

REGIONAL SCHOOL UNIT 19

TO: RSU 19 Board of Directors
FR: Robin McNeil / Mike Hammer
DT: October 16, 2019
RE: **Policy Committee Meeting Agenda**



DAY: Tuesday
DATE: **October 22, 2019**
TIME: 6:30 PM
PLACE: Central Office

AGENDA

I. Public Comment

II. Policies

A. Policy Review

1. JJIBB School Colors and Symbols
2. GBGD Workers' Compensation Policy

B. New Policies

1. IHBB Gifted and Talented Education

III. Other

A. Discussion of Dangerous Behaviors





IV. Adjournment


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

SCHOOL COLORS AND SYMBOLS

The RSU 19 Board of Directors believes that the acceptance of school colors and symbols enhances school atmosphere and pride. It also provides a vehicle for individual school recognition.

Below are the approved individual school colors and symbols:

School	Colors	Symbol
Etna-Dixmont School	Red / White	Eagles 
Sebasticook Valley Elementary School	Burgundy / White	Wildcats 
Somerset Elementary School	Maroon / White	Panthers 
Nokomis Regional Middle School	Burgundy / White / Gold	Warriors 

Nokomis Regional High	Burgundy / White / Gold	Warriors 
-----------------------	-------------------------	---

Colors and symbols shall not change without Board approval.

WORKERS' COMPENSATION POLICY

The Board provides workers' compensation coverage for all employees as required by the Maine Workers' Compensation Act. It is the Board's policy that an employee shall notify their immediate supervisor immediately, but no later than within ~~48~~ 24 hours of knowledge of a work related incident, injury or condition, by completing an Employee's Report of Injury form.

An employee becomes eligible for workers' compensation wage benefits following a compensable injury on the eighth day of lost time from work. Prior to reaching the eighth day, the employee may elect to receive available sick leave benefits. If the incapacity extends beyond fourteen days, workers' compensation benefits will become retroactive to the first day of incapacity. If such a condition occurs, the employee will reimburse the District for monies received from sick leave up to the amount received from workers' compensation lost time benefits and the employee's sick leave will be restored on a prorated basis. Thereafter, employees will not be eligible for workers' compensation lost-time benefits and sick leave for the same time periods.

Nothing in this policy shall be construed to impair or reduce benefits guaranteed to employees under the workers' compensation laws of the State of Maine, or applicable federal law.

Nothing in this policy shall be construed or applied to teaching staff covered by a negotiated contract in a way that reduces their vested contractual benefits.

GIFTED AND TALENTED EDUCATION

RSU 19 recognizes the importance of, in accordance with state law and guidelines, identifying students of unusual ability, skill, or creativity in the following areas:

- General intellectual ability,
- Specific academic aptitude, and
- Visual and performing arts.

These are students who excel, or have the potential to excel, beyond their age peers, and who need and can benefit from specialized programming to challenge them and further develop their potential. This is expected (as per Maine Chapter 104) to be about 5% of the student population in intellectual/academic and also about 5% in the arts.

Identifying gifted and talented students, and providing appropriate differentiation to their educational program to better meet the needs of these atypical learners, is necessary to fully include them in the District's mission to:

- Inspire every student.
- Instill a motivation for learning.
- Insure contributing citizens.

The Superintendent, or designee, shall ensure that a process is in place for the screening, identification, placement, and review of identification for students in the gifted and talented program.

Legal Reference: Title 20-A: Education / Chapter 311 Gifted and Talented Students
05-071 Department of Education - Chapter 104: Educational Programs for Gifted and Talented Children

1st Reading:
Adopted:

Dangerous Behaviors– ADMINISTRATIVE PROCEDURE

This procedure is intended as guidance for school administrators and staff in carrying out their responsibilities when students are exhibiting dangerous behaviors. It provides important definitions as well as steps for reporting, investigating and responding to dangerous behaviors.

Definitions

The following terms are defined for clarification:

Dangerous Behaviors

“Dangerous behavior” includes behaviors that present an imminent risk of harm to themselves or to others including property destruction, possession of a weapon, assault, self-injury, peer injury, or threats.

For the purpose of this policy, dangerous behavior does not mean mere teasing, put-downs, “talking trash,” trading of insults, or similar interactions among friends, nor does it include expression of ideas or beliefs so long as such expression is not lewd, profane or does not interfere with students’ opportunity to learn, the instructional program or the operations of the schools. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy and/or responsible behavior in the classroom and the school environment.

The determination whether particular conduct constitutes dangerous behavior requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

Retaliation

“Retaliation means” an act or gesture against a student for asserting or alleging an act of dangerous behavior. “Retaliation” also includes reporting that is not made in good faith on an act of dangerous behavior (i.e., the making of false allegations or reports of dangerous behavior.)

School Grounds

“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.

Alternative Discipline

“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.

Dangerous Behavior Reports**Teachers and School Staff**

Teachers and school staff who believe they have witnessed or learned about an act of dangerous behavior should report this behavior to the building principal using the attached Critical Incident Report.



School Employees

For the purposes of this procedure, “school employees” includes coaches, advisors for co-curricular or extra-curricular activities and volunteers.

All school employees are expected to intervene when they see acts of dangerous behavior in progress and are required to report incidents they have witnessed or become aware of to the building principal as soon as practicable.

School employees who fail to report dangerous behavior or who have made a false report of dangerous behavior will be subject to disciplinary consequences up to and including termination, in accordance with any applicable collective bargaining agreement.

Others

Contractors, service providers, visitors or community members who have witnessed or become aware of dangerous behavior are encouraged to report such incidents to the building principal.

Form of Reports

School employees are required to make reports of dangerous behavior to the principal in writing on the Critical Incident Report.

The building principal will forward a copy of the report to the Superintendent by the end of the next school day.

Interim Measures

The building principal may take such interim measures as he/she deems appropriate to ensure the safety of students and staff and to prevent further dangerous behavior. The building principal will inform the teachers and school staff of the measures taken.

Investigation

The principal will ensure that all reports of dangerous behavior and retaliation are investigated promptly and that documentation of the investigation, including the substance of the complaint or report and the outcome of the investigation is prepared and forwarded to the Superintendent’s Office within a reasonable period of time.

Response to Dangerous Behavior

If dangerous behavior has been substantiated, the building principal or designee as appropriate under the circumstances will determine the appropriate disciplinary consequences, which may include detention, suspension or expulsion; alternative discipline; remediation; and/or other interventions.

Alternative discipline includes but is not limited to:

- A. Meeting with the student and the student’s parents;
- B. Reflective activities, such as requiring the student to write an essay about the student’s misbehavior;
- C. Mediation when there is mutual conflict between individuals, rather than one-way negative behavior, and when both parties freely choose to meet;
- D. Community service;
- E. Develop a Behavior Plan: and
- F. In-school detention or suspension.



If the dangerous behavior appears to be a criminal violation, the building principal will notify local law enforcement authorities.

If dangerous behavior has been substantiated, the building principal will provide written notification to:

- A. The parents/guardians of the student, including the measures being taken for the student's safety; and to
- B. Teachers and school staff directly involved in the student's education.

All communications must respect the confidentiality of student and employee information as provided by federal and Maine law and regulations.

Appeals

Any appeal of the building principal's decisions in regard to consequences for the dangerous behavior must be submitted, in writing, within 14 calendar days of the outcome notification. The Assistant Superintendent will review the investigation report and actions taken and decide whether to sustain or deny the appeal. Any appeal of the Assistant Superintendent's decision must be submitted, in writing, within 14 calendar days of the outcome notification. The Superintendent will review the decision and decide whether to sustain or deny the appeal. The Superintendent's decision shall be final.

Cross Reference: Critical Incident Report
Critical Incident Report Instructions

ISSUED: October 2019



DANGEROUS BEHAVIOR INVESTIGATION FORM

Date: _____

- 1. Name of person investigating alleged incident(s): _____
 Position/title of investigator: _____
 Name of complainant/person reporting dangerous behavior: _____
 Name(s) of any alleged target(s): _____

Complainant/reporter is (circle one): School employee
Coach/advisor Other _____

Name(s) of alleged victims: _____

Name(s) of potential witnesses: _____

- 2. Relationship between alleged victims and reporter: _____

- 3. Did the alleged incident(s) occur (check one or more):
 on school property (including a school bus)
 at a school sponsored activity
 elsewhere

Time and location(s) of incident(s):

- 4. Is this a first time occurrence or has the same or similar occurred previously? _____
 If yes, please provide details and dates: _____

- 5. Interview of complainant/reporter's description of alleged incident(s).
 Please attach documentation of statements.
 Date: _____ Time: _____ Present: _____

6. Interview of alleged aggressor. Please attach documentation of statements.

Date: _____ Time: _____ Present: _____

7. Name(s) of potential witnesses, if any: _____

8. Witnesses interviewed and summary of witness information provided:
Please attach documentation of statements.

Date: _____ Time: _____ Present: _____

9. Further evidence of dangerous behaviors:

10. Is the dangerous behavior substantiated, i.e., does the alleged conduct meet the definition of dangerous behavior? Yes No

11. Nature of harm incurred:

- Physical harm to person or damage to person's property
- Person's reasonable fear of physical harm or damage to property
- Infringement of person's rights at school
- Creating an intimidating or hostile educational environment
- Interfering with the others' academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school

12. Summary of investigation/Explanation of findings:

13. Recommended disposition and/or recommended disciplinary action (including alternative discipline, support for targeted student, other intervention/referral)

14. Recommendation of report to law enforcement? Yes No _____

Potential criminal violation
 Potential civil rights violation

Signature of investigator: _____

If investigator is not building principal, copy to principal on _____
Date

Signature of Member of the student's educational team who is a member of the association:

**DOCUMENTATION OF DISCIPLINARY AND
REMEDIAL ACTIONS TAKEN**

____ Notification of law enforcement authorities, if warranted (if any question, principal should consult with Superintendent first)

Date: _____ Reported to: _____

____ In school suspension

____ Out of school suspension

____ Recommendation for expulsion

____ Alternative discipline/restorative justice (describe): _____

____ Other intervention: _____

____ If dangerous behavior is by a school employee or administrator, recommendation for action to be taken by Superintendent (any action must be consistent with collective bargaining agreement or individual contract).

____ If dangerous behavior by other person (e.g., volunteer, visitor, contractor), action taken: _____

____ If dangerous action by student on a 504 plan or IEP, referred to appropriate team for review: _____

WRITTEN NOTIFICATION TO PARENTS/GUARDIANS OF TARGETED STUDENT, INCLUDING MEASURES BEING TAKEN FOR STUDENT'S SAFETY:

Date: _____ By: _____ (Attach copy of notification here.)

WRITTEN NOTIFICATION TO PARENTS/GUARDIANS OF STUDENT FOUND TO HAVE ENGAGED IN BULLYING BEHAVIOR, INCLUDING PROCESS FOR APPEAL:

Date: _____ By: _____ (Attach copy of notification here.)

Signature of Building Principal: _____ Date: _____

Copy sent to Affirmative Action Officer on _____
Date

DOCUMENTATION OF APPEALS OF PRINCIPAL'S DECISION

Date appeal submitted: _____

All appeals to the Affirmative Action Officer must be submitted, in writing, within 14 days.