

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MEETING AGENDA
Monday, October 17, 2016 ~ 6:00 pm**

Note: Meeting will be held in City Council Chambers, 3rd Floor, City Hall Annex

Members present: Jon Mapes, John Roux, Thomas Miscio, Scott Sheppard, Kendra Williams

Student Reps present: Summer Korpaczewski
Cole A. Jones

Staff present: David Theoharides, Superintendent
Matt Nelson, Assistant Superintendent
Gwen Bedell, Business Administrator
Bernie Flynn, Curriculum Director

Guests present:

A. Call to Order Time: ____ pm

B. Pledge of Allegiance

C. Adjustments None

D. Approval of Minutes

1. October 3, 2016 Executive Session, 5:00 pm (Attachment D.1.)
 2. October 3, 2016 Regular Meeting, 6:00 pm (Attachment D.2.)
- Recommendation:** to approve the minutes as presented

E. Public Comments

F. Communications

1. Maine College Transitions (MCT) continuation grant award (Attachment F.1.)

G. Committee Reports

1. Construction Updates
 - i. SHS/SRTC Project
 - ii. Elementary Projects

School Committee Meeting Agenda

October 17, 2016

H. Superintendent's Report

1. Student Representatives' Reports
2. Field Trip
 - i. SHS JMG Leadership Conference in Rome, ME - October 19-20, 2016
3. Food Service – leaves of absence
 - i. Linda Stone as SHS Kitchen Manager until summer, 2018
 - ii. Judy Belanger as MCS Kitchen Manager until summer, 2018

I. Directors' Reports

1. Business Administrator Gwen Bedell
2. Assistant Superintendent Matt Nelson
 - i. Update - substitute teachers
 - ii. Updated – flu clinics
3. Director of Curriculum Bernie Flynn

J. New Business

1. Performing Arts Group Presentation
2. September, 2016 Financials – Gwen Bedell
 - i. September 30, 2016, 2016 expenses (**Attachment J.2.i**)
Recommendation: to accept the 9/30/16 expenses as presented.
 - ii. September, 2016 reconciliation (**Attachment J.2.ii**)
Recommendation: to accept the 9/30/16 reconciliation as presented.

K. Old Business

None

L. Resignations

1. Superintendent Theoharides will announce the following resignations:

Carol Forbess	Guidance Counselor	SJHS	Eff. 8/31/17 (retirement)
Brittany Thyng	Special Education Ed Tech I	SHS	Eff. 10/10/16

School Committee Meeting Agenda

October 17, 2016

M. Staff Appointments

1. Superintendent Theoharides will announce the following appointments:

Jenna Gilbert	KIDS Club	Student helper	Eff. 10/5/16
Haley Hartnett	KIDS Club	Student helper	Eff. 10/3/16
Kristopher Johnson	KIDS Club	Student helper	Eff. 10/5/16
Daniel Khat	KIDS Club	Student helper	Eff. 9/29/16
Anna Saing	KIDS Club	Student helper	Eff. 10/3/16
Sarina Teung	KIDS Club	Student helper	Eff. 9/29/16
Keith Noel	Intramurals	SJHS	Annual appt.
Nate Mann	Intramurals	SJHS	Annual appt.
Kristin Daly	New Teacher Induction Coordinator	Elementary	Annual appt.
Kristie Baker	New Teacher Induction Coordinator	SHS	Annual appt.
Rachel White	New Teacher Induction Coordinator	SJHS	Annual appt.
Melissssa Michaud	Grade Level Leader	Kindergarten	Annual appt.
Sara Deschambault	Grade Level Leader	Grade 1	Annual appt
Sherri Baron	Grade Level Leader	Grade 2	Annual appt
Kristin Daly	Grade Level Leader	Grade 3	Annual appt
Kim LaPointe	Grade Level Leader	Grade 4	Annual appt
Tracie Hallissey	Grade Level Leader	Grade 5	Annual appt

N. Staff Transfers

1. Superintendent Theoharides will announce the following transfers:

Judy Belanger	From MCS Kitchen Manager	To SHS Kitchen Manager	Eff. 10/17/16
Linda Stone	From SHS Kitchen Manager	To District Kitchen Manager	Eff. 10/17/17

O. Staff Nominations

None

P. Policies

(Attachment P)

1. Second Reading – KK – Naming Rights

Recommendation: to adopt policy KK as presented.

2. Second Reading – JICK revision – Bullying and Cyberbullying Prevention in Schools

Recommendation: to adopt revised policy JICK as presented.

3. Second Reading – JICK-R revision – Bullying and Cyberbullying Prevention Administrative Procedure

Recommendation: to adopt revised policy JICK-R as presented.

4. Recommended Procedure Forms: JICK-E1, JICK-E2 and JICK-E3

School Committee Meeting Agenda

October 17, 2016

Q. Items for Future Agenda(s)

1. Class Rank – 11/21/16
2. Technology Plan – tentative date 12/5/16

R. Calendar Announcements

1. Upcoming School Committee meetings are as follows:

Monday, November 7, 2016	Regular Meeting	6:00 pm	City Council Chambers
Monday, November 21, 2016	Regular Meeting	6:00 pm	City Council Chambers

S. Adjournment

Recommendation: to adjourn at ____ pm.

School Committee Meeting Agenda

October 17, 2016

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, October 3, 2016 ~ 5:00 pm**

Note: Meeting was held in Superintendent's Conference Room, 2nd Floor, City Hall Annex.

Members present: Jon Mapes, John Roux, Thomas Miscio, Scott Sheppard, Kendra Williams

Staff present: David Theoharides, Superintendent
Matt Nelson, Assistant Superintendent
Gwen Bedell, Business Administrator

Guests present:

A. Call to Order Time: 5:04 pm

B. Executive Session Personnel Matter

1. Motion by Mr. Mapes: **To enter Executive Session to discuss a personnel issue pursuant to 1 MRSA § 405(6)(A) at 5:04 pm.**
Motion seconded by Mr. Roux. Motion carried 5 - 0.
2. Motion by Mr. Mapes: **To exit Executive Session at 6:00 pm.**
Motion seconded by Mr. Roux. Motion carried 5 - 0.

C. Adjournment

Mr. Mapes made a motion **to adjourn at 6:00 pm.**
Mr. Roux seconded the motion. Motion carried 5 – 0.

Respectfully submitted,

Jonathan Mapes, School Committee Chair

David Theoharides, Superintendent

**SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, October 3, 2016 ~ 6:00 pm**

Note: Meeting was held in City Council Chambers, 3rd Floor, City Hall Annex

Members present: Jon Mapes, John Roux, Thomas Miscio, Scott Sheppard, Kendra Williams

Student Reps present: Summer Korpaczewski
Cole A. Jones

Staff present: David Theoharides, Superintendent
Matt Nelson, Assistant Superintendent
Gwen Bedell, Business Administrator
Bernie Flynn, Curriculum Director
Matt Petermann, SHS Assistant Principal/SRTC Assistant Director
Marianne Sylvain, SHS Principal
Kathy Sargent, SRTC Director
Demetria McKaig, SHS Guidance
Russell Clark, SRTC Instructor
Richard Couture, SRTC Instructor
Brent Sirois, SRTC Instructor
Jen Hunter, SHS Teacher

Guests present: Diane Hoenig
Sarah Ouellette
Pamela Cote
Sophie Cote
Summer Camire
Cherylan Camire
Emily Sheffield
Aileen Darragh
Elizabeth Darragh
Don Jamison
Jodi Savage-Wilson
Sharlene Troop
Angel Martineau
Donald Troop
Jessica Jourdain
Sherri Miscio
Robert Nohr
Christina O'Connell

A. Call to Order Time: 6:05 pm

B. Pledge of Allegiance Said

C. Adjustments None

School Committee Meeting Minutes

October 3, 2016

D. Approval of Minutes

1. September 26, 2016 Executive Session, 5:30 pm (Attachment D.1.)
2. September 26, 2016 Regular Meeting, 6:00 pm (Attachment D.2.)

Motion by Mr. Miscio: **To accept the minutes as presented.**

Motion seconded by Mr. Roux. Motion carried 4 – 0 with Mr. Mapes abstaining.

E. Public Comments None

F. Communications None

G. Committee Reports

1. Construction Update
 - i. Superintendent reported that construction is continuing on SHS/SRTC building project. Block walls are currently being installed in gym and auditorium wing. Steel should arrive next week. Goal is to have roof on this section by winter. All exterior frost walls except small section by front are completed.
 - ii. Tentative CBC Meeting has been scheduled for 10/20 at 3:00 pm (waiting to confirm with CBC).
 - iii. The architect on the Elementary Project is meeting with school staff members to gather more data on specific class and building needs.
 - iv. We hope to have a straw poll in November on the Elementary Project.

H. Superintendent's Report

1. Student Representatives' Reports – no reports
2. Field Trips
 - i. SJHS JMG Leadership Conference in Rome, ME on October 18th and 19th, 2016
3. Maine School Board Association annual conference will be held in August on October 27-28, 2016.

School Committee Meeting Minutes

October 3, 2016

I. Directors' Reports

1. Business Administrator Gwen Bedell
 - i. Transition Grant for Adult Ed - this year's award is \$43,242, and includes funding for collaborative work with Massabesic Adult Ed. This award is slightly less than last year's award of \$45,000 and follows the pattern we are seeing across the state for adult ed funding.
 - ii. School Revolving Renovation Loans – Sanford School Department has applied for two Priority One Project Loans with the DOE for asbestos removal from SJHS and SHS. The SJHS application is for approximately \$100K to remove asbestos in the hallways and to install new flooring. The SHS application is for approximately \$500K to remove asbestos in all of the classrooms and install new flooring. These applications are reviewed by DOE over the fall, and notification given to the schools in January. The state pays a portion of the project at the same rate it shares in EPS funding. Our most recent EPS was allocated 65% to the state and 35% to the local taxpayers which means a loan for \$500K would be paid 65% by the state and 35% by the local district. If DOE awards the funding, we do not necessarily have to take it because it is a loan. However, DOE strongly encouraged us to apply for these loans because asbestos would not be covered by the state under either of the construction projects. It is on our CIP 5+ Year Plan.
 - iii. October 1st Enrollment Numbers
 1. Similar numbers as April 2016
 - iv. Change in the number of Pre-K classrooms from 3 classrooms to 2 resulted in the loss of 20 or so Pre-K students. Final enrollment numbers will be available by October 31st
 - v. Maintenance will be overseeing the replacement of sewage pumps at SJHS this weekend, beginning Friday and continuing through Monday, when students and staff are not in the building.

School Committee Meeting Minutes

October 3, 2016

2. Assistant Superintendent Matt Nelson
 - i. Safety Committee Update
 1. 1st meeting was held on Monday, September 26th.
 2. Currently conducting school audits
 3. Safety Drills (Lockdowns / Fire Drills / Evacuations)
 - a. All schools have held two fire drills and a lockdown drill to comply with school policy and state law. SRTC Fire Science students assisted with the fire drills at SHS and SRTC Law Enforcement students assisted with the lockdown drill at SHS.
 - b. Lockdowns will be held quarterly
 - c. Fire Prevention week is October 10-14, 2016.
 - d. Smoke House will be available at elementary schools for training students per Fire Marshall
 - e. Received kudos from MSMA for safety committee activities
 - f. Bus Safety Week - evacuation drills will take place October 17 with all students (even non-bus riders)
3. Director of Curriculum Bernie Flynn – no report

J. New Business

1. August 2016 Financials – Gwen Bedell ([Attachments J.1.i. and J.1.ii](#))
 - i. August 31, 2016 Expenses
Motion by Mr. Miscio **to accept the August 31, 2016 expenses as presented.**
Motion seconded by Mr. Sheppard. Motion carried 5 – 0.
 - ii. August 31, 2016 Reconciliation
Motion by Mr. Miscio **to accept the August 31, 2016 reconciliation as presented.**
Motion seconded by Mr. Sheppard. Motion carried 5 – 0.
2. Sabbatical Request – Jen Hunter, SHS teacher
 - i. Ms. Hunter presented a proposal to the School Committee for a half year sabbatical (September 2017 – January 2018) from her position at SHS teaching Spanish.
Motion by Mr. Roux **to grant Ms. Hunter a half year sabbatical as requested.**
Motion seconded by Mr. Miscio. Motion carried 5 – 0.

School Committee Meeting Minutes

October 3, 2016

K. Old Business

1. New Class Rank Proposal for Sanford High School (tabled on 9/26/16; missing 2 School Committee Members)
 - i. Discussion led by Demetria McKaig regarding process and creation of proposed new class rank system
 - ii. Several staff members and parents spoke about the proposal.

Motion by Mrs. Williams **to table any vote or further discussion of this issue until the November 7, 2016 School Committee meeting when more information will be made available.**

Motion seconded by Mr. Sheppard. Motion carried 5 – 0.

Motion by Mrs. Williams **to rescind previous motion to table any vote or further discussion of this issue until the November 7, 2016 School Committee meeting.**

Motion seconded by Mr. Roux. Motion carried 5 – 0.

Motion by Mr. Roux **to table further discussion of this issue until the November 21, 2016 School Committee meeting with the understanding that the additional information requested tonight will be made available for the November 7, 2016 School Committee meeting and included with the November 7, 2016 agenda.**

Motion seconded by Mr. Miscio. Motion carried 5 – 0.

L. Resignations

1. Superintendent Theoharides announced the following resignations:

Brent Coleman	Asst. Wrestling Coach	SHS	Eff. 9/20/16
Samantha Hamlyn	Ed Tech III	CJL	Eff. 10/7/16

M. Staff Appointments None

N. Staff Transfers None

O. Staff Nominations None

P. Policies **(Attachment P)**

1. First Reading – KK – Naming Rights
Mrs. Williams made a motion **to accept the first reading of policy KK as presented.**

Mr. Roux seconded the motion. Motion carried 5 – 0.

2. First Reading – KH – Public Gifts to the Schools
Mr. Miscio made a motion **to delete policy KH as presented.**
Mr. Sheppard seconded the motion. Motion carried 5 - 0.

School Committee Meeting Minutes

October 3, 2016

Q. Items for Future Agenda(s)

1. Performing Arts Group Presentation – tentative date 10/17/16
2. Class Rank – 11/21/16
3. Technology Plan – tentative date 12/5/16

R. Calendar Announcements

1. Upcoming School Committee meetings are as follows:

Monday, October 17, 2016	Regular Meeting	6:00 pm	City Council Chambers
Monday, November 7, 2016	Regular Meeting	6:00 pm	City Council Chambers
Monday, November 21, 2016	Regular Meeting	6:00 pm	City Council Chambers

S. Adjournment

Mrs. Williams made a motion **to adjourn at 8:55 pm.**
 Mr. Sheppard seconded the motion. Motion carried 5 – 0.

Respectfully submitted,

 Jonathan Mapes, School Committee Chair

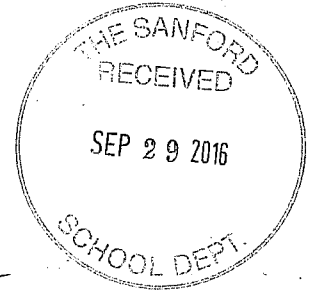
 David Theoharides, Superintendent



STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0023

PAUL R. LEPAGE
GOVERNOR

WILLIAM H. BEARDSLEY
DEPUTY COMMISSIONER



SL -
Communication
Gwen, 9/29/16

September 23, 2016

Allen Lampert, Adult Education Director
Sanford School Department
21 Bradeen St
Springvale, ME 04083

Dear Allen;

This letter serves as notification regarding your FY17 Maine College Transitions (MCT) continuation grant award for SCAE and MCAL.

We recognize the increased demand on programs as collaborations continue to be developed and strengthened. We also recognize and applaud you for working together to share the support, creative planning, and valued services to advance student aspirations.

We are pleased to be able to award Sanford School Department and collaborating programs \$43,242.00. The amount of the total deduction was lower than we anticipated at \$1758.00. Please remember that this is for one year only. A FY17 budget should be prepared and submitted to the State Office by October 30, 2016.

It remains important for programs to demonstrate effectiveness of the services provided. Strong programs and outcomes will be necessary for advocacy and creating an awareness for continued funding at least at the current level.

Thank you for your continued MCT programming and your efforts to expand and enhance services.

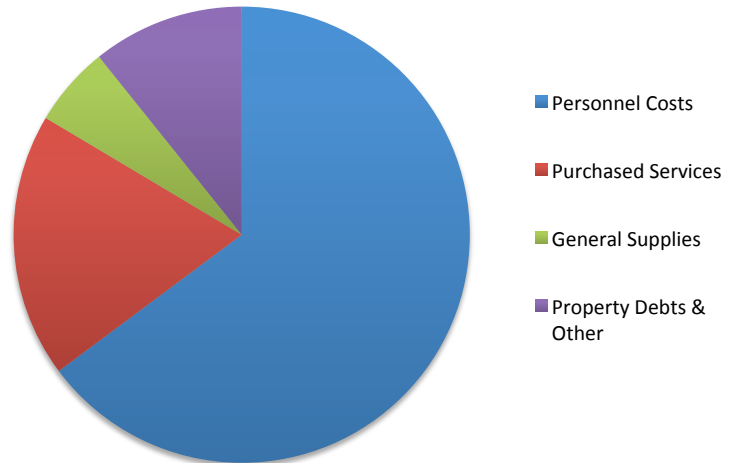
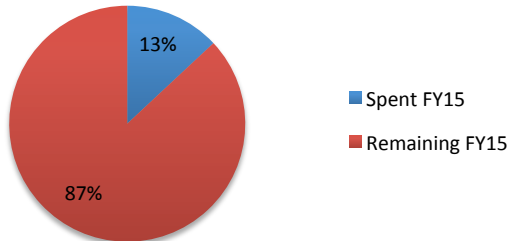
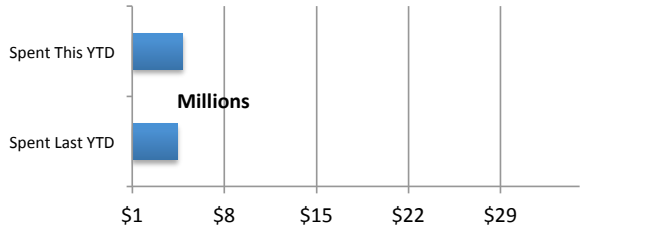
Sincerely,

Gail Senese
State Director Office of Adult Education and Family Literacy

Cc: Office of the Superintendent - Sanford School Department
District Adult Education Office

SANFORD SCHOOL DEPARTMENT
 SUMMARY OF GENERAL FUND EXPENSES by FUNCTION and WARRANT ARTICLE
 For the Year-to-Date and Month Ending September 30, 2016

Account Group	Jul 15 - Sep 15 Actual	Jul 16 - Sep 16 Actual	2016/2017 Revised Budget	Amount Remaining Revised Budget - Actual
51000 Personal Services - Sal/Wages&Stip.	\$ 2,307,824	\$ 2,267,096 47%	\$ 22,034,923 59%	\$ 19,767,827 90%
52000 Personal Services - Payroll Tax&Bene.	\$ 590,512	\$ 881,841 18%	\$ 7,968,460 21%	\$ 7,086,619 89%
<i>Subtotal - Personal Services</i>	\$ 2,898,336	\$ 3,148,937 65%	\$ 30,003,384 81%	\$ 26,854,447 90%
53000 Purchased Prof. & Tech. Services	\$ 402,569	\$ 505,057 10%	\$ 1,802,085 5%	\$ 1,297,027 72%
54000 Purchased Property Services	\$ 229,619	\$ 200,006 4%	\$ 652,529 2%	\$ 452,523 69%
55000 Other Purchased Services	\$ 231,288	\$ 205,717 4%	\$ 2,529,454 7%	\$ 2,323,738 92%
56000 General Supplies	\$ 314,258	\$ 276,920 6%	\$ 1,501,359 4%	\$ 1,224,440 82%
57000 Property Maint & Repair	\$ 67,034	\$ 180,715 4%	\$ 337,228 1%	\$ 156,513 46%
58000 Debt, Dues/Fees & Miscellaneous	\$ 320,134	\$ 341,762 7%	\$ 429,278 1%	\$ 87,515 20%
59000 Other & Rounding	\$ -	\$ - 0%	\$ 5 0%	\$ 5 0%
Total	\$ 4,463,238	\$ 4,859,114 100%	\$ 37,255,321 100%	\$ 32,396,207 87%



Warrant Article Cost Center	Jul 15 - Sep 15 Actual	Jul 16 - Sep 16 Actual	2016/2017 Revised Budget	Amount Remaining
1. Regular Instruction	\$ 1,092,961	\$ 1,279,517 26%	\$ 15,120,258 41%	\$ 13,840,741 92%
2. Special Education	\$ 556,258	\$ 662,731 14%	\$ 7,259,075 19%	\$ 6,596,343 91%
3. Career / Technical Education	\$ 190,352	\$ 221,685 5%	\$ 1,939,075 5%	\$ 1,717,390 89%
4. Other Instruction	\$ 244,218	\$ 251,474 5%	\$ 959,267 3%	\$ 707,793 74%
5. Student & Staff Support	\$ 452,806	\$ 542,116 11%	\$ 3,244,009 9%	\$ 2,701,893 83%
6. System Administration	\$ 218,931	\$ 208,344 4%	\$ 807,325 2%	\$ 598,981 74%
7. School Administration	\$ 466,611	\$ 453,360 9%	\$ 2,041,274 5%	\$ 1,587,914 78%
8. Transportation & Buses	\$ 71,363	\$ 63,052 1%	\$ 1,695,061 5%	\$ 1,632,009 96%
9. Facilities Maintenance	\$ 1,169,738	\$ 1,176,835 24%	\$ 4,189,973 11%	\$ 3,013,138 72%
10. Debt Service	\$ -	\$ - 0%	\$ - 0%	\$ - 0%
11. All Other Expenditures & Rounding	\$ -	\$ - 0%	\$ 5 0%	\$ 5 0%
Subtotal	\$ 4,463,238	\$ 4,859,114 100%	\$ 37,255,321 100%	\$ 32,396,207 87%
Adult Education	\$ 184,401	\$ 155,034 18%	\$ 869,609	\$ 714,575 82%
Total	\$ 4,647,639	\$ 5,014,148 13%	\$ 38,124,930 100%	\$ 33,110,782 87%

RECONCILIATION OF ACCOUNTS
BETWEEN SANFORD SCHOOL DEPARTMENT & THE CITY OF SANFORD
For the Year-to-Date and Month Ending September 30, 2016

Attachment J.2.ii.

Fund			Year to Date Revenues			Year to Date Expenses			Year to Date Net (Rev - Exp)		
City No.	School	Name	School	City	Variance	School	City	Variance	School	City	Variance
GENERAL FUND											
		1000 GF 1000-120C Education	(5,462,918)	(5,462,918)	0	4,859,114	4,859,114	0	(603,804)	(603,804)	0
	1500	Adult Education	(9,471)	(9,471)	0	155,034	155,034	0	145,563	145,563	0
		Total	(5,472,389)	(5,472,389)	0	5,014,148	5,014,148	0	(458,241)	(458,241)	0
SPECIAL REVENUE FUNDS											
		2201 SR 2001 Wellness Team			0	60	60	0	60	60	0
		2202 SR 2002 Erate			0	1,680	1,680	0	1,680	1,680	0
		2203 SR 2003 Tech Tuition	(123,764)	(123,764)	0			0	(123,764)	(123,764)	0
		2206 SR 2006 EcoMaine			0			0	-	-	0
		2210 SR 2030 Kids Club	(4,671)	(4,671)	0	44	44	0	(4,627)	(4,627)	0
		2213 SR 2041 MCS Local	(700)	(700)	0			0	(700)	(700)	0
		2214 SR 2042 Hartley SRTC	(1,250)	(1,250)	0			0	(1,250)	(1,250)	0
		2216 SR 2050 Capco JR			0			0	-	-	0
		2218 SR 2052 Local JH			0			0	-	-	0
		2220 SR 2080 CJL Local	(14,125)	(14,125)	0	14,125	14,125	0	-	-	0
		2224 SR 2200 MDOE Srtc Equip			0			0	-	-	0
		2228 SR 2240 Pal	(1,000)	(1,000)	0			0	(1,000)	(1,000)	0
		2238 SR 2215 College Transitions			0	7,373	7,373	0	7,373	7,373	0
		2239 SR 2300 Title 1A	(203,603)	(203,603)	0	118,813	118,813	0	(84,790)	(84,790)	0
		2249 SR 2460 MaineCare			0	15,863	15,863	0	15,863	15,863	0
		2252 SR 2470 Idea Local Entitlemt.	(133,381)	(133,381)	0	84,373	84,373	0	(49,008)	(49,008)	0
		2253 SR 2510 Early Child/PreSchl.	(4,134)	(4,134)	0	2,898	2,898	0	(1,235)	(1,235)	0
		2258 SR 2630 21st Century			0	24,170	24,170	0	24,170	24,170	0
		2262 SR 2700 Title 2A	(105,224)	(105,224)	0	160,731	160,731	0	55,507	55,507	0
		2266 SR 2070 Nellie Mae			0	(459)	(459)	0	(459)	(459)	0
		2268 SR 2860 Carl Perkins	(20,311)	(20,311)	0	33,544	33,544	0	13,233	13,233	0
		2269 SR 2950 Aefla/Abe	(8,264)	(8,264)	0	8,217	8,217	0	(47)	(47)	0
		2271 SR 2011 HI Prem Passthru			0			0	-	-	0
		2272 SR 2012 Corning			0			0	-	-	0
		2273 SR 2013 HS Student iPads	(972)	(972)	0			0	(972)	(972)	0
		2287 SR 2209 Natl Brd Certification			0	1,900	1,900	0	1,900	1,900	0
		2275 SR 2232 Transtn Profic. Dipl.	(36,342)	(36,342)	0	11,743	11,743	0	(24,600)	(24,600)	0
		2277 SR 2015 Genest/AVX			0			0	-	-	0
		2280 SR 2210 Faa Dept of Agricult.	(1,253)	(1,253)	0			0	(1,253)	(1,253)	0
		2283 SR 2457 Pre-School Expansion	(47,024)	(47,024)	0	(3)	(3)	0	(47,027)	(47,027)	0
		2284 SR 2233 PEPG			0			0	-	-	0
		2285 SR 2007 John T. Gorman KC			0	10,761	10,761	0	10,761	10,761	0
		2286 SR 2010 Student Assist. Team			0			0	-	-	0
		Total	(706,018)	(706,018)	0	495,832	495,832	0	(210,186)	(210,186)	0
CAPITAL IMPROVEMENT FUNDS											
		4047 CIP 3015 HS Const Project	(5,201,972)	(5,201,972)	0	4,893,577	4,893,577	0	(308,395)	(308,395)	0
		4054 CIP 3020 Elem Const Project	-	-	0	37,334	37,334	0	37,334	37,334	0
		4050 CIP 4020 Capital Improv. Bond	-	-	0	4,598	4,598	0	4,598	4,598	0
		Total	(5,201,972)	(5,201,972)	0	4,935,509	4,935,509	0	(266,462)	(266,462)	0
ENTERPRISE FUNDS											
		5000 EN 6000 School Café	(101,508)	(101,508)	0	216,944	216,944	0	115,437	115,436	0
		Total	(101,508)	(101,508)	0	216,944	216,944	0	115,437	115,436	0

Date: _____ For the School by: _____

David Theoharides, Superintendent

Gwen R. Bedell, Business Administrator

Date: _____ For the City by: _____

Steven R. Buck, City Manager

Ronni L. Champlin, Finance Director

Policy Updates
Executive Summary – October 17, 2016

The following policies will be presented on October 17, 2016

1. Policy KK – Naming Rights (Second Reading)

The purpose of this policy is to establish the criteria and procedures for granting Naming Rights in relation to Sanford School Department facilities. The granting of Naming Rights must always be consistent with the School Department's vision and mission. The Sanford School Committee has the exclusive discretion to determine whether to pursue, accept or decline an opportunity to name a school department facility. The Superintendent, School Committee, or School Committee Subcommittee (if constituted) may submit proposed naming rights to be implemented as approved by resolution of the School Committee. Naming rights shall not be established except by an affirmative vote of the School Committee.

The School Committee will decide the monetary valuation of each Naming Right after receiving a recommendation from the Superintendent or his/her designee, who may take advice from such persons, a sub-committee or other professionals as needed. Each case should take into account market comparisons for Naming Rights, for which professional advice may be sought.

The factors to be considered by the Sanford School Department include, but are not limited to:

- The extent to which a naming opportunity limits or restrains the School Department's discretion or its ability to pursue other opportunities;
- The duration of the arrangement or agreement and the School Department's ability/discretion to terminate the arrangement / agreement;
- The extent to which the naming opportunity imposes any obligation on the School Department, either presently or in the future, financial or otherwise and whether the opportunity is subject to conditions acceptable to the School Department;
- The extent to which the naming opportunity constitutes a conflict of interest or creates the appearance of or potential for a conflict of interest; and
- The extent to which the naming opportunity affects the appearance of School Department property or disrupts the operation of the School Department.

There are two circumstances in which "Naming Rights" may be granted:

1. "Naming Rights in Consideration" is in consideration of financial contributions, sponsorship or other commercial transactions
2. "Naming Rights in Recognition" is in recognition of any significant contributions to the School Department that it wishes to honor.

Items for which Naming Rights may be awarded: Physical spaces including, but not limited to,

Auditoriums/Theaters	Gymnasiums
Gardens/Walks/District-owned streets and ways	Libraries
Athletic Fields/Facilities	Concessions/Locker Rooms
Classrooms	Large Group Instruction Rooms ("LGI")
Laboratories	Hallways

The School Committee shall not grant a Naming Right without the consent of the named party or the named party's representative, to the extent possible.

All charitable contributions will be documented and recognized in accordance with IRS Publication 1771.

Monetary valuations may be assigned to Naming Rights possibilities on a case-by-case basis to aid with making decisions about granting Naming Rights.

Revenue from naming rights or sponsorships may be used for the following:

- Activities designed to support student achievement and/or school-approved student activities
- To assist in the maintenance of existing district educational and athletic programs and facilities
- To assist in the development and funding of new educational and athletic programs and facilities
- To provide scholarship for students participating in athletic, academic and activity programs who demonstrate merit or financial need.

The duration of Naming Rights shall be decided or negotiated on a case-by-case basis. However, all naming rights may be approved for a specific term, which shall not be longer than the useful life of the property or facility, as determined by the School Committee, unless otherwise established in the contract with the donor and approved by the School Committee and the donor.

The physical display of the Naming Rights shall also be decided or negotiated on a case-by case basis. The School Committee shall determine and/or approve the naming title and all design considerations such as colors, shapes, and sizes along with the location of any and all signage or fixtures to be displayed in and/or on school facilities and/or equipment. Costs associated with materials and other operational expenses to create and maintain donor recognition systems, signage, or plaques will be paid from the gift from donors.

Upon approval, this policy will be cross-referenced with Policy KCD: Public Gifts / Donations to the Schools.

2. Policy JICK: Bullying and Cyberbullying Prevention in Schools (Second Reading)

The model bullying and cyberbullying prevention policy, first adopted in 2013 as a result of An Act to Prohibit Bullying and Cyberbullying in Schools (PL 659), has been revised to include comprehensive, detailed, and user-friendly procedural forms as well as an administrative procedure. All school administrative units' school boards are to ensure that their policies and procedures are consistent with this revised model policy and procedures. The Maine Department of Education recommends that all school personnel be made aware of the law's requirements so to ensure schools are in compliance and provides this policy to be used by school administrative units. Every SAU unit will:

- provide their written policy and procedures to students, parents, volunteers, administrators, teachers, and school staff, post their policy and procedures on the SAU's website, and include in the student handbook a section that addresses the SAU's policy and procedures in detail.

3. Policy JICK-R: Bullying and Cyberbullying – Administrative Procedure (Second Reading)

This is the commissioner’s model procedure for school principals or superintendents’ designees to use as guidance in responding to alleged incidents of bullying, including the reporting procedure that students, school staff members, parents/guardians and others utilize, and remedial steps needed after an alleged incident has been determined to be substantiated. These procedures must include written documentation of reported incidents, outcomes of the investigation and/or how the incident was remediated. School administrative units must report substantiated incidents of bullying and cyberbullying to the Maine Department of Education on an annual basis.

Provided here are the model procedures that align with the revised model bullying policy.

JICK-E1: Bullying and Cyberbullying Reporting Form - This is the MDOE’s model procedure for students, school staff members, parents/guardians and others to report alleged incidents of bullying or to report that bullying was believed to have happened. Reporting forms can be handwritten or electronic but also reporting can be done in person without the use of a form. All SAUs must establish procedures for students, school staff members, parents and others to report incidents of bullying, either in writing, in person, and with the option of being anonymous.

JICK-E2: Bullying and Cyberbullying Responding Form - The school principal or a superintendent’s designee will promptly investigate and respond to allegations of bullying behavior. This is the MDOE’s model procedure for school principals or superintendents’ designees to complete throughout the investigation process. All alleged reports of bullying are to be responded to and investigated promptly, and written documentation of alleged reports and outcomes of the investigation is to be included in the procedural process of responding and investigating. The principal or superintendent’s designee must communicate to the parent or guardian of the student who was believed to have been bullied, the measures being taken to ensure the safety of the student who has been bullied and to prevent further acts of bullying. It is also encouraged that the principal or superintendent’s designee communicate with the parent or guardian of the alleged bully the positive and restorative interventions and other appropriate discipline measures being taken throughout the investigation.

JICK-E3: Bullying and Cyberbullying Remediation Form - If it is determined that there was a substantiated incident of bullying, the school principal or superintendent’s designee will identify the specific nature(s) of the incident, apply disciplinary actions, and consequences. This is the commissioner’s model procedure for school principals or superintendents’ designees to complete when it’s been determined that the alleged incident is a substantiated incident of bullying. If it was not determined to have been a substantiated incident of bullying, the principal or superintendent’s designee is to refer to the district-wide code of conduct and disciplinary policies for student behavior. This form should be used when the substantiated incident of bullying is entered into the Report of Substantiated Incident of Bullying in the MDOE’s NEO data reporting system.

Recommended Motions

1. Motion to adopt **Policy KK – Naming Rights** as presented.
2. Motion to adopt **Policy JICK - Bullying and Cyberbullying Prevention in Schools** as presented.
3. Motion to adopt **Policy JICK-R Bullying and Cyberbullying – Administrative Procedure** as presented.

Naming Rights

The Sanford School Committee recognizes its responsibility as a provider of public education to protect the welfare of students and maintain the integrity of the learning environment. Sanford School Department facilities are a source of pride for our community. They are a tangible reflection of the commitment of the citizenry to the education of our children.

The purpose of this policy is to establish the criteria and procedures for granting Naming Rights in relation to Sanford School Department facilities. The School Department's objective is that educational values not be compromised when schools and individuals or business/organizations work together, and participation has a clear educational advantage for students.

The granting of Naming Rights must always be consistent with the School Department's vision and mission. The long-term effects of the Naming Rights must be considered. Donations should never influence curriculum or instruction at the Sanford School Department, should never be seen as an endorsement of a product or service, nor should School Department employees feel pressure to present viewpoints or beliefs as a result of a donation, gift or advertisement.

No commercial activity as defined or allowed by this policy shall be associated in any way with, among other things, the sale of tobacco, alcohol, illegal drugs, or weapons; contain vulgar or offensive, obscene, or sexually explicit language; advocate the violation of law or School Department policy; advance any religious or political organization; promote, favor, or oppose a candidate for elected office or a ballot measure; or be associated with any company or individual whose actions are otherwise in violation of law.

The Sanford School Committee has the exclusive discretion to determine whether to pursue, accept or decline an opportunity to name a school department facility. The factors to be considered by the District include, but are not limited to:

- The extent to which a naming opportunity limits or restrains the School Department's discretion or its ability to pursue other opportunities;

- The duration of the arrangement or agreement and the School Department’s ability/discretion to terminate the arrangement / agreement;
- The extent to which the naming opportunity imposes any obligation on the School Department, either presently or in the future, financial or otherwise and whether the opportunity is subject to conditions acceptable to the School Department;
- The extent to which the naming opportunity constitutes a conflict of interest or creates the appearance of or potential for a conflict of interest; and
- The extent to which the naming opportunity affects the appearance of School Department property or disrupts the operation of the School Department.

There are two circumstances in which “Naming Rights” may be granted listed below. In each case, it is anticipated that a specific written agreement about the nature of the naming right would be entered between the parties or their representatives, such agreement to incorporate the provisions of this policy where appropriate. The terms of this policy are subject to compliance with any specific written agreement entered between or on behalf of the parties.

1. **Naming Rights in Consideration**

“**Naming Rights in Consideration**” is in consideration of financial contributions, sponsorship or other commercial transactions. Naming Rights may be granted by the School Committee in consideration of contributions made to the Sanford School Department. “Naming Right in Consideration” may be granted in return for provision to the School Department of an appropriate financial contribution or sponsorship, including provision or supply of equipment, materials, land or services. The School Department may or may not partner with other community organizations to raise funds.

2. **Naming Rights in Recognition**

“**Naming Rights in Recognition**” is in recognition of any significant contributions to the School Department that it wishes to honor. These

contributions can be financial or other gifts from donors, or meritorious service, and is at the discretion of the School Committee in concurrence with the party or their representatives. Naming Rights may be granted at the sole discretion of the School Committee in recognition of persons or entities it wishes to honor.

One of the following three criteria must be fulfilled in order for the granting of **“Naming Rights in Recognition”** to be considered:

- a. Recognition of outstanding service to the School Department or outstanding service to the Sanford community.
- b. Recognition of the achievements of distinguished alumni.
- c. Recognition of a generous financial or other contribution from a donor (be it by way of donation, bequest, sponsorship, etc.), such contribution being voluntary and not rendered in consideration of the granting of naming rights.

The School Department may solicit suitable donations from the advocates of such recognition, particularly if the request comes from other than a family member.

Granting Naming Rights

Each granting of Naming Rights shall be governed by an agreement and/or all applicable School Committee policies. Any and all entitlements and attributions granted in conjunction with naming rights, including but not limited to signage, must be approved by the School Committee prior to installation in or on school department property. Any permanent or nonpermanent fixtures shall become the sole property of the Sanford School Department,

Items for which Naming Rights may be awarded: Physical Spaces Including, But Not Limited To,

Auditoriums/Theaters	Gymnasiums
Gardens/Walks/District-owned streets and ways	Libraries
Athletic Fields/Facilities	Classrooms
Concessions/Locker Rooms	Hallways
Large Group Instruction Rooms (“LGI”)	Laboratories

For a school department facility to be named after a person, that person shall be of exemplary moral character; have made an outstanding contribution to education, humanity or community; or have displayed outstanding leadership; or be a person

of historical significance. It shall be the responsibility and right of the School Committee to determine whether the person meets these criteria. The School Committee reserves the right to revoke the name should it subsequently discover information about the individual that would lead to the individual not meeting the requirements set forth herein.

School department facilities may be named after major contributors to the School Department. The School Committee will evaluate the financial value of naming rights based on a review of the market for naming rights. If named after a company, group and/or product must, as determined by the School Committee, have and maintain an exemplary record and positive public and nonpartisan image. The School Committee reserves the right to revoke the name should it discover information about the company, group and/or product that would lead to the individual entity not meeting the requirements set forth herein.

Consent

The School Committee shall not grant a Naming Right without the consent of the named party or the named party's representative, to the extent possible. The School Committee reserves the right, in all cases, to refuse to name a particular facility/piece of property.

Documentation of Gift

All charitable contributions will be documented and recognized in accordance with IRS Publication 1771.

Monetary Valuation of Naming Rights

Monetary valuations may be assigned to Naming Rights possibilities on a case-by-case basis to aid with making decisions about granting Naming Rights.

Revenue from naming rights or sponsorships may be used for the following:

- Activities designed to support student achievement and/or school-approved student activities
- To assist in the maintenance of existing district educational and athletic programs and facilities
- To assist in the development and funding of new educational and athletic programs and facilities
- To provide scholarship for students participating in athletic, academic and activity programs who demonstrate merit or financial need.

Duration of Naming Rights

The duration of Naming Rights shall be decided or negotiated on a case-by-case basis. However, all naming rights may be approved for a specific term, which shall not be longer than the useful life of the property or facility, as determined by the School Committee, unless otherwise established in the contract with the donor and approved by the School Committee and the donor. The duration of naming rights shall be proportionate to the value of a donation, endowment or other significant contributions to a school.

Physical Display of Naming Rights

The physical display of the Naming Rights shall be decided or negotiated on a case-by case basis. In the case of buildings, the physical display of the Naming Rights will take into account the identification of the School Department and comply with all applicable laws and regulations including, but not limited to, zoning requirements. The School Committee shall determine and/or approve the naming title and all design considerations such as colors, shapes, and sizes along with the location of any and all signage or fixtures to be displayed in and/or on school facilities and/or equipment. Costs associated with materials and other operational expenses to create and maintain donor recognition systems, signage, or plaques will be paid from the gift from donors.

Transferability

In this heading “parties” includes the legal representatives of the parties.

Of Named Party

Naming Rights may only be transferred to any other Named Party by mutual agreement between all the named parties.

Assignment

“Naming Rights in Consideration” may be assigned by mutual agreement between all parties. Assigned is defined as “to exchange one naming right for another.” For example – when a company changes its name the naming right may be changed to reflect the new name. “Naming Rights in Recognition” may not be assigned. The School Committee may, as it deems necessary, require the company to provide compensation for the costs of any such change. If the company refuses to or does not provide compensation for such costs, the School Committee reserves the right to remove the name

due to the fact that it no longer represents the company who received the naming rights.

Renewability

Naming Rights may be renewed by mutual agreement between all the parties.

Limit of Naming Rights

On the part of the District

The School Department's right to use the name and other brand elements of the Named Party shall only be permitted by express agreement with the Named Party.

On the part of the Named Party

The Named Party after whom a building or part of a building is named shall have no right to use or control the use of that building or part of the building. Use will ordinarily be determined consistent with the School Committee's facility use policy KF. The use of that building or part of the building may, however, be the subject of negotiated agreement in the specific contract between the parties. The School Committee will not agree to any condition in a contract that could unnecessarily limit progress towards the School Department's mission and purpose, statutory obligations, or the local authority of the Sanford School Committee.

In turn, the Named Party shall bear no liability in respect of that building or part of a building unless provided for in a specific contract between the parties. Any limits should be included in any Naming Rights agreement.

Early Termination of Naming Rights

In the event of this policy and any specific contract entered into being breached, the parties may terminate a Naming Rights agreement in advance of the scheduled date, under the following conditions:

Termination by the District

The School Committee reserves the right, in accordance with the terms of the applicable contract, to terminate Naming Rights without refund of consideration at any time, should it feel it is necessary to do so to avoid the School Department being brought in to disrepute based on any action by a

private individual or corporate entity that is deemed by the School Committee to be inappropriate and/or in conflict with the School Department's values. Naming rights shall not be terminated except by an affirmative vote of the School Committee.

Termination by the Named Party

The Named Party may without refund of consideration, in accordance with the terms of the applicable contract, terminate its acceptance of the Naming Rights prior to the scheduled termination date, in the event that the School Department directly brings the Named Party into disrepute.

Process to Establish Naming Rights:

The Superintendent, School Committee, or School Committee Subcommittee (if constituted) may submit proposed naming rights to be implemented as approved by resolution of the School Committee. Naming rights shall not be established except by an affirmative vote of the School Committee.

The School Committee will decide the monetary valuation of each Naming Right after receiving a recommendation from the Superintendent or his/her designee, who may take advice from such persons, a sub-committee or other professionals as needed. Each case should take into account market comparisons for Naming Rights, for which professional advice may be sought.

Cross-reference: KCD – Public Gifts / Donations to the Schools

Adoption date:

Effective date:

Bullying and Cyberbullying Prevention in Schools

I. Introduction

It is our goal for our school[s] to be a safe and secure learning environment for all students. It is the intent of the Sanford School Committee to provide all students with an equitable opportunity to learn. To that end, the School Committee has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

Bullying and other forms of peer mistreatment are detrimental to the school environment as well as student learning, achievement and well-being. Peer mistreatment interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying and other forms of peer mistreatment affect not only students who are targets but also those who participate in and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

It is not the School Committee's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the School Committee does not condone and will take action in response to conduct that interferes with students' opportunity to learn, the educational mission of the Sanford schools, and the operation of the schools.

II. Prohibited Behavior

The following behaviors are prohibited:

1. Bullying;
2. Cyberbullying;
3. Harassment and Sexual Harassment (as defined in board policy ACAA);
4. Retaliation against those reporting such defined behaviors; and
5. Making knowingly false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to appropriate disciplinary actions.

III. Bullying and Cyberbullying Defined

"Bullying" and "Cyberbullying" have the same meaning in this policy as in Maine law:

A. "Bullying" includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

- (1) Has, or a reasonable person would expect it to have, the effect of:
 - a) Physically harming a student or damaging a student's property; or
 - b) Placing a student in reasonable fear of physical harm or damage to the student's property;

OR

- (2) Interferes with the rights of a student by:
 - a) Creating an intimidating or hostile educational environment for the student; or
 - b) Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school;

OR

(3) Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student's association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above. (These behaviors might also meet the criteria for harassment as defined in board policy ACAA: Harassment and Sexual Harassment of Students.)

Examples of conduct that may constitute bullying include, but are not limited to:

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
2. Behavior that is likely to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to school property or facilities;
7. Stealing or hiding books, backpacks, or other possessions;
8. Stalking; and
9. Physical contact or injury to another person or his/her property.

B. "Cyberbullying" means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.

Examples of conduct that may constitute cyberbullying include, but are not limited to the following actions on any electronic medium:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website, an app, in social media, or any other electronic platform;
2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the targeted student;
3. Impersonating or representing another student through the use of that other student's electronic device or account to send e-mail, text messages, instant messages (IM), phone calls or other messages on a social media website;
4. Sending e-mail, text messages, IM, or leaving voice mail messages that are mean or threatening, or so numerous as to bombard the target's e-mail account, IM account, or cell phone; and
5. Using a camera phone or digital video camera to take and/or send embarrassing or "sexting" photographs of other students.

C. "Retaliation" means an act or gesture against a student for asserting or alleging an act of bullying. "Retaliation" also includes knowingly falsely reporting an act of bullying.

D. "Substantiated" means that the outcomes of the investigation on the Responding Form (JICK-E2) provide clear evidence to prove that bullying or cyberbullying, as defined in policy, did occur.

E. "Alternative discipline" means disciplinary action other than suspension or expulsion from school that is designed to correct and address the root causes of a student's specific misbehavior while

retaining the student in class or school, or restorative school practices to repair the harm done to relationships and persons from the student's misbehavior.

IV. Application of Policy

A. This policy applies to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy.

B. This policy applies to bullying that:

1. Takes place at school or on school grounds, meaning: a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. "School grounds" also includes school-related transportation vehicles.
2. Takes place while students are being transported to or from schools or school-sponsored events;
3. Takes place at any school-sponsored event, activity, function, program, instruction or training; or
4. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in this policy's definition of bullying.

V. Reporting

Refer to the Reporting Form – JICK-E1

Bullying or suspected bullying is reportable in person or in writing (including anonymously) to school personnel.

A. School staff, coaches and advisors for extracurricular and cocurricular activities are required to report alleged incidents of bullying to the school principal or other school personnel designated by the superintendent. Any other adult working or volunteering in a school will be encouraged to promptly report observed or suspected alleged incidents of bullying to the building principal or school personnel designated by the superintendent.

B. Students who are believed to have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator.

C. Parents and other adults who believe that an incident of bullying has occurred are encouraged to report this behavior to a staff member or school administrator.

D. Acts of reprisal or retaliation against any person who reports an alleged incident of bullying are prohibited. Any student who is determined to have knowingly falsely accused another of bullying shall be subject to disciplinary consequences.

VI. Responding

Refer to the Responding Form – JICK-E2

The school principal or a superintendent's designee will:

A. Promptly investigate and respond to allegations of bullying behavior;

B. Keep written documentation of all allegations of bullying behavior and outcomes of the investigations, and report alleged and substantiated incidents to the superintendent;

C. Inform parent(s) or guardian(s) of the student(s) who was alleged to have bullied AND of the student(s) who was believed to have been bullied that a report of an alleged incident of bullying has been made;

D. Communicate to the parent(s) or guardian(s) of a student(s) who was believed to have been bullied the measures being taken to ensure the safety of the student(s) who was believed to have been bullied and to prevent further acts of bullying;

E. Inform parent(s) or guardian(s) of the students involved the findings of the investigation and actions to be taken;

F. Communicate with local or state law enforcement agency if it's believed that the pursuit of criminal charges or a civil action under the Maine Civil Rights Act may be appropriate.

VII. Remediation

Refer to the Remediation Form – JICK-E3

The school principal or a superintendent's designee will:

A. Identify the specific nature(s) of the incident.

B. Apply disciplinary actions, which may include but are not limited to, imposing a series of graduated consequences that include alternative discipline. In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the type of behaviors, the frequency and/or pattern of behaviors, and other relevant circumstances.

Alternative discipline includes, but is not limited to:

1. Meeting with the student and the student's parents/guardian;
2. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
3. Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option;
4. Counseling;
5. Anger management;
6. Health counseling or intervention;
7. Mental health counseling;
8. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
9. Community service; and
10. In-school detention or suspension, which may take place during lunchtime, after school or on weekends.

C. Remediate any substantiated incident of bullying to counter the negative impact of the bullying and reduce the risk of future bullying incidents, which may include referring the victim, perpetrator or other involved persons to counseling or other appropriate services.

VIII. Appeal

Notification shall be provided to parent(s), guardian(s) and students of the right to appeal a decision of a school principal or a superintendent's designee related to taking or not taking

remedial action in accordance with this policy. The appeals procedure must be consistent with other appeals procedures established by the school board and may include an appeal to the superintendent.

IX. Assignment of Responsibility

A. The School Committee is responsible for:

1. Annually providing written versions of this policy and related procedures to students, parent(s) and guardian(s), volunteers, administrators, teachers and school staff;
2. Posting this policy and related procedures on the school administrative unit's publicly accessible website; and
3. Including in student handbooks a section that addresses in detail this policy and related procedures.

B. The superintendent is responsible for:

1. Oversight, implementation, and enforcement of this policy and its procedures;
2. Designating a school principal or other school personnel to administer the policies at the school level;
3. Developing a procedure for publicly identifying the superintendent's designee or designees for administering the policies at the school level;
4. Ensuring that the prohibition on bullying and retaliation and the attendant consequences apply to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation;
5. Ensuring that any contractor, visitor, or volunteer who engages in bullying is barred from school grounds until the superintendent is assured that the person will comply with the policies of the school board;
6. Ensuring that any organization affiliated with the school that authorizes or engages in bullying or retaliation forfeits permission for that organization to operate on school grounds or receive any other benefit of affiliation with the school;
7. Providing professional development and staff training in the best practices in prevention of bullying and harassment and implementation of this policy;
[NOTE: The law requires "training and instructional materials related to the policy" be posted on the Maine Department of Education's website. See "Bullying Prevention Resources" at <http://www.maine.gov/doe/bullying/resources/> for further information]
8. Filing the SAU policy that addresses bullying and cyberbullying with the Maine Department of Education; and
9. Ensuring that substantiated incidents of bullying and cyberbullying are reported to the Maine Department of Education on at least an annual basis.

- Legal Reference: 20-A M.R.S.A. § 254 (11-A)
20-A M.R.S.A. § 1001(15), 6554
Maine Public Law, Chapter 659
- Cross Reference: AC - Nondiscrimination, Equal Opportunity
ACAA - Harassment and Sexual Harassment of Students
ACAA-R – Student Discrimination and Harassment Complaint
Procedure
ACAD – Hazing
AD – Educational Philosophy/Mission
ADAA – School System Commitment to Standards for Ethical and
Responsible Behavior
CHCAA - Student Handbooks
GCI – Professional Staff Development
IJNDB – Student Computer and Internet Use and Internet Safety
JI - Student Rights and Responsibilities
JIC - Student Code of Conduct
JICC - Student Conduct on Buses
JICIA - Weapons, Violence and School Safety
JK - Student Discipline
JKD - Suspension of Students
JKE - Expulsion of Students
JRA-R – Student Education Records and Information Administrative
Procedures
- KLG - Relations with Law Enforcement Authorities
- Adoption date: December 4, 2006
- Effective date: December 4, 2006
- Revision date:

BULLYING and CYBERBULLYING – ADMINISTRATIVE PROCEDURE

This procedure is intended as guidance for the school principal or superintendent's designee to address an alleged bullying incident. Definitions, as well as steps for reporting, responding to, and remediating allegations of bullying, are provided.

Behavior alleged to be based on a targeted student's actual or perceived race, color, sex, sexual orientation (including gender identity and expression), religion, ancestry or national origin, or disability should be addressed under the Student Harassment and Sexual Harassment procedure (ACAA).

Definitions

The following terms are defined in Maine Public law, Chapter 659 and 20-A M.R.S.A. §6554:

A. "Bullying" includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

- (1) Has, or a reasonable person would expect it to have, the effect of:
 - a. Physically harming a student or damaging a student's property; or
 - b. Placing a student in reasonable fear of physical harm or damage to the student's property;

OR

- (2) Interferes with the rights of a student by:
 - a. Creating an intimidating or hostile educational environment for the student; or
 - b. Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school;

OR

- (3) Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student's association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above.

"Bullying" includes cyberbullying.

B. "Cyberbullying" means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.

C. "Retaliation means" an act or gesture against a student for asserting or alleging an act of bullying. "Retaliation" can also include knowingly false reporting of bullying.

D. "School grounds" means a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. "School grounds" also includes school-related transportation vehicles.

E. "Alternative discipline" means disciplinary action other than suspension or expulsion from school that is designed to correct and address the root causes of a student's specific misbehavior while retaining the student in class or school, or restorative school practices to repair the harm done to relationships and persons from the student's misbehavior.

Reports of Bullying

Bullying or suspected bullying is reportable in person or in writing (including anonymously) to school personnel using the school unit's Reporting Form (JICK-E1).

School staff, coaches and advisors for extracurricular and cocurricular activities are required to report alleged incidents of bullying to the school principal or other school personnel designated by the superintendent. Any other adult working or volunteering in a school will be encouraged to promptly report observed or suspected alleged incidents of bullying to the building principal or school personnel designated by the superintendent.

Students who are believed to have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator.

Parents and other adults who believe that an incident of bullying has occurred are encouraged to report this behavior to a staff member or school administrator.

Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any student who is determined to have knowingly falsely accused another of bullying shall be subject to disciplinary consequences.

Reports of alleged bullying may be made anonymously, except by school staff, coaches and advisors, but in no instance will disciplinary action be taken against any person or organization affiliated with the schools solely on the basis of an anonymous report.

The school principal or superintendent's designee will forward a copy of the completed Reporting Form to the superintendent.

Safety Measures

The school principal or superintendent's designee will communicate to the parent(s) or guardian(s) of the student(s) who was believed to have been bullied the measures being taken to ensure the safety of the student who was believed to have been bullied and to prevent further acts of bullying.

These measures are documented on the Responding Form (JICK-E2)

[NOTE: School personnel should be careful to respect the confidentiality of student information when communicating with the parent(s) or guardian(s) of a student who was believed to have been bullied. It should be sufficient to inform the parents of what the school is doing to protect the student from further alleged bullying behaviors and to convey that the incident will be investigated and appropriate actions will be taken, without providing details that would be considered a violation of FERPA or an invasion of privacy.]

Responding/Investigation

The school principal or superintendent's designee will:

- Ensure that all reports of alleged bullying are investigated and responded to promptly and that documentation of the investigation is provided to the superintendent within a reasonable period of time using the Responding Form (JICK-E2).
- Inform parent(s) or guardian(s) of the student(s) who was alleged to have bullied AND of the student(s) who was believed to have been bullied that a report of an alleged incident of bullying has been made;
- Communicate to the parent(s) or guardian(s) of a student(s) who was believed to have been bullied the measures being taken to ensure the safety of the student(s) who was believed to have been bullied and to prevent further acts of bullying;
- Inform parent(s) or guardian(s) of the students involved the findings of the investigation and actions to be taken;
- Communicate with local or state law enforcement agency if it's believed that the pursuit of criminal charges or a civil action under the Maine Civil Rights Act may be appropriate.

Remediation

If it is determined that there is a substantiated incident of bullying, the school principal or superintendent's designee will:

- Determine the specific nature(s) of the incident, alternative discipline actions, and appropriate consequences;
- Complete the Remediation Form (JICK-E3);
- Provide a copy of the Remediation Form to the superintendent; and
- Assure that the substantiated incident of bullying is reported to the Maine Department of Education.

Appeal

The parent(s) or guardian(s) and student must be notified of the right to appeal the school principal's or superintendent's designees' decision related to taking or not taking remedial action as identified in the appeals procedure established by the school board.

Cross Reference: ACAA-R – Student Harassment and Sexual Harassment Procedure
 JICK – Bullying
 JRA-R – Student Education Records and Student Information

Adopted: February 25, 2013

Please provide a description of incident(s) and include any supporting documentation:

(use additional pages, if needed)

I agree that the information on this form is accurate and true to the best of my knowledge and belief.

_____ Date: _____
 Signature of person reporting (optional)

Received by: _____ Date: _____
 Position/title: _____

Copy to school principal on: _____
Date

Copy received: _____ Date: _____
 Signature of school principal

Copy to superintendent on: _____
Date

Copy received: _____ Date: _____
 Signature of superintendent

Bullying and Cyberbullying Responding Form

To be completed by the school principal or superintendent’s designee promptly from the time that the Report Form is received.

Date the alleged incident of bullying was reported: _____

Name of school principal or superintendent’s designee investigating the report of alleged incident(s) of bullying: _____

Position/title: _____

Details:

Person(s) reporting the alleged incident(s) of bullying (if indicated, but required if school staff, coaches or advisors): _____

Person who completed the Reporting Form (if indicated): _____

The person(s) reporting the alleged incident of bullying is: student parent
grandparent guardian school staff coach advisor other _____

Name of the student(s) or adult(s) who was believed to have been bullied:

Was the behavior related to the targeted student’s actual or perceived (as indicated in the description of the alleged incident on the Reporting Form):

- ____ Race/color
- ____ Sex
- ____ Sexual orientation (including gender identity and gender expression)
- ____ Religion
- ____ National origin/ancestry
- ____ Disability

If so;

- refer to Board policy ACAA: Harassment and Sexual Harassment of Students,
- include the SAU’s Affirmative Action Officer in this investigation, and
- if the behavior includes threats, violence, and/or property damage, it may be enforceable under the Maine Civil Rights Act and should be referred to local law enforcement.

Does the student have a 504 plan? yes no

Does the student have an IEP? yes no

If yes to either above questions, please refer to student's 504 plan or IEP.

Is the student in the referral process for either? yes no

If the student receives Special Education services, when was the Director of Special Education or 504 Coordinator made aware of this situation? date: _____

Name of the student(s) or adult(s) who is alleged to have bullied: _____

The reported alleged incident(s) occurred:

- _____ on school grounds
- _____ on the school bus
- _____ at a school sponsored activity
- _____ through the use of technology – at home at school
- _____ elsewhere – (be specific) _____

Date(s): _____

Time(s)/time(s) of day: _____

Additional details known: _____

Have there been prior reports of alleged incidents of bullying or substantiated incident(s) of bullying involving the student(s) and/or adult(s)? yes no

If yes, please include details and outcomes:

Evidence of allegation(s) of bullying provided to the school or in the school's possession used in this investigation:

_____ school video cameras	_____ letters
_____ school bus camera	_____ phone conversation notes
_____ cell phone video	_____ written statements
_____ electronic photos	_____ hospital reports
_____ printed photos	_____ police reports
_____ email(s)	_____ other (specify) _____

Communication:

When did you contact the parent(s) or guardian(s) of the student(s) who was believed to have been bullied?

Date of communication(s): _____

Details of communication:

The school principal or superintendent’s designee met with the student(s) who was believed to have been bullied on: _____

Details of communication: _____

When did you contact the parent(s) or guardian(s) of the student(s) who was alleged to have bullied?

Date of communication(s): _____

Details of communication:

The school principal or superintendent’s designee met with the student(s) alleged to have bullied on: _____

Details of communication: _____

Did the person(s) reporting the alleged incident identify any witnesses? yes no

Name(s) of witness: _____

Did the school identify any witnesses? yes no

Name(s) of witness: _____

If yes, the school principal or superintendent’s designee met with the witness(es) on:

_____ Details of communication: _____

Safety Measures:

Local or state law enforcement will be contacted for potential:

- _____ criminal charges
- _____ civil action under the Maine Civil Rights Act
- _____ N/A

What measures are being taken throughout the investigation to ensure the safety of the student who was believed to have been bullied? _____

Attach safety measures (ie. Student Support & Safety Plan) to this Responding Form.

When was there communication with the parent(s) or guardian(s) of the student(s) who was believed to have been bullied about these safety measures?

Date of communication(s): _____

Details of communication: _____

Bullying and Cyberbullying Remediation Form

The intent of remediating a substantiated incident of bullying is to counter the negative impact of bullying and to reduce the risk of future bullying incidents.

This remediation is in reference to the alleged incident of bullying reported on:

Name of student who was found to have bullied (do not report name of student or any personally identifying information to the Maine Department of Education):

Delineate the specific nature(s) of the incident:

- _____ Cyberbullying
- _____ Electronic expression
- _____ Physical act or gesture
- _____ Retaliation
- _____ Verbal/Oral
- _____ Written

Alternative discipline imposed for this student (actions taken):

- _____ Meeting with the student and the student's parent(s) or guardian(s)
- _____ Reflective activities, such as requiring the student to write an essay about the student's misbehavior
- _____ Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option
- _____ Counseling
- _____ Anger management
- _____ Health counseling or intervention
- _____ Mental health counseling
- _____ Participation in skills building and resolution activities, such as social emotional cognitive skills building, resolution circles and restorative conferencing
- _____ Community service

The student received/will receive the following discipline actions (consequences):

- _____ Alternative Discipline
- _____ Detention
- _____ Weekend Detention
- _____ In-school suspension
- _____ Out-of-school suspension
- _____ Expulsion/Recommended for expulsion

Was the student referred to law enforcement? yes no

Outcome(s): _____

Additional details of disciplinary actions taken: _____

[DOCUMENTATION OF ALL REMEDIATION ACTIONS MUST RESPECT CONFIDENTIALITY OF STUDENT INFORMATION AS PROVIDED BY FEDERAL AND MAINE LAW AND REGULATIONS]

_____ Date: _____

Signature of principal or superintendent’s designee completing this form

Title of superintendent’s designee

If this person is not the school principal, copy to school principal on: _____

Date

Copy received: _____ Date: _____

Signature of school principal

Copy to Superintendent on: _____

Date

Copy received: _____ Date: _____

Signature of Superintendent

This substantiated incident of bullying was reported to the Maine Department of Education *without personally identifying information* on: _____ initialed by: _____