

**BRUNSWICK SCHOOL DEPARTMENT**  
**REVENUE AND EXPENSE REPORT FOR NOVEMBER 30, 2017**

School Year 2017-18

<b>Revenues</b>		<b>Approved 06/13/17</b>	<b>Adjustments</b>	<b>Revised Budget</b>	<b>Revenues through 11/30/17</b>	<b>Remaining Bal.</b>	<b>% Collected</b>		
	Unapprop. Fund Bal.	\$ 2,611,364.00	\$ -	2,611,364.00	\$ 2,611,364.00	\$ -	100.00%		
	State Subsidy	\$ 9,914,775.00	\$ 600,000.00	10,514,775.00	\$ 3,862,804.56	\$ 6,651,970.44	36.74%		
	Local Share	\$ 24,707,992.00	\$ (200,000.00)	24,507,992.00	\$ 24,507,992.00	\$ -	100.00%		
	Tuition	\$ 71,338.00	\$ -	71,338.00	\$ 6,346.84	\$ 64,991.16	8.90%		
	Misc.	\$ 63,000.00	\$ -	63,000.00	\$ 7,392.48	\$ 55,607.52	11.73%		
	Other	\$ 110,000.00	\$ -	110,000.00	\$ 110,000.00	\$ -	0.00%		
	<b>Total Revenue</b>	<b>\$ 37,478,469.00</b>	<b>\$ 400,000.00</b>	<b>\$ 37,878,469.00</b>	<b>\$ 31,105,899.88</b>	<b>\$ 6,772,569.12</b>	<b>82.12%</b>		
<b>Expenses By Warrant Number</b>		<b>Approved 06/13/17</b>	<b>Adjustments</b>	<b>Revised Budget</b>	<b>Expended Through 11/30/17</b>	<b>Encumbrances</b>	<b>Remaining Bal.</b>	<b>% Remaining</b>	<b>% Expended</b>
1	Regular Instruction	\$ 16,114,873.12	\$ 183,999.00	16,298,872.12	\$ 4,522,549.82	\$ 10,775,913.65	\$ 1,000,408.65	6.14%	27.75%
2	Spec. Ed. Instruction	\$ 5,462,310.22	\$ -	5,462,310.22	\$ 1,626,463.34	\$ 3,290,663.95	\$ 545,182.93	9.98%	29.78%
3	CTE	\$ 881,756.00	\$ -	881,756.00	\$ 440,878.14	\$ 440,877.86	\$ -	0.00%	50.00%
4	Other Instruction	\$ 750,171.29	\$ 28,000.00	778,171.29	\$ 222,170.18	\$ 78,575.37	\$ 477,425.74	61.35%	28.55%
5	Student & Staff Support	\$ 3,332,439.05	\$ 188,001.00	3,520,440.05	\$ 1,156,344.67	\$ 1,787,870.19	\$ 576,225.19	16.37%	32.85%
6	System Administration	\$ 1,007,763.00	\$ -	1,007,763.00	\$ 392,217.99	\$ 466,474.15	\$ 149,070.86	14.79%	38.92%
7	School Administration	\$ 1,593,750.00	\$ -	1,593,750.00	\$ 639,480.39	\$ 873,880.24	\$ 80,389.37	5.04%	40.12%
8	Transportation	\$ 1,822,046.60	\$ -	1,822,046.60	\$ 679,242.37	\$ 832,075.01	\$ 310,729.22	17.05%	37.28%
9	Operation & Maintenance	\$ 4,522,678.86	\$ -	4,522,678.86	\$ 1,627,478.98	\$ 1,255,460.70	\$ 1,639,739.18	36.26%	35.98%
10	Debt Service	\$ 1,766,894.86	\$ -	1,766,894.86	\$ 94,693.82	\$ 1,672,201.04	\$ -	0.00%	5.36%
11	All Other	\$ 110,000.00	\$ -	110,000.00	\$ 110,000.00	\$ -	\$ -	0.00%	100.00%
12	Adult Education	\$ 113,786.00	\$ -	113,786.00	\$ -	\$ 113,786.00	\$ -	0.00%	0.00%
	<b>Total Budget</b>	<b>\$ 37,478,469.00</b>	<b>\$ 400,000.00</b>	<b>\$ 37,878,469.00</b>	<b>\$ 11,511,519.70</b>	<b>\$ 21,587,778.16</b>	<b>\$ 4,779,171.14</b>	<b>12.62%</b>	<b>30.39%</b>

**BRUNSWICK SCHOOL BOARD**  
**2018**  
**REGULAR BOARD MEETINGS**

**7:00 p.m., Council Chambers, Town Hall, 85 Union Street**

<b>January</b>	<b>2</b>	<b>Swearing-in Ceremony</b>
<b>January</b>	<b>10</b>	
<b>February</b>	<b>14</b>	<b>Budget Discussions Begin</b>
<b>March</b>	<b>14</b>	<b>Budget Discussion</b>
<b>April</b>	<b>11</b>	
<b>May</b>	<b>9</b>	
<b>June</b>	<b>13</b>	
<b>July</b>	<b>11</b>	
<b>August</b>	<b>8</b>	
<b>September</b>	<b>12</b>	
<b>October</b>	<b>10</b>	
<b>November</b>	<b>14</b>	
<b>December</b>	<b>12</b>	

**WORKSHOPS/SPECIAL MEETINGS**

**Workshops and Special Meetings** are generally held in the Council Chambers at 6:30 p.m. and are subject to change.

<b>January</b>	<b>24</b>	<b>Goal Setting Workshop</b> (Dinner meeting, Hawthorne Conference Rm)
<b>February</b>	<b>28</b>	<b>Budget Workshop</b>
<b>March</b>	<b>7</b>	<b>Budget Workshop</b>
<b>March</b>	<b>21</b>	<b>Public Forum on the Budget</b>
<b>March</b>	<b>28</b>	<b>Special Meeting - Budget</b>
<b>June</b>	<b>20</b>	<b>Special Meeting</b> (Superintendent Evaluation/Review)
<b>Sept.</b>	<b>26</b>	<b>Workshop</b>
<b>Oct.</b>	<b>24</b>	<b>Workshop</b>
<b>Nov.</b>	<b>28</b>	<b>Workshop</b>

- c. School Board, Press, Administrators, Town Office, MVR10, Merrymeeting Adult Ed, TV Cable 3, web, post

**Brunswick High School**  
 Shanna Crofton, Principal  
 116 Maquoit Rd, Brunswick, ME 04011  
 207-319-1910 ~ 207-319-5518 (fax)  
 CEEB: 200185



**High School Transcript for:**

	S1	S2	YR	CR	Community Service	
<b>14-15 Brunswick High School</b>						
Gr 9 Honors English I	92	92	92	1.00	30 - Hours Required 55 - Community Service Hours Earned	
Gr 9 Anc/Med. History	96	97	97	1.00		
Gr 9 Hon Geometry/Alg.II	93	97	95	1.00		
Gr 9 Honors Geophysical Science	95	94	95	1.00		
Gr 9 Honors Spanish II	92	92	92	1.00		
Gr 9 Latin I	97	96	97	1.00		
Gr 9 Intro to Computer Appl.		98		0.50	<b>Current Classes</b>	
Gr 9 Physical Education	99	99		1.00		
<b>15-16 Brunswick High School</b>						
Gr 10 Honors English II	96	92	94	1.00	AP Calculus (B-C) AP Latin: Vergil AP Statistics AP/Lit English IV Engineering Design Technology I Flex Time Honors Physics Math Team SH AP Bio/Chem/Phy Study Hall	
Gr 10 Mod. Europ. Hist.	98	97	98	1.00		
Gr 10 Honors Pre-Calc	95	96	96	1.00		
Gr 10 Honors Biology	94	94	94	1.50		
Gr 10 Honors Spanish III	96	96	96	1.00		
Gr 10 Latin II	97	97	97	1.00		
Gr 10 Basic Music Theory	94			0.50		
Gr 10 Health		96		0.50		
<b>16-17 Brunswick High School</b>						
Gr 11 Honors English III	92	94	93	1.00		<b>Grading</b>  A = 4.0 (93-100%) A- = 3.7 (90-92 %) B+ = 3.3 (87-89%) B = 3.0 (83-86%) B- = 2.7 (80-82%) C+ = 2.3 (77-79%) C = 2.0 (73-76%) C- = 1.7 (70-72%) D+ = 1.3 (67-69%) D = 1.0 (63-66%) D- = 0.7 (60-62%) F = 0.0 (below 60%)  P = Passing WF = Withdraw Fail NC = No Credit AUD = Audit
Gr 11 AP US History and Government	93	95	94	1.50		
Gr 11 AP Calculus (A-B)	95	97	96	1.00		
Gr 11 Honors Chemistry	93	96	95	1.50		
Gr 11 Honors Spanish IV	95	96	96	1.00		
Gr 11 Latin III	95	91	93	1.00		
Gr 11 Wind Ensemble	100	100	100	1.00		
<b>Endorsement</b>						
<b>Extended Learning Oppritunities</b>						
<b>Accreditation</b>						
Accredited by: Public School Accredited by State of Maine and New England Association of Schools & Colleges						

Date Printed: December 1, 2017  
 Credits Earned/Potential: 23.000/23.000  
 Cumulative GPA:  
 Rank:  
 Latin Honors  
 Graduation Date:

Withdraw Reason

Date

School Official

# Standards Based Transcript

ENGLISH LANGUAGE ARTS	Proficiency Level
Reading Analysis	
Reading Craft And Structure	
Writing Analysis	
Writing Craft	
Research-Based Writing	
Speaking And Listening	

SCIENCE	Proficiency Level
Energy And Matter	
How Structure Influences Function	
Patterns In The Physical And Natural World	
Cause And Effect	
Stability And Change Within A System	

HEALTH	Proficiency Level
Health Promotion And Disease Prevention	
Influences On Health Behaviors	
Access Valid Health Information	

SOCIAL STUDIES	Proficiency Level
Research	
Civics And Government	
Economics	
Geography	
History	

Math	Proficiency Level
Numbers And Quantity	
Algebra	
Functions	
Geometry	
Statistics And Probability	

VISUAL AND PERFORMING ARTS	Proficiency Level
<b>Visual Art</b>	
Disciplinary Literacy	
Creation, Performance, And Expression	
Creative Problem-Solving	
Aesthetics And Criticism	
Creative Problem-Solving	
<b>Theatre</b>	
Disciplinary Literacy	
Creation, Performance, And Expression	
Creative Problem-Solving	
Aesthetics And Criticism	

PHYSICAL EDUCATION	Proficiency Level
Movement Motor Skills And Knowledge	
Fitness Activities And Knowledge	
Personal And Social Skills And Knowledge	

WORLD LANGUAGES	Proficiency Level
Interpersonal Communication	
Interpretive Communication	
Presentational Communication	
Cultures	
Connections	

M = Meets  
DNM = Does Not Meet

*Brunswick High School Guiding Principles and  
21st Century Learning Expectations  
Graduation Standards and Performance Indicators*

- |                   |  |
|-------------------|--|
| <i>Standard 1</i> | <i>Communicate clearly and effectively</i>                               |
| <i>Standard 2</i> | <i>Demonstrate the habits of being a self-directed life-long learner</i> |
| <i>Standard 3</i> | <i>Apply creative and practical approaches to solving problems</i>       |
| <i>Standard 4</i> | <i>Engage in responsible and involved citizenship</i>                    |
| <i>Standard 5</i> | <i>Demonstrate integrative and informed thinking</i>                     |

## Proposed REAL School Trip- New England Aquarium, Boston

About the New England Aquarium: “The New England Aquarium is a global leader in ocean exploration and conservation. The NEA is a catalyst for global change through public engagement, commitment to marine animal conservation, leadership in education, innovative scientific research, and effective advocacy for vital and vibrant oceans.” (<http://www.neaq.org/about-us/>)

Trip Overview: REAL School staff proposes a trip to see the New England Aquarium in Boston as a highly engaging activity that works towards Science/English credits while simultaneously working towards the identified goals of increasing student interest, positive staff/student relationships, and providing life aspirations activities. Due to the high value of this activity, it will also be used as an incentive item to encourage greater school performance. Students will be invited based on interest and recent school performance. Students will be required to attend three pre-trip meetings to complete learning activities and return trip paperwork. Many of our students come from financially insecure homes. We have generated funding from outside donors for our student activity fund. This is exactly what these donations were meant to support. The majority of our students lack the opportunity to engage in these types of opportunities outside of school, so this field trip will be an opportunity to engage them in a unique way. The academic components, in addition to physicality of the show, will expose our students to healthy risks.

Chaperon Staff: Evan Kumagae + 1

Other Staff Impacts: Mike Davis and Sadie Russell (offer in school programming for students who don't attend), Melissa Mullison (coordinate van coverage and bag lunches)

Number of Students: 3-4 students from the High School

Emergency Contact: Martin Mackey, REAL School Principal.

Proposed Date and Time:

Thursday, December 21, 2017(preffered) OR Thursday, January 11

Location: Central Wharf, Boston, MA 02110-3399

Day of Performance Itinerary:

9:30-1130: Drive to Boston and Park

1130-1200: Eat bag lunches

12:00-5:00: Aquarium

5:00-5:30: Drive to Dinner (Casa Vallarta, 114 Broadway, Saugus, MA 01906)

5:30-6:15: Eat Dinner

6:15-8:15: Drive Home, Drop Students off at home

Budget (student activities fund) and other needs:

Aquarium entry with IMAX: \$31.95/pp

Parking: \$30

Dinner Budget: \$12/pp

Bag Lunches: From BSD

1 Van All Day: 250 miles driving + tolls

Signed permission slips & permission to treat from each student (turned in 1 week prior to trip)

FIRST READ DECEMBER 2017

COMMUNICABLE/INFECTIOUS DISEASES

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

All students under quarantine shall be excluded from school and school activities. Quarantine regulations established by the Bureau of Health shall be observed. The school nurse shall be responsible for notifying the local health department of all students having a communicable disease as required by law and Department of Education rules. The building principal shall be notified of all communicable disease cases and contacts in the school.

Students who have other types of communicable diseases shall be excluded from school as prescribed by law, or shall observe other protective procedures according to recommendations issued by the Maine Center for Disease Control and Prevention and in accordance with laws of confidentiality.

When a student returns to school after having had a communicable disease, a certificate from the attending physician may be required. The building principal and/or the school nurse must give permission before the student is readmitted to class.

*Legal Reference:* 5 MRSa § 19201 *ets. eq.*  
20-A MRSa §§ -1001.1 I-A 6301  
22 MRSa §§ 8-01, \_80211, 806, 823, 824  
*Adopted:* 5/23/78  
*Revised:* 2/11/98  
11/2017

FIRST READ DECEMBER 2017

ADMINISTERING MEDICINES TO STUDENTS

Although the Board discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short-term illness, injury, or disabling condition may require the administration of medication during the school day. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

The intent of this policy is to promote the safe administration of medications to students by school personnel. This policy provides for authorization of student self-administration of medications. The Board encourages collaboration between parents/guardians and the schools in these efforts. The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from administration or self-administration of medication.

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

*Legal Reference:* 20-A MRS §§ 254; 4009 (4)  
Ch. 40 (ME Dept. of Ed. Rule)  
28 C.F.R. Part 35 (Americans with Disabilities Act of 1990)  
34 C.F.R. Part 104 (Section 504 of the Rehabilitation Act of 1973)  
34 C.F.R. Part 300 (Individuals with Disabilities Education Act)

*Adopted:* 5/23/78  
*Revised:* 7/17/84, 4/10/96  
*Reviewed:* 4/7/97  
*Revised:* 11/2017

## FIRST READ – DECEMBER 2017

## WEAPONS, VIOLENCE AND SCHOOL SAFETY

The Brunswick School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

School staff are required to immediately report incidents of prohibited conduct by students to the school administration for investigation and appropriate action.

## I. PROHIBITED CONDUCT

Students, staff and all other persons are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

- A. Possession and/or use of articles commonly used as weapons or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to firearms, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, or clubs.
- B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort.
- C. Possession of items or objects, whether designed to be used as guns, weapons, or firearms or not, that are replicas of guns, weapons, or firearms or that resemble any items commonly used as weapons in likeness. Examples include, but are not limited to BB guns, airsoft guns, pellet guns, paintball guns, toy guns, pocket knives.
- D. Willful and malicious damage to school or personal property.
- E. Stealing or attempting to steal school or personal property.
- F. Lewd, indecent or obscene acts or expressions of any kind.
- G. Violations of the Brunswick School Department's drug/alcohol and tobacco policies.
- H. Violations of state or federal laws.
- I. Any other conduct that may be harmful to persons or property.



II. EXCEPTIONS TO PROHIBITIONS ON POSSESSION AND DISCHARGE OF FIREARMS ON SCHOOL PROPERTY

The prohibition on the possession and discharge of firearms on school property does not apply to law enforcement officials acting in the performance of their duties.

III. USE OF OTHER WEAPONS IN INSTRUCTIONAL ACTIVITIES

Nothing in this policy shall prevent the school system from offering instructional activities using objects other than firearms that are generally considered weapons (e.g., bows and arrows) or from allowing an object generally considered a weapon to be brought to school for supervised instructional activities (e.g., archery).

IV. DISCIPLINARY ACTION

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA § 1001(9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing, and trafficking of scheduled drugs.

A student who is determined to have brought a firearm to school or to have possessed a firearm at school shall be expelled for a period of not less than one year, except that this requirement may be modified by the Superintendent on a case-by-case basis.

All firearms violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent. Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations.

V. NOTIFICATION TEAM/CONFIDENTIALITY

Maine law authorizes law enforcement officers and criminal justice agencies to share with a superintendent or principal information pertaining to a juvenile when the information is credible and indicates an imminent danger to the safety of students or school personnel on school grounds or at a school function. Maine law requires the District Attorney to notify the superintendent when a juvenile is charged with use or threatened use of force or is adjudicated as having committed one or more juvenile crimes that involve the use or threatened use of force.

Within ten days, or immediately if necessary for school safety, the Superintendent shall convene a notification team. The notification team must include the

administrator/designee of the school building where the student attends, at least one classroom teacher to whom the student is assigned, a guidance counselor, and the student's parent/guardian.

The notification team shall determine on this basis of need which school employees are entitled to receive information concerning allegations or adjudications of use or threatened use of force. Information received by the Superintendent/designee and disclosed to the notification team and/or disclosed to school employees is confidential and may not become part of the student's educational record.

The Superintendent shall ensure that confidentiality training is provided to all school employees who have access to this information.

## V. PSYCHOLOGICAL EVALUATION/RISK ASSESSMENT

The Board authorizes the Superintendent to request an immediate psychological evaluation of a student who engages in conduct prohibited by this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school. The Superintendent is also authorized to request psychological evaluations of students who have been identified as posing a substantial risk of violent behavior. All such evaluations shall be performed at the Brunswick School Department's expense. If the parent/guardian and/or student refuses to permit a requested psychological evaluation, the Superintendent and the Board may draw any reasonable inferences from the student's behavior concerning the risk the student poses to school safety for purposes of determining appropriate action.

*Legal References:* 5 M RSA § 4681 et seq.  
15 M.R.S.A. §§ 3301-A; 3308(7)(E); 3009  
17-A M RSA §§ 2(9); 2(12-A)  
20 USCA § 7151 (Gun-Free Schools Act)  
20-A M RSA §§ 1001(9); 1001(9-A); 1055(11); 6552

*Adopted:*

## IMMUNIZATION OF STUDENTS

Students entering the Brunswick School Department must meet the following State of Maine vaccination requirements. The goal of these requirements is to help protect your child and all children attending school against disease. Please visit with your own healthcare professional to ensure that your child's vaccinations are up-to-date.

If your child does not have a health record that shows he or she has had chickenpox, he or she will be required to have the varicella (chickenpox) vaccine. As parent or legal guardian, if you have sincere religious or philosophical beliefs for not immunizing your child, you must state so in writing and in a letter to the school. If there are health reasons for not having your child immunized, you need to give the school a letter from your child's healthcare provider explaining the medical reason.

State law now requires a show of proof of immunity for chickenpox as follows:

School Year	Grade
2003/2004	K and 1
2004/2005	K, 1, 2, and 9
2005/2006	K, 1, 2, 3, 6, 9, and 10
2006/2007	K, 1, 2, 3, 4, 6, 7, 9, 10, and 11
2007/2008	K-12

Any student who does not have a waiver of immunization due to either medical or religious or philosophical beliefs must be excluded from school if there is an outbreak of a disease for which the student is not immunized. In the event that any outbreak of disease exists, the school nurse will notify the building principal of any student(s) not appropriately immunized. The building principal will inform the Superintendent or his/her designee who will take action to exclude from school any and all students not properly meeting the State of Maine's immunization requirement during any outbreak of disease.

*Revised: 6/11/03*

**Sample parent letter requesting immunization records.**

*School Letterhead*

Date

Dear Parent/Guardian:

A review of the Student Health Record of \_\_\_\_\_  
(Student Name)

has found that there is no record of or the record is incomplete for the following immunizations that are required by Maine State Law for enrollment in school.

\_\_\_DPT/DtaP/DT/Td (diphtheria, pertussis, tetanus)      \_\_\_ OPV or IPV (Polio)

\_\_\_MMR (measles, mumps, rubella)                      \_\_\_Chickenpox (Varicella)

These records must be received by \_\_\_\_\_. Please bring, send or fax a copy of the immunization record to the school by this date. Maine State Law allows for a one-time 90-day period from the time of school registration and allows for 21 days to transfer health records for a student enrolling in a new school. Following this time period, the superintendent is required by state law to exclude from school and school activities, any student who is not adequately immunized. An exclusion notice will be sent to you.

There are two exceptions.

1. If the student's physician believes the immunizations are medically inadvisable, a written statement to that effect signed by the physician must be given to the school each year.
2. If you have a religious or philosophical objection to immunizations, you must write a statement indicating your objections and provide it to the school each year.

Students who have a waiver of immunization either for medical or religious or philosophical reasons will be excluded from school if there is an outbreak of a disease for which the student is not immunized.

*School Nurse*  
*Phone and Fax #*

*Adopted: 6/11/03*

Brunswick School Department  
46 Federal Street, Brunswick, Maine 04011

**IMMUNIZATION EXEMPTION FORM**

As a parent/guardian of \_\_\_\_\_  
(Student name)  
in grade \_\_\_\_\_ and date of birth \_\_\_\_\_

I am requesting a waiver for the following immunizations:

All required immunizations:

Specific Immunizations:  DTAP  I/OPV  MMR  Varicella

I understand that in the case of an outbreak of the specific disease for which my child is not protected, my child will be kept out of school and school activities. The length of time my child will be kept out of school may vary from a week to over a month depending on the disease and length of the outbreak. I also understand that if my child is kept out of school, the school is not required to provide off-site classes or tutoring. The school may make reasonable accommodations to assist my child in keeping up with class work.

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**Medical Exemption** (Physician to complete A or B, date and sign)

A. The following immunizations are harmful to this child's health \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. I observed this child while he/she experienced the following illness(es) and a vaccine designed to protect against the disease(s) is not necessary \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_   
Date

\_\_\_\_\_   
Physician's Signature

---

Parents or Guardians seeking exemption on the basis of sincere religious or philosophical belief should provide a written statement below:

**SINCERE RELIGIOUS OR PHILOSOPHICAL BELIEF**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_   
Date

\_\_\_\_\_   
Signature of Parent or Guardian

Brunswick School Department  
46 Federal Street, Brunswick, Maine 04011

## IMMUNIZATION REQUIREMENTS

### DOSES

### IMMUNIZATION

5	DTaP (4 doses if 4th dose given after 4th birthday)
4	Polio vaccines (3 doses if 3rd dose given after 4th birthday)
2	MMR (1st dose on or after 1st birthday)
	Chickenpox (proof of immunity can be shown in one of three ways):
	<ol style="list-style-type: none"> <li>1. A note or health record from your doctor showing your child has had chickenpox</li> <li>2. A valid Immunization Record showing your child has had the chickenpox vaccine</li> <li>3. Results of a blood test that shows your child is immune to chickenpox</li> </ol>

*Any child who does not meet these requirements within 90 days of registration may not attend school. You must bring documentation of immunization dates to the school office by the start of school or present one of the following:*

- A physician's written statement that immunization is medically inadvisable
- A written statement each year stating an opposition to immunization because of a sincere religious, moral, philosophical or personal reason

---

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

\_\_\_\_\_ Immunization Record attached

\_\_\_\_\_ Immunization Record NOT attached

## STUDENTS WITH HIV/AIDS

### I. PURPOSE

Infection with the Human Immunodeficiency Virus ("HIV") is a major public health problem. HIV carriers may develop AIDS ("Acquired Immune Deficiency Syndrome"), or may be asymptomatic.

The purpose of this policy is to establish what actions shall be taken in the event the Brunswick School Department is made aware that a student attending school is infected with HIV. This policy has been adopted to assure that the rights and safety of all involved are preserved.

### II. POLICY ELEMENTS

- A. In general, the Brunswick School Department shall provide educational opportunities for students infected with HIV just as it does for other students.
- B. In the event that a public health threat is perceived by the student's private physician, the Bureau of Health must be notified, and will then conduct an evaluation. If the school is notified of a student infected with HIV by the parents/guardians and becomes concerned about the safety of that student, other students, or staff, a similar evaluation may be requested. At any time the Brunswick School Department becomes concerned that a particular student poses a public health threat to others, advice may be requested from the Bureau of Health. The Superintendent also may consult on a strictly confidential basis with the school attorney.
- C. If the Bureau of Health determines that conditions exist which suggest that a student with an HIV infection is a health threat to the school community, the Bureau of Health and/or the Superintendent shall remove the student from the usual classroom setting until other arrangements can be made or until the Bureau of Health determines that the risks have abated. The health status of a student temporarily removed from the usual school setting in order to protect the health of the student or others will be re-evaluated at least quarterly by the Bureau of Health.
- D. Current Maine law protects the confidentiality of HIV test results with certain statutory exceptions. HIV test results may not be disclosed to anyone other than the Bureau of Health without written consent of parents/guardians. Records containing information about HIV test results and consent forms relating to test results shall be kept separate from other school records. Only those persons given written consent by the student's parents/guardians shall have access. The School Principal or designee will determine where records will be stored.

- E. With written consent of the parents/guardians, the school shall designate an individual or team to:
1. serve as the liaison between the school and the student's parents, the student's physician and, if necessary, the Bureau of Health; and/or
  2. serve as the supervisor of the medical component of the student's educational experience.

Any team member or individual entrusted with the knowledge of a student infected with HIV must, by law, keep his/her knowledge of that child's status confidential, and access to information shall be limited only to those persons authorized in writing by the student's parents/guardians.

- F. At the parents/guardians written request, a designated team member, usually the school nurse, will to the extent practicable notify the student's parents/guardians and/or the student's physician in the event that the designated team member becomes aware that infections occur in the school population that may place an immunodeficient student at increased risk as defined by the student's physician or Bureau of Health. The decision whether or not to remove an immunodeficient student from school because of medical risk to that student will be made by the parents/guardians and the student's physician.
- G. Because of the inability to identify individuals who may be infected with HIV or other agents transmissible through blood and other body fluids, the Brunswick School Department shall follow standard procedures in consultation with the Bureau of Health. All staff members shall participate in training on how to deal with body fluids that they may encounter as part of their daily tasks. The procedures for cleaning bodily fluid spills shall be reviewed annually by all school staff members.
- The standard procedures developed by administration in consultation with the Bureau of Health shall address the fluoride mouth rinse program.
- H. The Brunswick School Department will seek to provide educational programs to inform parents/guardians, students and staff regarding AIDS and other communicable diseases even though there may not be students with infection currently enrolled.
- I. In any instance where this policy requires the consent of the parents/guardians of a HIV-infected student, consent must be obtained directly from the student if the student is 18 years of age or older.

*Adopted: 4/12/88*

*Revised: 2/11/98*



**BRUNSWICK SCHOOL DEPARTMENT**

**MEDICATION DURING SCHOOL YEAR:**

Student's Name \_\_\_\_\_ Phone \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

**MEDICATION MUST BE SENT IN THE ORIGINAL CONTAINER**

Name of Medication	Dosage	Time to be administered

Reason for medication \_\_\_\_\_

Side effects \_\_\_\_\_

I give permission for school personnel to dispense this medication to the above student in school.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**PHYSICIAN'S EXAMINATION**  
(to be filled out by student's physician)

Name \_\_\_\_\_ M/F \_\_\_\_\_ Birthdate \_\_\_\_\_  
Grade \_\_\_\_\_ School \_\_\_\_\_

**Physical exams are recommended for students entering  
Kindergarten, Grade 6 and Grade 9.**

Height \_\_\_\_\_ Weight \_\_\_\_\_ BP \_\_\_\_\_ P \_\_\_\_\_ BMI \_\_\_\_\_  
Visual acuity R \_\_\_\_\_ L \_\_\_\_\_ Hearing R \_\_\_\_\_ db L \_\_\_\_\_ db

<u>yes</u>	<u>no</u>		<u>yes</u>	<u>no</u>	
___	___	frequent headaches	___	___	toileting problem
___	___	dizziness/fainting	___	___	behavior/emotional problem
___	___	seizures	___	___	physical limitation
___	___	vision problem	___	___	scoliosis
___	___	hearing problem	___	___	heart disease
___	___	asthma/chronic cough	___	___	chronic illness
___	___	allergy	___	___	learning problem
___	___	frequent abdominal pain	___	___	special diet needs
___	___	diabetes	___	___	dental problems

**Lab dates and results:**

TB test \_\_\_\_\_ type \_\_\_\_\_ results \_\_\_\_\_ Rx \_\_\_\_\_  
Lead screening \_\_\_\_\_ Urine \_\_\_\_\_ Hgb/Hct \_\_\_\_\_

**PROBLEM LIST**

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_

**PLAN (meds, services, follow-ups)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IMMUNIZATIONS: (BOLD immunizations are mandatory by state law)**  
**(exact dates MONTH/DAY/YEAR are required for the following)**

	<b>DPT</b>	<b>OPV /IPV</b>	<b>MMR</b>	<b>HIB</b>	<b>HBV</b>
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	Pneumococcal
	_____	_____	Other _____	_____	_____

TD/dT \_\_\_\_\_

**VARICELLA:** vaccine date \_\_\_\_\_ or disease date \_\_\_\_\_  
or titer results and date drawn \_\_\_\_\_

Student may participate in a full school program including a vigorous physical education program and interscholastic athletics. (Specify limits if needed)

Physician Name (printed) \_\_\_\_\_  
(rev 04/03)

Physician Signature \_\_\_\_\_  
Date of Exam \_\_\_\_\_

## WEAPONS IN SCHOOL

- I. Possession or use of a weapon on school property is prohibited. If any person uses or is found to be in possession of a weapon on school premises at any time or at any school-sponsored activity, he/she is subject to administrative action which may include suspension, expulsion or legal action.

Additionally, as required by 20-A M.R.S.A. Subsect. 1001 (9-A) and the federal Gun-Free Schools Act of 1994, students who are found to have brought a firearm, as defined in 18 U.S.C.A. Subsect. 921 et. seq., to school shall be expelled by the school board for a period of not less than one year and referred to the appropriate local law enforcement agency. As further authorized by those statutes, the superintendent may exercise his or her discretion to modify this expulsion requirement on a case-by-case basis. The school department will report any firearm violation to the criminal justice or juvenile delinquency system and provide annual documentation of such incidents as required by the federal Gun-Free Schools Act.

- II. A weapon is defined as
- A. any object or substance used or designed to inflict bodily harm or to threaten other persons. Examples include, but are not limited to, firearms, artificial knuckles, knives, chains, clubs, throwing stars, and air guns, or
  - B. any object or substance designed for other purposes which is used in a manner to inflict bodily harm or threaten other persons. Examples include, but are not limited to, belts, combs, pencils, files, compasses, scissors, chemicals, and sprays.
- III. An object or substance presented in a concealed or open manner as a weapon shall be presumed to be a weapon.

*Adopted: 6/21/94*

*Revised: 4/10/96*

*Revised: 5/30/97*