TO:    Kate Brown, Candy deCspikes, Maddy Vertenten

FROM:  Cynthia Alexander

DATE:  February 20, 2020

RE:    Policy Review – March 6, 2020

The Policy Sub-Committee is scheduled to meet on Friday, March 6, 2020 at 8:30 a.m. at the RSU5 Central Office.

Agenda
BIA-New Board of Directors Member Orientation
BIB-Board of Directors Member Development Opportunities
BIC-Board of Directors Member Freedom of Access Training
BIC-E-Certification of Completion of Freedom of Access Training
BID - Board Member Compensation and Expenses.pdf
JICK-Bullying
JICK-R-Bullying-Administrative Procedure
JICK-E1-RSU No. 5 Bullying Report Form
JICK-E2-RSU No. 5 Bullying Investigation Form
JICK-E3-Documentation of Disciplinary and Remedial Actions Taken
JICK-E4-Bullying Reporting, Investigation and Intervention/Resolution Process
NEW BOARD OF DIRECTORS MEMBER ORIENTATION

In order that newly elected Board of Director members may cast informed votes and function effectively as Board members, the Board and Superintendent will extend to them the fullest measures of courtesy and cooperation and will make every reasonable effort to assist newly elected Board members in understanding the Board’s functions, policies, procedures and current issues.

A. In the interim between a new member’s election or appointment and his/her assuming office, the Board of Directors, through the Superintendent, will invite new members to attend meetings, except those held in executive session, and provide new members with agenda, minutes and reports applicable to those meetings. During the time between election or appointment and the assumption of office, the status of the future-member remains that of a private citizen and not that of an elected or appointed official.

B. The Board of Directors, through the Superintendent, will provide new members with copies of appropriate publications, such as the Board of Directors policy manual, student handbook(s), collective bargaining agreements and current budget documents.

C. The Board of Directors, will remind Board members of their obligation to complete, not later than the 120th day after the date of taking the oath of office, training on the requirements of Maine’s Freedom of Access Law. The Chair will provide Board members with information regarding available training options. Each Board member shall attest by means of a written or electronic record that he/she has completed the training and provide a copy of such record to the Superintendent’s Office. To facilitate documentation of training, the Superintendent will make available to Board members copies of the State’s sample Certification of Completion of Access Training form.

D. The Board of Directors will encourage new members to attend appropriate in-district and out-of-district orientation and/or School Boardmanship workshops. Reimbursement for such activities must be approved in advance by the Board of Directors Chair, in consultation with the Superintendent, and is subject to the availability of funds.

E. The Chair and Superintendent will schedule and arrange for an orientation session for new Board members as soon as practicable after election or appointment. A reasonable amount of time will be provided for discussion of:

1. The roles and responsibilities of the Board of Directors and individual members;

2. Basic operational procedures of the Board of Directors;

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3. Placement of items on the agenda;

4. The role of committees, subcommittees and advisory committees;

5. How and why executive sessions may be held;

6. What is considered confidential or privileged information;

7. Appropriate responses of an individual member when a request or complaint is made directly to him/her by a student, parent or member of the community;

8. How the Board of Directors responds to complaints involving personnel;

9. General information about the school system and its resources;

10. How Board of Director members, in fulfilling their duties, may request information concerning schools and District operations, finances and personnel;

11. How Board of Director members may make arrangements to visit schools, and the protocol for such visits;

12. Protocol for dealing with the media; and

13. Other relevant topics.

All Board of Director members will be invited to the orientation session and encouraged to attend. The orientation is intended to serve as a useful review of basic boardmanship concepts for experienced members as well as an opportunity to provide information and counsel to new Board members.

Adopted: November 18, 2009
Reviewed: April 27, 2011
Reviewed: March 26, 2014
BOARD OF DIRECTORS MEMBER DEVELOPMENT OPPORTUNITIES

Recognizing the value of continuous and life-long learning, the RSU No. 5 Board of Directors places a high priority on the development of its members' "boardsmanship" skills and on supporting opportunities for in-service education. The purpose of the Board of Directors development is to enhance the quality of education in the Board of Directors and the effectiveness of school unit governance.

Board of Director members need to be well-informed and to expand their knowledge of trends and issues affecting education and school governance. In addition, Board of Director members need to develop and reinforce the skills required for effective policy-making, budget planning and communications.

Board of Director members are encouraged to participate in district-sponsored training sessions and/or workshops and in Board or related conferences, seminars, workshops and conventions sponsored by the Maine School Boards Association, the Maine School Management Association, the National School Boards Association and other recognized leaders in education. Board members are also encouraged to be active in leadership opportunities that may be available within regional, state and national associations.

Adequate funds should be budgeted annually to support Board of Director member development, including participation at meetings, subscriptions to publications that address the concerns of Board members and memberships in school board associations.

Upon Board of Director approval and within budgetary limitations, reimbursement for travel and necessary expenses will be provided to individual members for activities related to Board development. The Board of Directors, on a case-by-case basis, will determine the number of Board members authorized to attend specific meetings, conferences, conventions or other events at the Board of Director’s expense, as warranted by budgetary limitations. Board members may use their own discretion regarding attendance at meetings, conferences, conventions or other events where reimbursement will not be provided by the Board of Directors.

At a Board of Directors meeting subsequent to attendance at an educational event, members are encouraged to report briefly to the Board and to the public to share knowledge gained and thoughts on implications for local school governance. Board of Director members are also encouraged to study and share with the Board and Superintendent materials of interest they have collected.

Adopted: November 18, 2009
Reviewed: April 27, 2011
Reviewed: March 26, 2014

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BOARD OF DIRECTORS MEMBER FREEDOM OF ACCESS TRAINING

In accordance with Maine law, beginning July 1, 2008, every Board of Director member must complete a course of training on the requirements of Maine's Freedom of Access law as it relates to public records and proceedings not later than the 120th day after the date he/she takes the oath of office to assume his/her duties as an elected official. Board members serving in office on July 1, 2008, must complete the training by November 1, 2008. Freedom of Access training must be repeated within 120 days of taking the oath of office each time a Board member is elected to serve a new term.

At a minimum, the training course must include instruction in:

A. The general legal requirements of the Freedom of Access law regarding public records and public proceedings;

B. Procedures and requirements regarding complying with a request for a public record under the Freedom of Access law; and

C. Penalties and other consequences for failure to comply with the Freedom of Access law.

A Board member may meet the training requirement by conducting a thorough review of all the information made available by the State of Maine on the Frequently Asked Questions portion of its Freedom of Access website, or by completing any other training course that includes all of this information.

Each Board member shall attest by means of a written or electronic record that he/she has completed the training and provide a copy of such record to the Superintendent's Office. To facilitate documentation of training, the Superintendent will make available to Board members copies of the State's sample Certificate of Completion of Freedom of Access Training form.

Legal Reference: 1 M.R.S.A. §§ 411, 412

Cross Reference: BID – New Board of Directors Member Orientation
                KDB – Public’s Right to Know/Freedom of Access

Adopted: November 18, 2009
Reviewed: May 25, 2011
Reviewed: March 26, 2014

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CERTIFICATION OF COMPLETION OF
FREEDOM OF ACCESS TRAINING REQUIRED BY 1 M.R.S.A. § 412

I, ____________________________, hereby certify that I have met the
(Name of elected official)
training requirements set forth in M.R.S.A. § 412 on ______________________ by
(Date of training)
completing the following training.

☐ A thorough review of all of the information made available on the Frequently
   Asked Questions portion of the State Freedom of Access website,
   www.maine.gov/focas/faq

☐ Another training course that includes this information, identified as follows:

(Title of course)

(Name of course provider)

Dated this ______________________________ day of __________, 20xx.

(Signature)

(Printed name)

(Elected office)

NOTE: Training must be completed within 120 days after an elected official takes the oath
of office or, for elected officials serving in office on July 1, 2008, by November 1,
2008.

Adopted: November 18, 2009
Reviewed: May 25, 2011
Reviewed: March 26, 2014

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BOARD MEMBER COMPENSATION AND EXPENSES

A stipend of $25.00 per meeting for each Board member is authorized. This payment will be made for attendance at all regular meetings and for attendance at special Board of Director meetings when minutes are prepared and subsequently accepted.

Legal Reference: 20-A MRSA § 1251 (MSAD)
20-A MRSA § 1652 (CSD)
20-A MRSA § 2306 (MUN)
20-A MRSA § 1471 (RSU)

Adopted: March 24, 2010
Reviewed: May 25, 2011
Reviewed: March 26, 2014

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BULLYING

The Board believes that bullying, including cyberbullying, is detrimental to student well-being and to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate in and witness such behavior.

Bullying Prohibited

Bullying, including “cyberbullying,” is not acceptable conduct in RSU 5 and is prohibited.

Retaliation for the reporting of incidents of such behavior is also prohibited.

In adopting this policy, it is not the Board’s intent to prohibit students from expressing their ideas, including religious, political and philosophical views that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that directly interferes with students’ rights at school under applicable laws or with the educational mission, operations, discipline or general welfare of the schools.

Definition of Bullying

“Bullying” and “cyberbullying” have the same meaning in this policy as in Maine law:

Bullying

“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:

A. Has, or a reasonable person would expect it to have, the effect of:
   1. Physically harming a student or damaging a student’s property; or
   2. Placing a student in reasonable fear of physical harm or damage to his/her property;

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

C. Is based on:
   a. A student’s actual or perceived characteristics identified in

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5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or

b. A student’s association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics; and that has the effect described in subparagraph A. or B. above.

Cyberbullying

“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 or personal digital assistant.

Application of Policy

This policy applies to bullying that:

A. Takes place at school or on school grounds, at any school-sponsored or school-related activity or event or while students are being transported to or from school or school-sponsored activities or events; or

B. 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 the definition of “bullying.”

Consequences for Policy Violations

Students

Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion or a series of graduated consequences including alternative discipline or other behavioral interventions.

The Board retains the right to impose disciplinary consequences for bullying and other conduct that occurs at any time or place that substantially disrupts the instructional program, operations of the schools or welfare of students.

Any student violating this policy may also be subject to civil or criminal penalties.
School Employees and Others

Administrators, professional staff and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal, and in accordance with any applicable collective bargaining agreements.

Volunteers, contractors and visitors who violate this policy will be excluded from school property until the Superintendent is satisfied that the person will comply with Maine’s bullying law and this policy.

Any person violating this policy may also be subject to civil or criminal penalties.

Any school-affiliated organization that authorizes or engages in bullying or retaliation is subject to forfeiture of Board approval/sanctioning and/or suspension or revocation of its permission to operate on school grounds.

Staff Training

RSU5 will provide professional development and staff training in bullying prevention and response.

Delegation of Responsibility

The Superintendent will designate the school principal and/or other school personnel to be responsible for implementation/enforcement of this policy and associated procedures on the school level.

The Superintendent/designee will be responsible for developing and implementing procedures in accordance with applicable law to implement this policy.

Dissemination of Policy

This policy, any associated administrative procedures and the names of the person(s) responsible for implementing the policy/procedure at the school level will be provided, in writing to students, parents, school employees and volunteers in handbooks, and on the school unit’s website and by such other means (if any) as may be determined by the Superintendent.

Legal Reference: 20-A M.R.S.A. § 1001(15), 6554

Cross Reference: AC - Nondiscrimination, Equal Opportunity
ACAA-R - Harassment and Sexual Harassment of Students
ACAD - Hazing
ADF - School District Commitment to Learning Results
CHCAA - Student Handbooks

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BULLYING – ADMINISTRATIVE PROCEDURE

This procedure is intended as guidance for school administrators in carrying out their responsibilities when bullying is alleged to have occurred. It provides important definitions as well as steps for reporting, investigating and responding to allegations of bullying.

Bullying behavior alleged to be based on race, color, ancestry, national origin, sex, sexual orientation, religion or disability should be addressed under the procedures set forth in the Student Harassment and Sexual Harassment procedure, ACAA-R, rather than under this procedure.

Definitions

The following terms are defined in Maine law (20-A MRSA § 6554):

**Bullying**

“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:

A. Has, or a reasonable person would expect it to have, the effect of:
   1. Physically harming a student or damaging a student’s property; or
   2. Placing a student in reasonable fear of physical harm or damage to his/her property;

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

C. Is based on:
   a. A student’s actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or
   b. A student’s association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics;

and that has the effect described in subparagraph A. or B. above.
Cyberbullying

“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 or personal digital assistant.

For the purpose of this policy, bullying 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 bullying 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 bullying. “Retaliation” also includes reporting that is not made in good faith on an act of bullying (i.e., the making of false allegations or reports of bullying).

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.

Bullying Reports

Students and Parents/Guardians

Students who believe they have been bullied, or who have witnessed or learned about an act of bullying should report this behavior to the building principal.
Parents/guardians may report bullying on behalf of their children or when they have witnessed or are aware of the occurrence of bullying.

Reports of bullying may be made anonymously, but no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

Any student who has been determined to have made a false report of bullying will be subject to disciplinary consequences.

**School Employees**

For the purposes of this procedure, "school employees" includes coaches, advisors for cocurricular or extracurricular activities and volunteers.

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

School employees who fail to report bullying or who have made a false report of bullying 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 bullying are encouraged to report such incidents to the building principal.

**Form of Reports**

Complaints or reports of bullying may be made orally or in writing, but all reports will be recorded in writing by school personnel authorized to receive complaints or reports, using the school unit’s reporting form (JICK-B1).

School employees are required to make reports of bullying to the principal in writing. Although students, parents and others, as identified above, may make bullying reports anonymously, all persons reporting incidents of bullying are encouraged to identify themselves.

Bullying reports may be made anonymously, but in no instance will action be taken against any person or organization affiliated with the schools solely on the basis of an anonymous 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 the targeted student and prevent further bullying and will inform the parents of the targeted student of measures taken.

Investigation

The principal will ensure that all reports of bullying 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 within a reasonable period of time.

Response to Bullying by Students

If bullying 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 intervention.

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 peers, rather than one-way negative behavior, and when both parties freely choose to meet;

D. Counseling;

E. Anger management;

F. Health counseling or intervention;

G. Mental health counseling;

H. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;

I. Community service; and

J. In-school detention or suspension, which may take place during lunchtime, after school or on weekends.
If the bullying behavior appears to be a criminal violation, the building principal will notify local law enforcement authorities.

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

A. The parents/guardians of the targeted student, including the measures being taken to ensure the student’s safety; and to

B. The parents/guardians of the student found to have engaged in bullying, including the process for appeal.

All communications to parents 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 bullying must be submitted, in writing, within 14 calendar days of the parental notification. The Superintendent will review the investigation report and actions taken and decide whether to sustain or deny the appeal. The Superintendent’s decision shall be final.

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

Adopted: March 27, 2013
RSU NO. 5 BULLYING REPORT FORM

Name of complainant/reporter (by law, reports may be anonymous):

Status of reporter: Student  Parent  School employee/coach/advisor  Other

Contact information for reporter (If reporter is student, contact information for parent/guardian):

Phone: _______  Cell phone: _______  Email: _______

Address: __________________________________________

Name of alleged target(s): _______________________________

Name of alleged bully(ies): _______________________________

Relationship between alleged target/bully(ies): ________________

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

Names of witnesses: _____________________________________

Description of incident(s) (attached additional pages if more space is needed):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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

Signature of complainant/reporter: ____________________________  Date: __________

Received by: ____________________________  Date: _______

Position/title: _____________________________________________

Copy to building principal: Date: ______  Copy to Superintendent: Date: ______

Adopted: March 27, 2013

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RSU NO. 5 BULLYING INVESTIGATION FORM

Date: ___________________

1. Name of person investigating alleged incident(s): ________________________________
   Position/title of investigator: ________________________________
   Name of complainant/person reporting bullying: ________________________________
   Name(s) of alleged target(s): ________________________________
   Complainant/reporter is (circle one): Student Parent School employee
      Coach/advisor Volunteer Other ______
   Name(s) of alleged bully(ies): ________________________________
   Name(s) of potential witnesses: ________________________________

2. Relationship between alleged target(s)/bully(ies): ________________________________

3. Did the alleged incident(s) occur (check one or more):
   ______ on school property (including a school bus)
   ______ at a school sponsored activity
   ______ through use of technology
   ______ elsewhere
   Time and location(s) of incident(s): ________________________________

4. Is this a first time occurrence or has the same or similar occurred previously?

5. Interview of complainant/reporter’s, description of alleged incident(s):

   ________________________________
   ________________________________
   ________________________________

6. Interview of alleged bully(ies):

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

8. Witnesses interviewed and summary of witness information provided:

____________________________________________________________________
____________________________________________________________________

9. Further evidence of bullying (videos, photos, email, letters, etc.):

____________________________________________________________________
____________________________________________________________________

10. Is the alleged bullying substantiated, i.e., does the alleged conduct meet the definition of bullying as articulated in Board policy? Yes  No

11. Nature of harm incurred:
   ___ Physical harm to student or damage to student’s property
   ___ Student’s reasonable fear of physical harm or damage to property
   ___ Infringement of student’s rights at school

12. Conduct resulting in harm (in item 11 above) is on the basis of:
   ___ National origin/ancestry/ethnicity
   ___ Religion
   ___ Physical, mental, emotional or learning disability
   ___ Sexual orientation
   ___ Gender/gender identity/expression
   ___ Age
   ___ Socioeconomic status
   ___ Family status
   ___ Physical appearance
   ___ Weight
   ___ Other distinguishing personal characteristics

12. Summary of investigation/Explanation of findings:

____________________________________________________________________
____________________________________________________________________

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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

Copy to Superintendent on [__________] Date

Adopted: March 27, 2013
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: _______________________________________________________

___ Support for targeted student: _____________________________________________

___ Counseling/referral to services (targeted student), if suitable

___ Counseling/referral to services (bully), if suitable

   If bully is 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 bullying by other person (e.g., volunteer, visitor, contractor), action taken: ____________________________

___ If bullying by school-affiliated organization, action taken: ____________________________
WRITTEN NOTIFICATION TO PARENTS/GUARDIANS OF TARGETED STUDENT, INCLUDING MEASURES BEING TAKEN TO ENSURE 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 Superintendent on [_________]  Date

DOCUMENTATION OF APPEALS OF PRINCIPAL'S DECISION

Date appeal submitted:  ________

All appeals to the Superintendent must be submitted, in writing, within 14 calendar days of the building principal's decision, to the Central Office.

ACTIONS TAKEN BY SUPERINTENDENT

___ Recommendation to Board for student expulsion

___ Action taken against employee: (If confidential employment action, in personnel file)

___ Recommendation to Board for suspension/revocation of sanctioning/approval of school-affiliated organization

___ Action on appeal of principal's decision:

___ Other:

Adopted:  March 27, 2013
RSU NO. 5
BULLYING REPORTING, INVESTIGATION AND INTERVENTION/RESOLUTION PROCESS

REPORT from
Target, Bystander/Witness, Staff,
Coach/Advisor, Volunteer, Parent,
Community Member, Anonymous*

Principal
Copy to Superintendent

Interim measures to ensure safety of targeted student and prevent further bullying; inform parents of targeted student

CONDUCT INVESTIGATION
Interview target
Interview witnesses
Interview alleged bully
Review video (if applicable)
Review other available evidence

IS IT BULLYING?
Is it behavior that has, or would reasonably be expected to have, the effect of:
- Harm or reasonable fear of harm to targeted person or his/her property?
And/or has it had the effect of:
- Hostile environment at school for target?
  or
- Infringement on student's rights at school?

If not bullying, has there been substantial disruption of the instructional program or operations at the school?

Refer to Board policy, student handbook, code of conduct

* Exception: employee reports must be in writing to the principal and may not be made anonymously.

Adopted: March 27, 2013

Notify law enforcement authorities

Determine disciplinary consequences, alternative discipline remediation, and/or other interventions
Notify parents of target and bully
Counseling/referral if suitable

IF APPEALED

Respond to Appeal