the bus driver.
6. If the accident involves an employee owned vehicle used for school purposes, the employee must contact the Superintendent's office as soon as possible. The employee's insurance is in force as the primary coverage and the RSU will refer additional claims, if necessary, to the RSU insurance vendor.
7. The RSU 1 nurses will provide first response training as requested by bus drivers to every extent possible.

Adopted: June 14, 2010

EEBB USE OF PRIVATE VEHICLES FOR SCHOOL BUSINESS

USE OF PRIVATE VEHICLES FOR SCHOOL BUSINESS

The Board recognizes the need for some school employees to use their privately owned motor vehicles for school purposes either regularly or occasionally.

Privately owned vehicles may be used for student transportation when, in the opinion of the building administrator, and with the written approval of the Superintendent, this is the most practical or only possible method of transportation.

To safeguard Regional School Unit 1, employees and students in matters of liability, the following policy will be observed:

Prior to use of the private vehicle for school purposes, the employee must have the written permission of the Superintendent or designee.

This permission may be in the form of a standing permit for employees who use their own vehicles regularly for school purposes. The permit will state the particular purpose and indicate whether it includes transportation of students.

For all special trips involving students, including field trips, a special permit must be obtained in advance for the specific trip.

No student may be sent on school errands with their own vehicle, an employee's own vehicle, or a school-owned vehicle.

Field trip and other off-campus school-sponsored activity transportation will be by school bus whenever practicable.

The Superintendent may approve the use of private vehicles in situations in which the small number of students or budget or schedule restrictions make bus use prohibitive or impractical.

For student trips made in private vehicles, owners must be properly licensed and carry a minimum liability insurance of \$100,000/\$300,000; minimum property damage insurance of \$50,000; and a minimum medical coverage of \$5,000. Proof of current license and insurance will be required.

A Maine driving record check will be conducted on all prospective drivers. In the interest of safety, a prospective driver may be disqualified based on review of information contained in the record.

The vehicle must have a current registration and display a current inspection sticker.

The vehicle must have sufficient seatbelts for the driver and each of the other persons being transported.

No employee may transport students for school purposes without prior authorization from the Superintendent or designee.

No student will be allowed to transport other students on field trips or for other school sponsored activities.

Parents will be informed whenever private vehicles will be used to transport their child(ren) for a field trip or other school purpose and will be required to sign a permission form in advance.

PARENT AND VOLUNTEER-OWNED VEHICLES

The above provisions apply to the use of private vehicles when the driver is a parent or other approved volunteer transporting students to or from school-sponsored events or activities or using a private vehicle for other school purposes.

The school will inform parent drivers and other approved volunteers that in the event of an accident, the parent or approved volunteer's liability insurance will be the primary coverage.

The school will not be responsible for any accident or injury arising from a parent's transportation of their own child(ren) to or from a school sponsored event or activity. Students are expected to travel by school-provided transportation when available.

DELEGATION OF RESPONSIBILITY

The Superintendent or designee will be responsible for developing administrative procedures, including those for accident reporting, and application, permit, permission and/or other forms, to implement this policy.

Cross Reference: IJOC – School Volunteers

Adopted: August 16, 2010

Revised: May 20, 2013; March 25, 2024

EEBB-R(2) Use of Private Vehicles for School Business: Staff Permission Form

Use of Private Vehicles for School Business: Staff Permission Form

The Board allows staff to use private vehicles for school purposes to conduct school business and to transport students to school sponsored activities. This form must be completed and on file in the Superintendent's office prior to employees transporting students under this policy.

Please complete the following form:

Name of Employee: _____

Driver's license number: _____, valid until: _____

Do you affirm that you carry a minimum liability insurance of \$100,000/\$300,000; minimum property damage insurance of \$50,000; and a minimum medical coverage of \$5,000? Yes ___
No ___

Do you have insurance against unlicensed motorists?: _____

Do you affirm that your vehicle has a current legal inspection sticker and is currently registered in the state of Maine?

Do you affirm that you have seat belts for all occupants that will be riding in your car and affirm that you will insist that seat belts are worn at all times the vehicle is moving?

Signature of staff member Date

Approval is given for this staff member to use private vehicle after meeting the above requirements for student/staff transport for sanctioned school events or activities.

Superintendent Date

Revised: March 25, 2024

EF Nutrition Services: Unpaid Meal Charges and Prohibition Against Food Shaming

File: EF

NUTRITION SERVICES: UNPAID MEAL CHARGES AND PROHIBITION AGAINST FOOD SHAMING

The Board recognizes that some students may have outstanding balances for meal charges from past school years.

The purpose of this policy is to provide oversight in the collection of outstanding student meal balances, while ensuring that students are not shamed or stigmatized for having unpaid meal charges.

PROHIBITION ON PUNISHMENT RELATED TO UNPAID MEAL CHARGES

In accordance with 20-A MRSA §6681 the school will not openly identify or otherwise stigmatize a student who has payments due for previous meals:

- Students with unpaid meal charges will not be required to do chores or work as a means of paying for one or more meals or as punishment for not paying for one or more meals.
- Staff will not require a student to throw away a meal after it has been served to the student.
- Staff will not refuse a meal to a student as a form of disciplinary action.

PROHIBITION ON FOOD SHAMING AND STIGMATIZATION

The school will not openly identify, differentiate, or otherwise stigmatize a student who has payments due for previous meals.

- Staff will not openly identify or stigmatize any student in line for a meal or discuss any outstanding meal debt in the presence of other students.
- Staff communication about a student's meal debts must be made to the parent/ guardian of the student rather than directly to the student, except that if a student asks about his/her meal debt, staff may answer the student's inquiry. Staff may ask a student to carry to his/her parent/guardian a letter regarding the student's meal debt.

Legal Reference: 20-A MRSA § 6681

Adopted: November 25, 2024

EFBA - Menu

Development/Options - Offer vs. Serve Lunch Concept

File: EFBA

MENU DEVELOPMENT/OPTIONS - OFFER VS. SERVE LUNCH CONCEPT

The "Offer vs. Serve Option" is designed to be more economical for the school unit and result in less waste. All lunches offered must contain five food items, but students have the freedom of choice in selecting the three, four or five items they intend to consume. They may refuse up to two items. All breakfasts offered must contain four food items, but students have the freedom to refuse one food item. Students must select either a ½ cup of fruit or vegetable with each meal.

The Offer vs. Serve concept shall be implemented in the Regional School Unit 1 schools. The Superintendent/designee shall be responsible for implementing appropriate administrative procedures and communications to carry out this policy in conformance with state and federal regulations and applicable Board policies.

Adopted: November 25, 2024

EFC Free and Reduced Price Food Programs

File: EFC

SCHOOL NUTRITION SERVICES: FREE MEALS FOR ALL STUDENTS

The Board recognizes that sound nutrition is essential to students' physical and social-emotional well-being and their readiness to learn.

Regional School Unit 1 will participate, as feasible, in the National School Lunch Program and School Breakfast Program and other food programs reimbursable through federal funds.

Beginning with the 2022-2023 school year, Regional School Unit 1 will provide free school meals to all students regardless of family income. Such meals will meet the nutritional requirements established in federal regulations.

In order to maximize funding for schools and to be able to identify additional benefits for which families may be eligible, parents will be asked to complete an alternate economic status form.

Students are still free to bring their own breakfast or lunch to school and/or to purchase a la carte items. All a la carte items must be paid for in advance or at the time of purchase.

Legal Reference: 20-A MRSA § 6601 et seq.

Cross-Reference: EFBA – Menu Options/Offer vs. Serve EF – Nutrition Services: Unpaid Meal Charges and Prohibition on Food Shaming

Adopted: May 11, 1992

Reviewed: July 10, 2006

Revised: May 19, 2014; November 25, 2024

EFDA - Restrictions on Sale of Foods

File: EFDA

RESTRICTIONS ON SALE OF FOODS

Any food or beverage sold during the normal day on school property of a school participating in the National School Lunch and Breakfast Programs shall be a planned part of the total food service program of the school and shall include only those items which contribute both to the nutritional needs of students and the development of desirable food habits. Funds from all food and beverage sales during the normal school day on school property shall accrue to the benefit of the school's non-profit school food service program, except that the Board may approve a process whereby a school or approved student organization is allowed to benefit from the sale of such foods and beverages.

Legal Reference: Ch. 51 § 2 (Me. Dept. of Ed. Rules)

Adopted: November 25, 2024

EFE Competitive Food Sales

File: EFE

COMPETITIVE FOOD SALES -- SALES OF FOOD IN COMPETITION WITH THE SCHOOL FOOD SERVICE PROGRAM

The Board recognizes that proceeds from the sale of foods and beverages outside of the School Lunch Program (“competitive foods”) are a significant source of funds for student activities that Regional School Unit 1 might not otherwise be able to provide.

“Competitive food” means all food and beverages other than those reimbursed under programs authorized by the National School Lunch Act and the Child Nutrition Act that are available for sale to students on the school campus during the school day.

At a minimum, all competitive food sold to students on the school campus during the school day must meet the nutrition standards specified in 7 CFR § 210.11.

A special exemption may be allowed for the sale of food and/or beverages that do not meet these standards for the purpose of conducting an infrequent school-sponsored fundraiser. No specially exempted fundraiser foods or beverages may be sold in competition with school meals during the meal service.

When foods and beverages are sold to attendees at community events sponsored by the school or held on school property, students, staff, parents, or school-sponsored organizations involved in such sales are encouraged to include at least some healthy food choices.

Funds from all food and beverage sales made at any time on school property shall accrue to the benefit of the school’s non-profit school food service program, except that funds raised through authorized sales outside the total food service program shall accrue to the sponsoring school or approved student organization in accordance with applicable policies, cash-management procedures and administrative directives, or to the sponsor of a community event that is held on school property in accordance with the Board’s facilities use policy.

Legal Reference: 20-A MRSA §§, 7 CFR § 210.11

Cross Reference: DFF – Student Activities Funds JJE – Student Fundraising Activities JJF – Student Activities Funds Procedure KF – Community Use of School Facilities KJA – Relations with Boosters Organization

Adopted: June 12, 2006

Revised: March 10, 2008; November 25, 2024

EGAD Copyright Compliance

File: EGAD

COPYRIGHT COMPLIANCE

The Board expects all employees and students in RSU 1 to comply with the federal copyright law and guidelines. Employees and students who willfully disregard the law/guidelines and the Board's copyright policy and procedure do so at their own risk. RSU 1 will not extend legal and/or insurance protection to employees or students for willful violations of this policy. Such violations may also result in disciplinary action.

The Superintendent is responsible for implementing this policy and the accompanying administrative procedure. The Superintendent may delegate specific responsibilities to building principals and others as he/she deems appropriate.

RSU 1 will take the following steps to discourage violations of the copyright law in the school system:

- A. All instructional staff and school administrators shall receive a copy of this policy and the accompanying administrative procedure.
- B. Copyright notices shall be posted within view of copying equipment.
- C. Teachers and library media specialists shall be responsible for informing students about the legal and ethical issues raised by copyright infringement and illegal use of copyrighted materials.

Legal Reference: 17 U.S.C. § 101 et seq. (The Copyright Act of 1976) P.L. 107-273 (The TEACH Act of 2002)

Cross Reference: EGAD-R -- Copyright Compliance Administrative Procedure GSCA -- Employee and Volunteer Use of Computers, Electronic Devices, School Network and the Internet

IJNDB -- Student Computer and Internet Use

IJNDC --School System Web Site/Web Pages

Adopted: April 28, 1986

Revised: May 11, 1992

Reviewed: July 10, 2006

Revised: May 19, 2014

Reviewed: January 29, 2020; April 12, 2024

EGAD-R Copyright Compliance Administrative Procedure

COPYRIGHT COMPLIANCE ADMINISTRATIVE PROCEDURE

This administrative procedure summarizes the major provisions found in the federal copyright law and guidelines concerning reproduction of copyrighted works by educators. This summary is not intended to replace the law/guidelines, which should be referred to when questions regarding implementation arise.

Instructional staff teaching distance learning or online courses must comply with Section III in addition to all other parts of this procedure.

I. GENERAL RULE AND COPYRIGHT OWNERSHIP

A. Presumption of copyright. Works, in any medium (written, recorded, digitally-stored, etc.) should generally be presumed to be protected by copyright law, regardless of whether the work displays a copyright notice, the symbol, “©,” or other express reservation of rights.

B. Rule against copyright violations. Except as otherwise permitted by this policy and applicable law, school employees shall not reproduce, perform or display copyrighted works without permission of the owner.

C. U. S. Government works. United States government works are not subject to copyright protection, and may freely be copied.

D. Public domain. Works that are in the public domain due to expiration of copyrights, as provided by law, may be freely reproduced, performed, or displayed.

E. Student works. Students are the owners of exclusive rights in works that they create.

F. Works made for hire. Works created by school employees in the course and scope of their employment are “works made for hire,” and the school unit retains exclusive rights in such works, unless otherwise agreed in writing by the School Board.

G. Distance learning. All rights in works created by school employees in the course of teaching distance learning courses are owned by the school unit that employs the individual(s) who created the work, unless otherwise agreed in writing by the employing school unit.

II. DEFINITIONS

A. "FAIR USE"

A copyright provides the owner with the exclusive rights of reproduction, adaptation, publication, performance and display of the covered work. The copyright law contains certain "fair use" provisions that permit limited reproduction of materials based on four criteria:

1. The purpose and character of the use, including whether such is of a commercial nature or is for nonprofit educational purposes;

2. The nature of the copyrighted work;

3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and

4. The effect of the use upon the potential market for or value of the copyrighted work.

B. "FACE- TO- FACE INSTRUCTION"

Performance or display of any copyrighted work by teachers or students without permission from the copyright holder is permissible under the following circumstances:

1. The work must be performed or displayed in a face-to-face setting by a teacher or by students; and

2. The performance or display must be in the course of teaching activities, in a classroom or a similar educational setting.

Examples of performances or displays falling under this exception include reading a play in the classroom, singing a song in a classroom or showing a filmstrip or video (provided that it has been purchased or lawfully copied).

The following sections summarize the permissible or "fair use" of different types of copyrighted works. Because the law and technological applications continue to evolve, school

unit employees are responsible for ensuring that the intended use of materials does not conflict with copyright law/guidelines and for informing students of such issues as appropriate.

III. DISTANCE EDUCATION: TRANSMISSION OF PERFORMANCES AND DISPLAYS TO REMOTE SITES

The following may be transmitted by any device or process, including the DOE Distance Learning Network, or Internet courses:

- Performance of nondramatic literary works (e.g., novels, short stories, poems); or
- Reasonable and limited portions of any other work; or
- Display of a work in an amount comparable to that which is typically displayed in the course of a live classroom only if:
 - A. The performance or display is made by, at the direction of, or under the actual supervision of an instructor as an integral part of a class session offered as a regular part of instructional activities;
 - B. The performance or display is directly related and of material assistance to the teaching content of the transmission;
 - C. The transmission is made solely for, and, to the extent technologically feasible, the reception of such transmission is limited to students officially enrolled in the particular course and employees of the school unit as part of their duties;
 - D. Technological measures are implemented that reasonably prevent retention of the work in accessible form by recipients of the transmission for longer than the class session and prevent unauthorized further dissemination of the work in accessible form by such recipients to others;
 - E. There is no interference with technological measures used by copyright owners to prevent such retention or unauthorized further dissemination of materials; and
 - F. Students in such courses must be given notice that materials used in connection with the course may be subject to copyright protection.

IV. PRINT MATERIALS

A. Permissible Uses

- 1. □A single copy of the following made for use in teaching or in preparation to teach a class:
 - a. □A chapter from a book;
 - b. □An article from a periodical or newspaper;
 - c. □A short story, short essay or short poem, whether or not from a collective work; and

□d. □A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

□2. □Multiple copies made for classroom use (not to exceed one copy per student in a course) from the following:

□a. □A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length, or an excerpt of not more than 250 words from a longer poem;

□b. □A complete article, story or essay of less than 2,500 words;

□c. □Prose excerpts not exceeding 10 percent of the whole or 1,000 words, whichever is less;

□d. □One chart, graph, diagram, cartoon or picture per book or per issue of a periodical; and

□e. □An excerpt from a children's book containing up to 10 percent of the words found in the text and not more than two printed pages of the published work.

□3. □One transparency for classroom instruction may be made from consumable materials such as workbooks, exercises, activity sheets, etc.

□4. □All permitted copying must include appropriate credits, including the author, title, date, copyright notice and any other pertinent information.

B. Prohibited Uses

□1. □More than one word or two excerpts from a single author copied during one class term; □□□

□2. □More than three works from a collective work or periodical volume copied during one class term;

□3. □More than nine sets of multiple copies made for distribution to students in one class term;

□4. □Copies made to create, replace or substitute for purchasing anthologies or collective works;

□5. □Copies made of "consumable" works, such as workbooks, exercises, standardized tests and answer sheets (except as noted in A.3 above);

□6. □The same work copied from term to term;

Ⓕ. The same material copied for more than one particular course, or copied every time a particular course is offered, unless permission is obtained from the copyright owner;

Ⓖ. Copies made when there is sufficient time prior to the intended use to obtain permission from the copyright owner; and

Ⓗ. No charges may be made to students beyond the actual cost of photocopying.

V. COMPUTER SOFTWARE

All software purchased for use in the school unit must be approved by the Technology Director. Only the Superintendent and/or other authorized personnel may obtain and sign software licensing agreements and duplication rights agreements. All terms of such licensing/duplication agreements must be observed by all school unit employees and students.

Software purchased by the school unit for classroom, lab, media center, and office use remains the property of the school unit and may be used only in school-sponsored programs and activities.

A. Permissible Uses

1. One archival (back-up) copy of copyrighted software may be made by authorized employees (unless a licensing agreement prohibits copying for any purpose).
2. Software may be used on a networked computer system if written permission is obtained or a version intended for network is used;
3. Software may be loaded on multiple equipment if it is specifically advertised as multi-load or written permission has been obtained; and
4. Preview software may be evaluated for a reasonable evaluation period before being purchased or returned.

B. Prohibited Uses

1. Illegal copies of copyrighted software programs made or used on school equipment;
2. Copies made of preview software;
3. Use of software on a networked computer system not intended for network use without written permission;
4. Multiple loading of software not specifically licensed for multi-loading without written permission;
5. Multiple copies made of copyrighted software (beyond an authorized archival copy);
6. Multiple copies made of printed documentation accompanying copyrighted software;
7. Copies made of software for sale, loan, transmission, or gift to other users; and
8. Copies made of locally produced adaptations or modifications of copyrighted software for any purpose.

VI. INTERNET

The rights of the owner of copyrighted material on the Internet are the same as the rights of the owner of traditional materials. Unless there is a clear statement that art, photos, text, and sounds are “public domain” and available for free use, it should be assumed that the material is copyrighted. All the criteria for “fair use” apply to works on the Internet just as they apply to other materials. The ease of copying materials from the Internet should not be used as an excuse for violating copyrights.

VII. OFF-AIR TELEVISION RECORDING

A. Permissible Uses

1. Off-air recordings may be made only at the request of and used by individual teachers;
2. Off-air recording of broadcast programs available to the general public without charge may be made and retained for a period not to exceed 45 calendar days after the date of recording. The following additional requirements must also be met:
 - a. The recording may be used once by individual teachers in the course of relevant teaching activities and repeated once during the first 10 consecutive school days in the 45-day retention period.
 - b. Following the first 10 consecutive school days, the recording may only be used for teacher evaluation purposes (i.e., to determine whether the broadcast program should be included in the curriculum).
 - c. Following the 45-day retention period, the recording must be erased or destroyed immediately unless written permission is obtained from the copyright owner to keep and use the program in teaching/learning activities.
3. A limited number of copies may be produced from each off-air recording to meet the legitimate educational needs of teachers. Such copies are subject to the same guidelines as the original copy.
4. An off-air recording need not be used in its entirety, but the recording may not be altered, edited, combined, or merged. All copies must include the copyright notice of the broadcast program.

B. Prohibited Uses

1. Recording broadcast programs in anticipation of requests;
2. Recording broadcast programs when there is sufficient time prior to the scheduled program to

obtain permission from the copyright owner;

- β. Recording programs from pay/satellite television channels (HBO, Cinemax, Disney, etc.);
- γ. Using or retaining recordings beyond the 45-day retention period without written permission;
- δ. Recording the same program more than once for the same teacher (regardless of how many times the program may be broadcast); and
- ε. Altering the program from the original content in any way (although the entire program need not be viewed).

VIII. USE OF PRE-RECORDED VIDEOS

Pre-recorded videos include commercially available videos marked “For Home Use Only” (such as feature films), including VHS tapes, DVD disks, filmstrips, etc.

A. Permissible Uses

Pre-recorded videos may be used in “face-to-face instruction” provided that the viewing utilizes a lawfully-made copy rented or purchased by the school unit.

B. Prohibited Uses

- 1. Videos may not be used for entertainment, filler, assemblies, fundraising, public viewing, or any other purpose without written permission of the copyright owner and permission of the building principal.
- 2. Videos may not be used when a written contract specifically prohibits use in classroom or direct instruction situations.
- 3. Videos may not be borrowed from individuals or other schools.
- 4. Videos may not be copied.

IX. MUSIC AND THEATER PERFORMANCES

Prior written permission must be obtained whenever copyrighted plays and musical numbers are to be performed or whenever copyrighted music is used as part of a performance.

X. EDUCATIONAL USES OF MUSIC

A. Permissible Uses

1. Emergency copies to replace purchased copies that for any reason are not available for an imminent performance provided that purchased replacement copies shall be substituted in due course.
2. For academic purposes other than performance, multiple copies of excerpts of works may be made provided that:
 - a. The excerpts do not constitute a performable unit (section, movement, or aria) or more than 10 percent of the entire work;
 - b. No more than one copy per student in the class is made; and
 - c. The copyright notice appears on the copies.

3. For academic purposes other than performance, a single copy of an entire performable unit (section, movement, or aria) may be made by the teacher for scholarly research or in preparation to teach a class provided that:

- a. The work is confirmed by the copyright owner to be out of print;
- b. The work is unavailable except in a larger work; and
- c. The copyright notice appears on the copy.

4. Printed copies that have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted. Lyrics may not be altered or added, if none exist.

5. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the school unit or an individual teacher.

6. A single copy of a sound recording (album, tape, cassette, or CD) or copyrighted music may be made from sound recordings owned by the school unit or an individual teacher for the purpose of constructing aural exercises or examinations. The copy may be retained by the school unit or an individual teacher.

a. This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.

B. Prohibited Uses

1. Copy to create, replace, or substitute for purchasing anthologies, collective works, and compilations;
2. Copy “consumable” works, such as workbooks, exercises, standardized tests, and answer sheets;
3. Copy for the purpose of performance (except as noted in A.(1)); and
4. Copy to substitute for the purchase of music (except as noted in A. (1-2)).

Legal Reference: 17 U.S.C. § 101 et seq. P.L. 107-273 (The TEACH Act of 2002)

Cross Reference: EGAD - Copyright Compliance

Adopted: January 26, 2015

Revised: June 24, 2024

EHA - Student Enrollment Information and Reports

STUDENT ENROLLMENT INFORMATION AND REPORTS

Accurate student enrollment information is critical in Regional School Unit 1 because it is used as a basis for State subsidy as reported on form ED 279, and because it is an important factor in the cost-sharing formula for the RSU's member municipalities.

Student enrollment counts are based on data entered into the Infinite Campus system at the school and district level, and reported to the Maine Department of Education in the April 1st and October 1st enrollment reports. For subsidy purposes, the Maine Department of Education averages the April 1st and October 1st reported enrollments of the calendar year just prior to the school year being calculated on the state subsidy report. The same enrollment numbers are used to determine cost-sharing apportionment among the Regional School Unit 1's member municipalities.

In order to ensure that Regional School Unit 1's student enrollment information is as accurate as possible, the following procedure shall be followed.

1. New and Transferring Students

A. A designated secretary in each school is responsible for obtaining all needed enrollment information for new and transferring students, and for entering this information in the Infinite Campus System. B. Residency information provided by enrolling families must be verified in writing by the appropriate town or city official.

2. Current Students

A. A designated secretary in each school is responsible for monitoring and verifying residency information for enrolled students (using information submitted annually by families and other means as necessary), and for ensuring that all Infinite Campus fields for students are correct. B. When a student moves from one municipality in Regional School Unit 1 to another, residency information must be verified in writing by the appropriate town or city official.

3. Preparation of Student Reports for the Maine Department of Education

A. [No later than October 1st and April 1st, the principal and designated secretary in each school will notify the Superintendent's Administrative Assistant

that they have reviewed the student enrollment data and that it is accurate to the best of their knowledge.

B. The Administrative Assistant will review the student information and work with the principals and designated secretaries to correct any errors.

C. No later than October 10th and April 10th, the Administrative Assistant will forward lists of student names to the appropriate municipality officials for verification.

D. The town and city officials will certify the accuracy of the student names in their town or city, in writing to the Administrative Assistant no later than October 20th and April 20th.

E. The Administrative Assistant will finalize the student reports in the form required by the Maine Department of Education and the Superintendent will certify the reports.

F. The student reports will be submitted to the Maine Department of Education, in accordance with their requirements, no later than the deadlines set by the Department (generally October 31st and April 30th).

Adopted: November 25, 2013 Revised: January 27, 2025

EHB Records Management

RECORDS MANAGEMENT

The Board is aware that records of various kinds are created and received as the school unit educates its students and manages the operations of its schools.

For the purpose of this policy, “records” are all documentary materials made or received and maintained by the school unit in accordance with law or rule or in the transaction of its business. Records may be created and received in multiple formats including but not limited to print and in various digital forms. Records specifically include electronic communications that are created, sent, and received.

Attention to the proper retention and disposal of the school unit’s records is essential not only for compliance with laws and regulations, but to protect the legal interests of the school, staff, and students and to ensure that the school unit is managed effectively.

The school unit will comply with all applicable laws, rules, and schedules pertaining to the routine retention, storage, and disposal of records and with its obligation to preserve records when litigation is reasonably anticipated or has commenced.

The Superintendent or designee shall be responsible for developing a records management program for the assignment of responsibility for various kinds of records, and the management, storage, and disposal of the school unit’s records that are consistent with applicable laws and rules and which allows for retrieval of records when necessary. The Superintendent or designee will also be responsible, by methods deemed appropriate, for informing school unit employees of this policy, making them aware of the kinds of documents, data, and materials that must be saved and those which may be disposed of or deleted, and of any specific procedures employees need to follow. The Superintendent may delegate records management responsibilities to the Technology Coordinator, school administrators, or other school unit personnel as deemed appropriate in order to facilitate the implementation of this policy.

Board Records

The Board shall keep such records as are necessary for the transaction of its business. The Superintendent shall act as custodian of Board records in their role as Secretary of the Board and will be responsible for storing Board and subcommittee minutes, reports, and studies commissioned by the Board, and other Board documents, data, and materials in a manner consistent with this policy and with applicable laws and rules.

Legal Reference: 5 M.R.S.A. § 91 et seq. (Archives and Records Management Law) Maine Secretary of State, Maine State Archives
(Local Government Records Retention Schedule) Maine Department of Education Rule Chapter 125

(Basic School Approval)

Cross Reference: BHE - Board Use of Electronic Mail GBJ - Personnel Records GBJC - Retention of Application Materials GCSA - Employee and Volunteer Use of Computers, Electronic Devices, School Network and the Internet JRA - Student Education Records and Information

Adopted: March 16, 2009 Reviewed: May 5, 2014 Revised: February 26, 2024

EI Insurance Program/Risk Management

File: EI

INSURANCE PROGRAM/RISK MANAGEMENT

Regional School Unit 1 will maintain insurance coverage to protect the property and financial resources of the school system and to protect employees and School Board members from personal loss that is the result of their discharging of their Board responsibilities.

The Superintendent/designee shall be responsible for developing and implementing a risk management program to:

1. Identify and evaluate the school system's and Board members' exposure to loss;
2. Make recommendations concerning purchase of insurance (including but not limited to workers compensation, property and casualty and liability insurance);
3. Administer procedures to reduce risk of financial loss, damage to property and injury to employees, students and the public;
4. Develop protocols/procedures for dealing with claims; and
5. Comply with all applicable statutes and regulations related to the district's insurance coverage.

This policy does not apply to employee benefits such as health or disability insurance, which are negotiated or approved by the Board.

Adopted: March 23, 2026

EI-R Return to Work and Reasonable Accommodations Administrative Procedure

File: EI-R

RETURN TO WORK AND REASONABLE ACCOMMODATIONS

ADMINISTRATIVE PROCEDURE

A. Purpose

The following procedure is intended to guide administrators in assessing possible reasonable accommodation requests made by employees as well as for employees receiving workers' compensation benefits in order to facilitate employees' ability to work (when feasible), and to effectively manage workers' compensation costs for the school unit. Regional School Unit 1 also has an obligation to comply with federal and state disability laws by providing reasonable accommodations when necessary for qualified employees with disabilities (as defined by applicable law), provided that (1) the employee is otherwise qualified to safely perform the essential functions of the job, and (2) such accommodations do not impose undue hardship on the school unit.

B. Procedure

When accommodations are requested by an employee, or in cases where Regional School Unit 1 determines that a discussion about alternatives to leave from work is appropriate, the following procedure will be utilized.

1. The Superintendent or their designee will request and obtain sufficient and current medical documentation to substantiate that the employee has a disability and needs an accommodation(s) to perform the essential functions of their job.
2. A designated administrator(s) will meet with the employee to discuss their job responsibilities, their current medical situation, any recommendations from their medical provider(s), as well as potential workplace accommodations that may be effective.

- a. Accommodations that may be considered include making existing facilities used by employees readily accessible to and useable by individuals with disabilities; job restructuring (adjusting how or when essential functions are to be performed); part-time or modified work schedules; reassignment to a vacant position; acquiring or modifying equipment or devices; adjustment or modifications of exams, training materials, or policies; providing qualified readers or interpreters; and other similar accommodations. Regional School Unit 1 reserves the right to select the accommodation.
 - b. Documentation will be maintained concerning any accommodations that Regional School Unit 1 determines will be provided, and the duration of accommodations, if known.
 - c. Accommodations will be reviewed periodically by the responsible administrator to ensure that the accommodation(s) continue to be necessary and effective. The Regional School Unit 1 reserves the discretion to request updated medical information as necessary to inform decision making.
3. Regional School Unit 1 is not legally required to adjust or reallocate the essential functions of a job and/or to create "light duty" assignments. However, there may be instances when Regional School Unit 1 may exercise its discretion to adjust essential job functions or create / approve a "light duty" assignment in situations where (1) an employee has short-term medical restrictions (usually no longer than 60 work days), and (2) the adjustment is feasible considering the school unit's needs, operations, and staffing levels. In no circumstances does any such temporary modification in job functions or a "light duty" assignment establish a new position or assignment or displace other employees. Although "light duty" assignments will generally not be approved in situations extending beyond 60 work days, the Superintendent may approve a longer assignment where the arrangement continues to meet the needs of the school unit.

Adopted: March 23, 2026