Note: This is a VIRTUAL meeting, with members attending via Zoom Video Conferencing. If you are interested in joining this video conference, please call (207 608 8701) or email (ldudgeon@sanford.org) prior to 4:00 pm Monday.

Members present: Don Jamison, Jonathan Mapes, John Roux, Emily Sheffield, Kendra Williams

Student Reps present: Harrielle Bernard, Natalie St. Onge, Juliana Levesque

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Bernie Flynn, Curriculum Director
Cheryl Fournier, Business Manager
Gordon Salls, Athletic Director
Matt Petermann, SHS Principal

A. Call to Order _________ (time)
B. Pledge of Allegiance

C. Adjustments None

D. Approval of Minutes

1. May 4, 2020 6 pm VIRTUAL Regular Meeting (Attachment D.1.)
2. May 11, 2020 3 pm VIRTUAL Workshop (Attachment D.2.)

Recommendation: To accept the minutes as presented.

E. Public Comments

F. Communications None

G. Committee Reports

1. Construction Updates
   i. SHS/SRTC Construction Project
   ii. Elementary Construction Projects
2. Performing Arts Committee (PAC) – Emily Sheffield
3. WSSR Advisory Committee – Kendra Williams
H. Superintendent’s Report
1. Student Representative Reports
2. COVID-19 Update
   i. Summer Programming

I. Directors’ Reports
1. Business Administrator – Cheryl Fournier
2. Assistant Superintendent Steve Bussiere
3. Curriculum Director – Bernie Flynn
4. SHS Principal – Matt Petermann
   Graduation Update

J. New Business
1. Crisis Management Plan – Steve Bussiere
   Recommendation: To adopt the Crisis Management Plan as presented.

2. Spring Coaching Stipends – Gordie Salls (Attachment J.2.)
   Presentation and recommendation by Athletic Director Gordie Salls to pay spring coaches 100% of their stipends.
   Recommendation: To ________________________________

3. Foodservice Bonuses – Matt Nelson
   Proposal to provide additional compensation in the form of a bonus to Food Service Workers preparing meals for students during the COVID-19 school closure.
   Recommendation: To ________________________________

K. Old Business
   None

L. Resignations
1. Superintendent Nelson will announce the following resignation(s):

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>School</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrews, Deb</td>
<td>Title I teacher</td>
<td>Lafayette</td>
<td>Eff. 8/31/20</td>
</tr>
<tr>
<td>Ghiglieri, Nate</td>
<td>Social studies teacher</td>
<td>SMS</td>
<td>Eff. 8/31/20</td>
</tr>
<tr>
<td>Magill, Cyndi</td>
<td>Special Education Ed Tech I</td>
<td>SMS</td>
<td>Eff. 8/31/20</td>
</tr>
<tr>
<td>Magill, Jeff</td>
<td>Special Education Ed Tech I</td>
<td>SMS</td>
<td>Eff. 8/31/20</td>
</tr>
<tr>
<td>McLellan, Nate</td>
<td>Assistant Varsity Football Coach</td>
<td>SHS</td>
<td>Eff. 5/13/20</td>
</tr>
<tr>
<td>Moulton, Karly</td>
<td>Grade 3 Teacher</td>
<td>CJL</td>
<td>Eff. 8/31/20</td>
</tr>
<tr>
<td>Sinnott, Susan</td>
<td>Special Education teacher</td>
<td>CJL</td>
<td>Eff. 8/31/20</td>
</tr>
<tr>
<td>Walsh, Megan</td>
<td>Outreach Worker</td>
<td>District</td>
<td>Eff. 8/31/20</td>
</tr>
</tbody>
</table>

M. Staff Appointments
   None
N. Staff Transfers

1. Superintendent Nelson will announce the following transfer(s):

<table>
<thead>
<tr>
<th>Name</th>
<th>From School</th>
<th>To School</th>
<th>Effective Date</th>
<th>Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brunelle, Kaitlyn</td>
<td>CJL Kindergarten Teacher</td>
<td>CJL Grade 1 Teacher</td>
<td>9/1/20</td>
<td>Replacement</td>
</tr>
</tbody>
</table>

O. Staff Nominations

1. Superintendent Nelson will nominate the following professionals for first year probationary teaching contracts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>School</th>
<th>Effective Date</th>
<th>Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monroe, Annie</td>
<td>Art teacher</td>
<td>SHS</td>
<td>9/1/20</td>
<td>Replacement</td>
</tr>
<tr>
<td>Walker, Ashley</td>
<td>Special Education teacher, K-12</td>
<td>CJL</td>
<td>9/1/20</td>
<td>Replacement</td>
</tr>
</tbody>
</table>

**Recommendation:** To approve the nominations as presented.

2. Superintendent Nelson will nominate the following administrators for contracts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>School</th>
<th>Effective Date</th>
<th>Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ivey, Nichole</td>
<td>Adult Ed Director</td>
<td>SCAE</td>
<td>7/1/20</td>
<td>Replacement</td>
</tr>
<tr>
<td>Lambert, Beth</td>
<td>Curriculum Director</td>
<td>District</td>
<td>7/1/20</td>
<td>Replacement</td>
</tr>
</tbody>
</table>

**Recommendation:** To approve the nominations as presented.

3. Superintendent Nelson will nominate the following administrators for renewal contracts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bailey, Mike</td>
<td>Sanford Junior High School Assistant Principal</td>
</tr>
<tr>
<td>Baron, Sherri</td>
<td>Carl J. Lamb School Principal</td>
</tr>
<tr>
<td>Bissell, Stacey</td>
<td>District Special Ed Director</td>
</tr>
<tr>
<td>Delaney, Tammy</td>
<td>District Assistant Special Ed Director</td>
</tr>
<tr>
<td>Leet, Patricia</td>
<td>Carl J. Lamb School Assistant Principal</td>
</tr>
<tr>
<td>Lydon, Pam</td>
<td>Sanford Junior High School Principal</td>
</tr>
<tr>
<td>Mastraccio, Joe</td>
<td>Sanford Junior High School Assistant Principal</td>
</tr>
<tr>
<td>Petermann, Matt</td>
<td>Sanford High School Principal</td>
</tr>
<tr>
<td>Potter, Chuck</td>
<td>Margaret Chase Smith School Principal</td>
</tr>
<tr>
<td>Redmond, Michael</td>
<td>Sanford Regional Technical Center Asst. Director</td>
</tr>
<tr>
<td>Salls, Gordon</td>
<td>District Athletic Director</td>
</tr>
<tr>
<td>Sargent, Kathy</td>
<td>Sanford Regional Technical Center Director</td>
</tr>
<tr>
<td>Tremblay, Aaron</td>
<td>Sanford High School Assistant Principal</td>
</tr>
<tr>
<td>Watts, Troy</td>
<td>Sanford High School Assistant Principal</td>
</tr>
</tbody>
</table>

**Recommendation:** To approve the nominations as presented.
P. Policies (Attachment P)

1. Second reading – Policy JICK – Bullying and Cyberbullying Prevention in Schools
   **Recommendation**: to adopt Policy JICK as presented.

2. Second reading – Policy JICK-R – Bullying and Cyberbullying – Administrative Procedure
   **Recommendation**: to adopt Policy JICK-R as presented.

Q. Items for Future Agenda(s)

R. Calendar Announcements

1.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, June 1, 2020</td>
<td>School Committee</td>
<td>6:00 pm</td>
<td>TBD</td>
</tr>
<tr>
<td>Monday, June 15, 2020</td>
<td>School Committee</td>
<td>6:00 pm</td>
<td>TBD</td>
</tr>
</tbody>
</table>

S. Adjournment

1. **Recommendation**: To adjourn at ______.
SANFORD SCHOOL DEPARTMENT  
SANFORD SCHOOL COMMITTEE  
MINUTES  
Monday, May 4, 2020 ~ 6:00 pm

Note: This was a VIRTUAL meeting with members attending via Zoom Video Conferencing.

Members present: Don Jamison, Jonathan Mapes, John Roux, Emily Sheffield, Kendra Williams

Student Reps present: None

Staff present: Matt Nelson, Superintendent  
Steve Bussiere, Assistant Superintendent  
Cheryl Fournier, Business Manager  
Stacey Bissell, Special Education Director  
Pamela Lydon, SMS Principal  
Matt Petermann, SHS Principal  
Kathy Sargent, SRTC Director  
Beth Lambert, SHS Assistant Principal  
Jessica Rice, SHS Transitions  
Beth Letourneau, SHS Counseling Director  
Mike Bailey, SMS Assistant Principal  
Joe Mastraccio, SMS Assistant Principal  
Paul Auger, SHS Teacher  
Sarah Schnell, WSSR  
Rachel White, SMS Teacher

Guests present: Amy Sevigny, parent  
Ayn Hanselmann, parent

A. Call to Order  
   Time: 6:07 pm

B. Pledge of Allegiance  
   Said

C. Adjustments  
   None

D. Approval of Minutes

   1. April 27, 2020 6 pm VIRTUAL Regular Meeting (Attachment D.1.)  
      Motion by Mr. Jamison: To adopt the minutes as presented.  
      Motion seconded by Mr. Roux. Motion carried 5 – 0.

E. Public Comments  
   None

F. Communications  
   None
G. Committee Reports

1. Construction Updates
   i. SHS/SRTC Construction Project
      1. Punch list is approximately 25 items pending Lavallee Brensinger review on 5/7/20
      2. $750,000 retainage will be reviewed against remaining items
      3. HVAC balancing issues remain on the punch list
      4. Outstanding issues with turf field to be addressed soon
   ii. Elementary Construction Projects
      1. MCS
         a. Punch list created by architect for 1st floor of new classroom wing
         b. Cleaning crews on 2nd floor; should be downstairs on 5/8/20
         c. Remainder of furniture stored in gym to be moved to first floor classrooms so gym can be completed
         d. Finish work almost completed in two existing classroom wings
         e. Exterior metal siding continues
         f. Site work progressing; sidewalks have been paved
         g. Delay claim still under negotiation with architect, contractor and school department
         h. New Project Mgr. Garret Bertolini has replaced Tim Sommers
         i. 9 bidders to date on new furniture
2. CMS
   a. Wall tile repair and replacement continues
   b. First floor flooring installation has begun
   c. Millworkers, electricians, mechanical engineers, painters and insulators have been on site
   d. Hazardous materials have been identified for remediation
   e. Scheduled remains TBD
   f. Next meeting scheduled for 5/7/20
   g. Overall positive progress
   h. Budget adversely impacted by abatement and remediation
   i. Budget status:
      i. CMS: Original Contract Sum was $11,175,160.00
         • Current Contract Sum is at $12,526,409.00
         • Latest March Requisition for $518,852.38
         • Remaining Balance for CMS is $3,096,861.59
      ii. CES: Original Contract Sum was $5,278,690.00
          • Current Contract Sum is $5,457,358.00
          • The Only Requisition in Sept. 2019 was $126,122
          • Remaining Balance for Project is $5,331,236.00
      iii. Project:
          • Construction Budget: $16,522,238 (excludes contingency and Revolving Renovation Funds for Floor Abatement)
          • Revolving Renovation Funds: $575,568
          • Contingency for CMS/CES: $570,614
          • Current Contracted Sum: $17,983,767 o (excludes EnviroVantage Costs)

2. Performing Arts Committee (PAC) – Emily Sheffield
   i. Met earlier today
   ii. Temporarily suspended event rescheduling based on Governor Mills latest 4 phase plan
   iii. Exploring streaming PAC rentals, school events
   iv. Kudos to Sarah Schnell for her assistance
   v. Forming a committee for sponsorships for next year
   vi. Will meet again next month
3. WSSR-TV Advisory Committee – Kendra Williams, Don Jamison, Sarah Schnell
   i. Weekly Zoom meetings on Wednesdays
   ii. Researching how to connect City Hall and School Department websites to stream more content via a quick link
   iii. Will work on Vision and Mission Statements this week
   iv. Sarah Schnell provided Advisory Committee a virtual tour of WSSR studio
   v. Sarah Schnell noted the need for more “content creators”

H. Superintendent’s Report

1. Student Representative Reports - none
2. COVID19 Update
   a. Distance Learning will remain in place through the end of the school year
   b. Summer school, end of year activities, athletics, etc. TBD
   c. Maine Dept. of Education is developing school guidelines, starting with end of year activities, followed by summer programs and finally the start of the 20/21 school year
   d. Recognized the burden on students, families and staff, no new learning will be expected after Memorial Day; remaining school days to be spent completing outstanding assignments, practicing/reviewing key concepts, returning books and technology and retrieving personal belongings.
      i. Schedules TBD
   e. Recognized difficulties on K-8 staff, most of whom will be moving schools/classrooms this year

I. Directors’ Reports

1. Business Administrator Cheryl Fournier
   a. CARES Act
      1. Daily meetings with Business Managers group
      2. Allocations will be based on Title I
      3. Application to be available online on 5/6/20
   b. Bond – currently working with City on $8.6 million Bond
2. Assistant Superintendent Steve Bussiere  
   a. Summer programming/Summer facilities  
      1. Title I, Jump Start, Extended School Year and Summer Food Programs all pending DOE direction  
      2. Some of the educational programs may need to go virtual if necessary  
      3. Comment from Athletic Director Gordie Salls regarding “tough sell” if Sanford’s Parks & Recreation summer programs will be able to use school facilities and Sanford’s school athletics will not  
   b. Elementary reconfiguration  
      1. Meeting with elementary PTA groups regarding impact of elementary reconfiguration  
      2. Met with Lafayette PTA last week  
      3. Meeting with CJL and Willard PTA this week  
   c. Thank you to Ayn Hanselmann and Backpack Program  
      1. Donation of gift cards to Student Assistance Teams (SAT) at each school

3. Curriculum Director Bernie Flynn (Supt. Matt Nelson reported)  
   a. This past Friday was School Lunch Heroes Day. We posted it on our school signs and used app to share it via various platforms. Also shared video announcement from MDOE Commissioner Pender Makin and Governor Janet Mills.  
   b. Celebrating teacher appreciation this week.

4. Special Education Director Stacey Bissell – Distance Learning update  
   a. Difficult to remotely provide “specially designed instruction:  
   b. Special Ed staff have been creative and dedicated  
   c. Meeting weekly with Maine special education directors  
   d. York County is engaging 44% to 52% special ed students  
   e. Relief Fund should be used for Out of District placements; all SAUs are paying the daily rates for same, per Dept. of Education  
   f. Maine DOE has provided outstanding special education support  
   g. Federal government direction took 30 days  
      1. No IDEA waivers allowed  
      2. Some legal agencies are discouraging parental compensatory ed claims  
   h. Per Business Manager, projected to be within budget for Out of District placements, which should be an allowable CARES Act cost.
5. Sanford Middle School Principal Pamela Lydon – Distance Learning update
   a. Kudos to all staff and PTA
   b. Distance Learning technology was a challenge
   c. Social emotional well-being of students a priority
   d. “Home” visits by SRO Skip Sheldon and administrators to check on the approximately 10% of students not engaged with school
   e. Distance learning has been okay but is certainly not ideal
   f. Discussion surrounding “step up” activities and the transition from grade 4 to SMS as well as grade 8 to SHS

6. Grade 8 Principal Chuck Potter – Distance Learning update
   a. Kudos to all staff and PTA – shout out regarding Teachers Appreciation Week
   b. Teachers have made great connections with students
   c. Pros: introverted students find it easier to reach out for help
   d. Cons: Students disengaging from subjects/classes they don’t enjoy; social connection interrupted; some concepts difficult to teach remotely; some technological challenges

7. SRTC Director Kathy Sargent – Distance Learning update
   a. Distance Learning and CTE do not mix
   b. Staff, students and parents have “rocked it” especially with technology
   c. Interview process for incoming SRTC students was done entirely online; 600+ students from 8 schools were interviewed using Zoom
   d. Thank you to Samantha Brink and Deanna Farrell for coordinating technology for these Zoom meetings
   e. Free online resources in use; will need to find a way to incorporating going forward
   f. SRTC students – many took on essential employee positions; speaks to strong work ethic
   g. Concern over inability to complete certification requirements in several classes – hope to be able to make up in summer
   h. Weekly staff meetings regarding attendance; students totally disengaged is down to approximately 9%
   i. Exploring special events – Quarter Three assembly, NTHS induction, Recognition Night
   j. Thank you to James Harmon, Sarah Schnell and Brett Williams for their assistance with virtual events
   k. Thank you to Sue Lamoreau and Fred Gluck for their assistance with Zoom, Google Classroom, etc. for SRTC staff
8. SHS Principal Matt Petermann – Distance Learning update
   a. Kudos to all staff including Foodservice and Custodians
   b. “Motorcade” of SHS staff through Sanford last Thursday – set up by Cyndi Pattershall; video via Channel 8
   c. Curriculum focus on critical skills and knowledge
   d. 5 day grace on homework initiated due to many students working
   e. Attendance based on week, not individual days due to students working
   f. Multiple strategies employed to identify/support students who are not engaging in any school work
   g. Events
      1. Spring athletics postponed
      2. Elks Top 50 Banquet to be held virtually this Thursday at 6 pm
      3. Senior Banquet postponed indefinitely
      4. Graduation Committee working diligently on an alternative plan for Graduation 2020 – plans underway for tentative Drive Through Graduation starting at 4 pm and culminating with a 7 pm motorcade through Sanford
      5. Noted were difficulties rescheduling due to military schedules and out-of-state post-secondary plans
   h. Ms. Sheffield gave kudos to Class of 2020 for their maturity and grace; questioned graduation requirements and community service requirements
   i. Mr. Petermann noted that there are fewer seniors in jeopardy this year than usual and that COVID-19 has provided many opportunities for students to earn community service time
   j. Mrs. Williams gave kudos to everyone responsible for the lawn signs placed on every senior’s front yard

J. New Business None

K. Old Business None

L. Resignations
   1. Superintendent Nelson announced the following resignation:
      [Paye, David Social Studies Teacher SHS Eff. 8/31/20]

M. Staff Appointments None

N. Staff Transfers None
O. Staff Nominations:

1. Superintendent Nelson nominated the following professional staff for 2nd year probationary contracts:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allen, Joshua</td>
<td>SJHS</td>
</tr>
<tr>
<td>Belanger, Karen</td>
<td>CJL</td>
</tr>
<tr>
<td>Bemis, Celeste</td>
<td>Willard</td>
</tr>
<tr>
<td>Brown, Jason</td>
<td>SRTC</td>
</tr>
<tr>
<td>Brown, Megan</td>
<td>MCS</td>
</tr>
<tr>
<td>Butler, Jan</td>
<td>MCS</td>
</tr>
<tr>
<td>Carter, Emily</td>
<td>Willard</td>
</tr>
<tr>
<td>Drew, Darcie</td>
<td>SHS</td>
</tr>
<tr>
<td>Durack, Pamela – pending certification</td>
<td>SRTC</td>
</tr>
<tr>
<td>Fernandez-Phelps, Daniel</td>
<td>Willard</td>
</tr>
<tr>
<td>Flayhan, Tyler</td>
<td>SHS</td>
</tr>
<tr>
<td>Gluck, Fredric pending certification</td>
<td>SRTC</td>
</tr>
<tr>
<td>Hodge-MacKenzie, Spencer</td>
<td>SHS</td>
</tr>
<tr>
<td>Humber, Jaime</td>
<td>CJL</td>
</tr>
<tr>
<td>Keene, Laurie</td>
<td>Willard</td>
</tr>
<tr>
<td>Maier, Kathleen</td>
<td>Willard</td>
</tr>
<tr>
<td>Mannino, Meaghan</td>
<td>Willard/CJL</td>
</tr>
<tr>
<td>Merrick, Eleanor</td>
<td>District</td>
</tr>
<tr>
<td>Omoigiade, Tara</td>
<td>CJL</td>
</tr>
<tr>
<td>Phinney, Cindy</td>
<td>SJHS</td>
</tr>
<tr>
<td>Pietruch, Jason</td>
<td>SJHS</td>
</tr>
<tr>
<td>Richard, Jason</td>
<td>SJHS</td>
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<tr>
<td>Scarano, Erica</td>
<td>SHS</td>
</tr>
<tr>
<td>Simpson, Stephanie</td>
<td>Willard</td>
</tr>
<tr>
<td>Strout, Lindsay</td>
<td>SHS</td>
</tr>
<tr>
<td>Tounge, Gwynne</td>
<td>MCS</td>
</tr>
<tr>
<td>Watson, Kimberlee</td>
<td>SHS</td>
</tr>
</tbody>
</table>

Motion by Mr. Jamison: **To accept the nominations as presented.**
Motioned seconded by Mr. Roux. Motion carried 5 – 0.
2. Superintendent Nelson nominated the following professional staff for 3rd year probationary contracts:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barry, Ellen</td>
<td>SRTC</td>
</tr>
<tr>
<td>Brickett, Kyleann</td>
<td>SHS</td>
</tr>
<tr>
<td>Brown, Jennifer</td>
<td>SJHS</td>
</tr>
<tr>
<td>Carter, Janet</td>
<td>SJHS</td>
</tr>
<tr>
<td>Curtis, Kristan</td>
<td>CJL</td>
</tr>
<tr>
<td>Dompkouski, Susanne</td>
<td>Willard</td>
</tr>
<tr>
<td>Dunlap, Amos</td>
<td>SHS</td>
</tr>
<tr>
<td>Eaton, Brittany</td>
<td>SRTC</td>
</tr>
<tr>
<td>Emerson-Holm, Diane</td>
<td>SRTC</td>
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<tr>
<td>Foley, Kelly</td>
<td>SHS</td>
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<tr>
<td>Gouin, Ethan</td>
<td>SJHS</td>
</tr>
<tr>
<td>Greene Lamb, Amy</td>
<td>SJHS</td>
</tr>
<tr>
<td>Hartley, Amanda</td>
<td>Willard</td>
</tr>
<tr>
<td>Humphrey, Amy</td>
<td>CJL</td>
</tr>
<tr>
<td>Jeney, Christopher</td>
<td>SHS</td>
</tr>
<tr>
<td>McLellan, Nathan</td>
<td>SJHS</td>
</tr>
<tr>
<td>Morton, Lindsey</td>
<td>CJL</td>
</tr>
<tr>
<td>Orchard, Samantha</td>
<td>SJHS</td>
</tr>
<tr>
<td>Perreault, Katie</td>
<td>SJHS</td>
</tr>
<tr>
<td>Politano, Amy</td>
<td>SJHS</td>
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<tr>
<td>Roy, Michelle</td>
<td>SHS</td>
</tr>
<tr>
<td>Santamore, Paul</td>
<td>SHS</td>
</tr>
<tr>
<td>Slobeda, Ashley</td>
<td>SJHS</td>
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<tr>
<td>Strait, Katie</td>
<td>SJHS</td>
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<tr>
<td>Suratt, Christen</td>
<td>Willard</td>
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<tr>
<td>Thomson, Devyn</td>
<td>MCS</td>
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<tr>
<td>Tomlinson, Alaina</td>
<td>SHS</td>
</tr>
<tr>
<td>Webber, Theresa</td>
<td>District</td>
</tr>
<tr>
<td>Wechter, Kristen</td>
<td>CJL</td>
</tr>
<tr>
<td>Welch, Alex</td>
<td>Willard</td>
</tr>
<tr>
<td>Wyman, Ashley</td>
<td>SJHS</td>
</tr>
</tbody>
</table>

Motion by Mr. Jamison: **To accept the nominations as presented.**
Motioned seconded by Mr. Mapes. Motion carried 5 – 0.
3. Superintendent Nelson will nominate the following professional staff for first year continuing contracts:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, Samantha</td>
<td>CJL</td>
</tr>
<tr>
<td>Agreste, Ellie</td>
<td>SHS</td>
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<tr>
<td>Arsenault, Elizabeth</td>
<td>CJL</td>
</tr>
<tr>
<td>Benham, Erik</td>
<td>District</td>
</tr>
<tr>
<td>Boivin, Tricia</td>
<td>Willard</td>
</tr>
<tr>
<td>Camire, Ryan</td>
<td>SHS</td>
</tr>
<tr>
<td>*Clement, Joshua *pending Latin certification</td>
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<td>Willard</td>
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Motion by Mr. Jamison: To approve the nomination as presented.
Motion seconded by Mr. Roux. Motion carried 5 – 0.

P. Policies

(Attachment P)

1. First reading – Policy JICK – Bullying and Cyberbullying Prevention in Schools
2. First reading – Procedure JICK-R – Bullying and Cyberbullying – Administrative Procedure

Motion by Mrs. Williams: To accept the first reading of Policies JICK and JICK-R as presented.
Motion seconded by Mr. Jamison. Motion carried 5 – 0.
School Committee Meeting Minutes

May 4, 2020

Q. Items for Future Agenda(s)

R. Calendar Announcements

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Monday, May 11, 2020</td>
<td>Workshop</td>
<td>3:00 pm</td>
<td>Virtual Meeting</td>
</tr>
<tr>
<td>Monday, May 18, 2020</td>
<td>Regular Meeting</td>
<td>6:00 pm</td>
<td>TBD</td>
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<tr>
<td>Monday, June 1, 2020</td>
<td>Regular Meeting</td>
<td>6:00 pm</td>
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<tr>
<td>Monday, June 15, 2020</td>
<td>Regular Meeting</td>
<td>6:00 pm</td>
<td>TBD</td>
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S. Adjournment

Motion by Mr. Roux: **To adjourn at 8:02 pm.**
Motion seconded by Mr. Jamison. Motion carried 5 - 0.

Respectfully submitted,

Don Jamison, School Committee Chair

Matt Nelson, Superintendent
SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, May 11, 2020 ~ 3:15 pm

Note: This was a VIRTUAL meeting, members attended via Zoom Video Conferencing.

Members present: Don Jamison, Jonathan Mapes, John Roux, Emily Sheffield, Kendra Williams

Student reps present: None

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Cheryl Fournier, Business Manager
Holly Hartley, Foodservice Director

Guests present: Ayn Hanselmann, Backpack Program
Lori Williams, Backpack Program
Heidi Barker, Backpack Program
Shawnda LaPointe, Backpack Program
Jessica Rice

A. Call to Order  Time: 3:17 pm

B. Workshop Session

1. Federal Child and Adult Care Food Program (CACFP)

The Sanford School Committee discussed LD 577 “An Act to Increase Access to Nutritious Foods in Schools by Implementing an After-School Food Program for At-Risk Students” which was signed into law by the Governor of Maine on June 20, 2019.

It was agreed to convene a committee (Steve Bussiere, Holly Hartley, Ayn Hanselmann, Lori Williams and a representative from Full Plates Full Potential) to further explore the feasibility of serving supper to at-risk students.

C. Adjournment

Mr. Jamison made a motion to adjourn at 4:19 pm.
Ms. Sheffield seconded the motion. Motion carried 5 - 0.

Respectfully submitted,

______________________________  ________________________
Don Jamison, School Committee Chair       Matt Nelson, Superintendent
April 13, 2020

To: Matt Nelson, Superintendent
Fr: Gordie Salls, Athletic Director
Re: Spring Coach Stipend Recommendation

I write to recommend requesting that the Sanford School district administration and board of education fund our 2020 spring season high school and middle school coaching staff at 100% of their stipend. As decisions evolved in reaction to the COVID-19 pandemic, I have followed conversations regarding spring coach stipends at school districts throughout the state. Initially, these conversations began as “no season, no pay”. Most recently, you will find that school districts throughout the state range from fully funding stipends, partial payment and no payment at all.

I make this recommendation, because quite simply “it is the right thing to do”. Great coaches running outstanding programs requires a year-round commitment. True, the bulk of their “coaching” takes place during the spring season, but most have spent time preparing prior to the season, attending booster meetings year-round, attend state association coach meetings, further their knowledge through professional development opportunities, run summer programming and most importantly are a very valuable resource for our student-athletes and for many, the most influential person or role model in their life. The MPA spring season just happens to be the timeframe in which they are compensated. The Sanford Athletic Department is fortunate to have an outstanding, well-respected coaching staff. In today’s day and age, it is often difficult to find “good coaches” and we should continue to strive to be a school district where coaches want to “coach”.

The Sanford coaching staff made a commitment for the spring season, had no control over losing the season due to these uncertain times and I believe we should honor the commitment our coaches have made. Coaches coach for the love of the sport, because they are competitive and to provide life-long memories for their student-athletes. It is also important to recognize that coaching stipends are also a means of income for many; and in some cases, it is income that was budgeted for. Additionally, it is income that is important for retirement calculations. As a young educator myself, my career involved coaching three sports because I loved coaching, but also because I relied on the stipends to help support my young family.

I am proud that the Sanford School Department has made every effort to maintain all district employees at current salaries or hourly wage and I feel strongly that our coaches should be treated the same. The school district will gain significant savings with reduced transportation costs, officials’ fees and other related athletic expenses due to the canceling of the spring sports season.

Respectfully submitted for your consideration,

Gordon A. Salls, CMAA
Athletic Director
The following policies and procedures will be presented for Second Readings.

II.  **Policy JICK: Bullying and Cyberbullying in Schools**

III. **Procedure JICK-R: Bullying and Cyberbullying in Schools—Administrative Procedures**

Our legal firm Drummond Woodsum recommended that schools update their Bullying and Cyberbullying policy and complaint procedures to include gender identity or expression as a protected class. In reviewing our policy, we also consulted with Maine School Management for guidance.

Policy JICK and Procedure JICK-R were last updated on October 17, 2016. The updated policy and procedure simply adds the language to include gender identity and expression as defined by Maine State law.

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**Recommended Motions**

1. Motion to adopt **Policy JICK: Bullying and Cyberbullying in Schools** as presented.
2. Motion to adopt **Policy JICK-R: Bullying and Cyberbullying in Schools—Administrative Procedures** as presented.
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
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: October 17, 2016

May 4, 2020, first reading
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, 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.]
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  
**Revised:** October 17, 2016  
**May 4, 2020, first reading**