

1. School Committee Meeting Materials

Documents:

[AGENDA FEBRUARY 2, 2022 WITH FIRST READ POLICIES.PDF](#)

# YORK SCHOOL COMMITTEE MEETING

Wednesday, February 2, 2022

7:00 p.m.

York Public Library

(Masks Required)

## Agenda

- A. Call to Order
- B. Pledge of Allegiance
- C. Recognitions
- D. Approval of January 19, 2021 School Committee Meeting Minutes
- E. Communications
  - 1. School Committee
    - a. Upcoming Meetings/Events:  
February 8, 2022 Budget Committee Public Hearing on FY23 Budgets Remote  
February 16, 2022 School Committee Meeting 7 p.m. at York Public Library  
February 21, 2022 Presidents Day and start of Winter recess
  - 2. Superintendent's Report
    - a. Acceptance of Donations
    - b. Superintendent's Update of School Operation During COVID-19
    - c. FOIA & FOAA Listings On YSD Website
    - d. New Courses of Instruction
  - 3. Director of Curriculum, Instruction and Assessment Report
    - a. ESSA Dashboard
    - b. Village Elementary K-1 Student Support Systems
- F. Comments From the Public
- G. New Business
  - 1. Vote on Superintendent's Recommendation
  - 2. Consent Agenda
  - 3. First Read policies: **JK** (Student Discipline); **JKD**(Suspension of Students); **JKE** (Expulsion of Students); **JKF** (Special Education Discipline); **JIC** (Student Code of Conduct); **JKAA** (Use of Physical Restraint and Seclusion)
- H. Administrators' Reports:
  - 1. Business Administrator Report:

a. Approval of Bills and Payrolls

I. Old and Unfinished Business:

1. Discussion and Vote on Book Removal Appeal
2. Second read policies: **GBO** (Family Care Leave); **GBGB** (Workplace Bullying); **JHB** (Truancy); **JLF** (Child Abuse Reporting, Prevention and Education); **JLCB** (Immunization of Students); **JLCD** (Administration of Medications to Students)
3. School Climate and Culture Committee (SCCC) update

J. Adjournment

NEPN/NSBA Code: BEDH

**PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS**

School Committee meetings are conducted for the purpose of carrying on the official business of the school system. All regular, special and emergency meetings of the School Committee are open to the public. The public is cordially invited to attend and participate in School Committee meetings as provided in this policy. This policy applies only to meetings of the full Committee, not to meetings of Committee subcommittees.

Although School Committee meetings are not public forums, the School Committee will provide appropriate opportunities for citizens to express opinions and concerns related to matters concerning education and the York School Department schools. The intent is to allow a fair and adequate opportunity for the public to be heard and to provide adequate time for the School Committee to obtain information and opinion on subjects before it, while ensuring that the time allowed for public discussion does not interfere with the fulfillment of the scheduled agenda.

The Committee will designate a portion of its agenda as an opportunity for public participation. During the time allotted for public participation, members of the public may speak on any subject directly related to the operations of the schools, except for personal matters or complaints concerning specific employees or students, which shall be addressed through established policies and procedures.

Members of the public may address the School Committee within the guidelines provided in this policy. The Chair shall be responsible for maintaining proper order and compliance with these guidelines.

The following guidelines shall apply to public participation at School Committee meetings.

A. York citizens and employees of the York School Department are welcome to participate as provided in this policy. Others may be recognized to speak at the Chair's discretion. Individual employees and/or employee groups will not be permitted to discuss matters for which complaint or grievance procedures are provided.

B. The Chair may limit the time allotted for comments on a particular topic as well as the time each individual may speak.

C. In the event of a sizable audience, the Chair may require persons interested in speaking to sign up so they may be called on in a fair and efficient manner.

D. During the time set aside for public participation, the Chair will be responsible for recognizing all speakers, who must identify themselves as they begin talking.

E. Speakers are not permitted to share gossip, make defamatory comments, or use abusive or vulgar language.

F. All speakers are to address the Chair and direct questions or comments to particular School Committee members or the Superintendent only with approval of the Chair. Requests for information or concerns that require further research may be referred to the Superintendent to be addressed at a later time.

G. Members of the School Committee and the Superintendent may ask questions of any person who addresses the School Committee but are expected to refrain from arguing or debating issues. Questions must be addressed through the Chair.

H. No complaints or allegations will be allowed at School Committee meetings concerning any person employed by the school system or against particular students. Personal matters or complaints concerning student or staff issues will not be considered in a public meeting but will be referred through established policies and procedures.

I. In order to make efficient use of meeting time, the School Committee discourages duplication or repetition of comments to the School Committee. The School Committee requests that groups or organizations be represented by designated spokespersons.

J. The Chair has the authority to stop any presentation that violates these guidelines or the privacy rights of others.

K. Persons who disrupt the meeting may be asked to leave, and the Chair may request law enforcement assistance as necessary to restore order.

An agenda shall be published in advance of each meeting in accordance with School Committee policy. Copies will be posted and/or available prior to regular meetings, at the Superintendent's Office and on the York School Department website. Anyone desiring additional information about an agenda item should direct such inquiries to the Office of the Superintendent.

Legal Reference: 1 MRSA § 401 et seq.  
20-A MRSA §1001, sub-§20

Cross Reference: [BEC – Executive Session](#)  
[BEDA – Notification of School Committee Meetings](#)  
[BEDB – School Committee Meeting Agenda](#)  
[BEDD – Rules of Order](#)  
[KE – General Communications and/or Concerns](#)

First Reading: 3/4/2020  
Second Reading: 5/6/2020  
Adopted: 5/6/2020

**STUDENT DISCIPLINE**

It is essential for schools to maintain a safe and orderly environment that supports student learning and achievement. Effective discipline enables the schools to discharge their primary responsibilities to educate students and promote citizenship and ethical behavior. All students are expected to conduct themselves with respect for others and in accordance with Committee policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, discipline or general welfare of the school.

- I. The Committee expects the following principles to guide the development and implementation of school rules and disciplinary procedures:
  - A. Discipline should emphasize positive reinforcement for appropriate behavior, as well as appropriate consequences for misbehavior. The focus should be on providing a school environment where students are engaged in constructive learning and interactions with others.
  - B. Expectations for student behavior should be clear and communicated to school staff, students and parents.
  - C. Consequences for misbehavior should be in proportion to the offense, fair and consistently enforced. Administrators shall have the discretion to tailor discipline to the facts and circumstances of the particular case.
  - D. Parents should be actively involved in the process of preventing and resolving disciplinary problems at school.
- II. Restraint, Seclusion, Physical Force
  - A. Any restraint or seclusion of students shall comply with applicable regulations and Committee policy.
  - B. Physical force and corporal punishment shall not be used as disciplinary methods.

- C. Maine law provides that “a teacher or other person entrusted with the care or supervision of a person for special or limited purposes may not be held civilly liable for the use of a reasonable degree of force against the person who creates a disturbance if the teacher or other person reasonably believes it is necessary to:
  - 1. control the disturbing behavior; or
  - 2. remove the person from the scene of the disturbance.”

### III. Classroom and Building Rules

- A. Teachers are authorized to make and enforce rules for effective classroom management and to foster appropriate student behavior, subject to the direction and approval by the building principal/designee.
- B. School-wide rules shall be developed by the building principal with appropriate input from school staff, students and parents and subject to approval by the Superintendent. Principals shall provide for the suspension or other serious disciplinary action against students in accordance with Committee policies, administrative procedures and Maine law.
- C. Students with disabilities shall be disciplined in accordance with applicable federal and state law/regulations.

### IV. Conflict Resolution

- A. To reduce disciplinary problems and the potential for violence in the schools, the Superintendent may develop procedures for conflict resolution which may be accomplished through peer mediation, counseling, parent involvement, services of community agencies or other activities suitable to the York School Department.

Legal Reference: 17-A MRSA § 106  
20-A MRSA §§ 1001(15A); 4009

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action  
ACAA – Student Harassment and Sexual Harassment  
EBCA – Comprehensive Emergency Management Plan  
JIC – System-wide Student Code of Conduct  
JICIA Weapons, Violence and School Safety

JKAA – Use of Physical Restraint and Seclusion  
JKB - Detention of Students  
JKD - Suspension of Students  
JKE - Expulsion of Students  
JKF – Disciplinary Removal of Students with Disabilities

First Reading: 2/3/2021

Second Reading: 3/3/2021

Adopted: 3/3/2021

## SUSPENSION OF STUDENTS

The School Committee delegates to the principals the authority to suspend disobedient and disorderly students for a period not to exceed ten (10) school days. Suspensions may be in-school or out-of-school at the discretion of the principal. Suspensions longer than 10 days may be imposed by the School Committee.

Prior to the suspension, except as hereinafter provided:

- A. The student shall be given oral or written notice of the charge(s) against them;
- B. The student shall be given an explanation of the evidence forming the basis for the charge(s); and
- C. The student shall be given an opportunity to present their version of the incident.

However, students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the instructional process may be immediately removed from school. In such cases, the notice of charges, explanation of evidence, and the student's opportunity to present their version of the incident, shall be arranged as soon as practicable after removal of the student from school.

The student's parents/guardians shall be notified of any in-school or out-of-school suspension as soon as practicable by telephone (if possible) and by written notice sent by mail. A copy of the notice shall also be sent to the Superintendent.

Students are not allowed on school property during any out-of-school suspension except with the prior authorization of the principal or Superintendent.

The parents/guardians and the student shall be required to schedule a conference with the building administrator/designee within the suspension period and prior to readmittance to school or to regular classes.

Students shall be responsible for any schoolwork missed during their suspension. After readmittance, they shall be permitted to take tests, quizzes or any other form of evaluation affecting their grades.

Students serving in-school suspension shall not be permitted to participate in extracurricular activities.

Legal Reference: 20-A MRSA §§ 1001(9), (15-A)(D)

Cross Reference: JIC – System-wide Student Code of Conduct  
JICIA – Weapons, Violence and School Safety  
JICK - Bullying and Cyberbullying Prevention  
JK - Student Discipline  
JKE - Expulsion of Students  
JKF –Disciplinary Removal of Students with Disabilities

First Reading: 2/3/2021

Second Reading: 3/3/2021

Revised: 3/3/2021

**EXPULSION OF STUDENTS**

No pupil shall be expelled from school except by action of the York School Committee. Following a proper investigation of a student's behavior and due process proceedings conducted in accordance with 20-A MRSA § 1001(8)(A), the Committee shall expel the student, if found necessary for the peace and usefulness of the school, as provided in 20-A MRSA § 1001(9) and (9A).

The Committee also has the authority to readmit an expelled student on satisfactory evidence that the behavior which was the cause of the student being expelled will not likely recur.

**I. NOTICE OF EXPULSION HEARING**

\_\_\_\_\_ Before any expulsion hearing, the Superintendent shall:

A. Provide written notice, by regular and certified mail, to the parents/guardians and the student informing them of:

1. The date, time and location of the hearing;
2. A description of the incident(s) that resulted in the expulsion hearing;
- \_\_\_\_\_ 3. The student's and parents/guardians' right to review the school's records prior to the hearing;
4. A description of the hearing process, including the student's right to present and cross-examine witnesses and the student's right to an attorney or other representation; and
- \_\_\_\_\_ 5. An explanation of the consequences of an expulsion.

**II. EXPULSION HEARING**

The hearing shall be in a properly called executive session and may also be attended by persons designated by the Superintendent to present information in the case.

Upon making a decision to expel a student, the Committee may:

- A. Expel the student for a specific period of time not to exceed the total number of instructional days approved by the Committee for the current year; or
- B. Expel the student for an unspecified period of time and authorize the Superintendent to provide the expelled student with a reentry plan, to be developed in accordance with 20-A MRSA § 1001(9-C), specifying the conditions that must be met in order for the student to be readmitted to school after the expulsion.

After the expulsion hearing, the Committee shall provide written notice of its decision to the parents/guardians and the student by certified mail.

### III. EDUCATIONAL SERVICES

Nothing in this policy shall prevent the Committee from providing educational services in an alternative setting to a student who has been expelled.

Legal Reference: TITLE 20A MRSA § 1001(8-A), (9)(9A-9D)  
1 MRSA Sec. 405(6)(B)

Cross Reference: JICIA - Weapons, Violence and School Safety  
JK - Student Discipline  
JKD - Suspension of Students  
JKF - Disciplinary Removal of Students With Disabilities

Administrative Procedure: JKE-R-Expulsion of Students - Guidelines

First Reading: 2/3/2021  
Second Reading: 3/3/2021  
Adopted: 3/3/2021

**DISCIPLINARY REMOVAL OF STUDENTS WITH DISABILITIES**

When removing students with disabilities from their regular school programs, whether as a result of a suspension, an expulsion, or any other removal covered by state and federal special education laws, it shall be the policy of the York School Department to comply fully with all applicable state and federal special education laws that govern such removals.

The Superintendent of Schools, in consultation with the Director of Special Education and other school administrators, may develop and promulgate procedures for implementing this policy, and may from time to time amend those procedures as necessary.

Legal References: Ch. 101 § XVII (Me. Dept. of Educ. Rules) (2015)  
34 C.F.R. § 300.101, .530 to .536 (2006)

Administrative Procedures: JKF -R Administrative Procedure for Removal  
of Students with Disabilities

First Reading: 2/3/2021  
Second Reading: 3/3/2021  
Adopted: 3/3/2021

**SYSTEM-WIDE STUDENT CODE OF CONDUCT**

The Committee believes that each member of the school community should take responsibility for their own behavior. To that end, the Committee recognizes the need to define unacceptable student conduct, identify the possible consequences for unacceptable conduct, and ensure that discipline is administered fairly, promptly, and appropriately.

**I. Standards for Ethical and Responsible Behavior**

The Code of Conduct is intended to support and encourage students to meet the following state-wide standards for ethical and responsible behavior:

- Respect
- Honesty
- Compassion
- Fairness
- Responsibility
- Courage

**II. Code of Conduct**

All students are expected to comply with the Code of Conduct and all related York School Committee policies and school rules. The Code applies to students: on school property, while in attendance at school or at any school-sponsored activity, or at any time or place where non-compliance with the Code directly interferes with the operations, discipline or general welfare of the school, students and staff.

**III. General Behavior Expectations and Discipline Policies**

- A. The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools. Each student should:
  - 1. Be courteous to fellow students, staff and visitors.
  - 2. Respect the rights and privileges of other students and school staff.
  - 3. Obey all York School Committee policies and school rules governing student conduct.
  - 4. Follow directions from school staff.
  - 5. Cooperate with staff in maintaining school safety, order and discipline.
  - 6. Attend school regularly.
  - 7. Meet school standards for grooming and dress
  - 8. Respect the property of others, including school property and facilities.
  - 9. Refrain from cheating or plagiarizing the work of others.
  - 10. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

- B. Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

#### **IV. Expectations**

The following is a summary of the York School Department's (YSD's) expectations for student behavior. In many cases, the York School Committee has adopted policies that address these expectations in greater detail. Students, parents and others should refer to the policies and student handbooks for more information about the expectations and consequences. In case of an inconsistency between the Code of Conduct, York School Committee policies and/or school handbooks, York School Committee policies will prevail.

##### **A. Violence and Threats**

Students shall not engage in violent or threatening behavior. Prohibited behavior includes fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property, or threats, intimidation, or harassment. Violations may result in disciplinary action up to and including expulsion.

##### **B. Weapons**

Students shall not possess or use weapons of any kind (examples include but are not limited to firearms, explosives and knives). Students also shall not use any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person (examples include but are not limited to bats, lighters, tools and toy weapons). Firearms violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and including expulsion.

##### **C. Bullying/Cyberbullying**

Bullying is not acceptable conduct in YSD schools and is prohibited. A student's bullying behavior may be addressed through behavioral interventions. Violations may result in disciplinary action up to and including expulsion.

##### **D. Injurious Hazing**

Hazing is prohibited. Maine law defines injurious hazing as "any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school or any activity expected of a student as a condition of joining or

maintaining membership in a group that humiliates, degrades, abuses or endangers the student, regardless of the student's willingness to participate in the activity.” No student shall plan, encourage, or engage in such activities in connection with any school program or activity, including extracurricular, co-curricular and athletic activities. Violations may result in disciplinary action up to and including expulsion.

E. Discrimination and Harassment/Sexual Harassment

Students should not discriminate against other students on the basis of race, color, sex, religion, ancestry, national origin, sexual orientation, gender identity, or disability. Nor should students harass one another on the basis of race, color, sex, religion, ancestry, national origin, sexual orientation, gender identity, or disability. Sexual harassment is also prohibited. Violations may result in disciplinary action up to and including expulsion.

F. Drug and Alcohol Use

Students shall not distribute, possess, use or be under the influence of ‘bath salts’ or any alcoholic beverage, drug, or look-alike substance as described in York School Committee policy. Violations may result in disciplinary action up to and including expulsion.

G. Tobacco Use

Students shall not smoke, use, possess, sell, or distribute any tobacco products. This prohibition also applies to e-cigarettes and products and paraphilia associated with “vaping.” Violations may result in disciplinary action up to and including expulsion.

H. Conduct on School Buses

Students must comply with all York School Committee policies and school rules while on school buses. Students who violate these policies and rules on a school bus may have their riding privileges suspended or revoked. Violations may result in disciplinary action up to and including expulsion.

I. Computer/Internet Use

Students may use school computers, networks and Internet services only for educational purposes. Students shall comply with all policies and rules governing acceptable use. Unacceptable use may result in suspension or cancellation of computer privileges as well as legal action. Violations may result in disciplinary action up to and including expulsion.

J. Co-ExtraCurricular Activities Code of Ethics

Students must follow all York School Committee policies and school rules while participating in co-/extracurricular activities. A separate code of ethics has been developed governing the behavior of students participating in these activities. Students who violate policies (including JICI) or rules may be subject to suspension or removal from the team/activity as well as additional disciplinary action under applicable York School Committee policies and/or school rules.

**V. Removal of Disruptive/Violent/Threatening Students**

- A. Students who are disruptive, violent, or threatening death or bodily harm to others may be removed from classrooms, school buses, or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated location.
- B. If a student does not comply with a staff member's order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who shall respond promptly.
- C. Staff members should not use force or restraint, except only to the minimum extent necessary to protect any person from imminent physical harm. Staff members are not required to take action that puts them at risk of serious injury.
- D. The responding administrator will take appropriate action. If the student fails to obey verbal directions, force or restraint may be used only to the minimum extent necessary to protect any person from imminent physical harm or to quell a disturbance. Whenever practical, law enforcement should be called to restrain or physically remove the non-compliant student. The administrator may invoke YSD's Comprehensive Emergency Management Plan if appropriate.

**VI. Special Services**

- A. Referral. YSD has adopted policies and procedures for determining when a student shall be referred for special services.
- B. Review of Individual Educational Plan. The school shall schedule a meeting to review the Individual Educational Plan (IEP) of a student who has been removed from class when:
  - 1. school officials and/or the parent believes the student may present a substantial likelihood of injury to themselves or others; or
  - 2. the class removals are sufficient to constitute a change in the student's special education program; or
  - 3. school officials or the parent believes that the student's behavior may warrant a change in educational programming.

## **VII. Referrals to Law Enforcement Authorities**

The Superintendent and designees have the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the schools, students or staff. The Superintendent /designees may also inform law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state or federal statute. All serious offenses, as determined by the Superintendent, must be reported to law enforcement authorities.

## **VIII. Dissemination of System-Wide Student Code of Conduct**

The System-Wide Student Code of Conduct and summary of consequences for violation of the Code of Conduct shall be distributed to staff, students and parents through handbooks and/or other means selected by the Superintendent and building administrators.

Legal Reference:                   20-A M.R.S.A. §§ 254 (11); 1001 (15), 4009  
Standards for Ethical and Responsible Behavior in Maine  
Schools and Communities (Report of The Commission for  
Ethical and Responsible Behavior, February 2001)

Cross Reference:               AC - Nondiscrimination/Equal Opportunity &  
Affirmative Action  
ACAA Harrassment and Sexual Harassment of  
Students  
ACAD - Injurious Hazing  
ADAA - School System Commitment to Standards  
or Ethical and Responsible Behavior  
ADC - Tobacco-Free Schools: Use and Possession  
of Tobacco and Electronic Smoking Devices  
EBCC - Bomb Threats  
EBCA - Comprehensive Emergency Management Plan  
IHBAA - Referral and General Education Interventions  
IHBAC - Child Find  
IJNDB - Student Computer and Internet Use  
JICA - Student Dress Code  
JICC - Student Conduct on School Buses  
JICH - Drug and Alcohol Use by Students  
JICI - Extracurricular and Co-curricular Activities Code of  
Conduct  
JICIA - Weapons, Violence and School Safety  
JK Student Discipline  
JKB - Detention of Students  
JKD - Suspension of Students  
JKE - Expulsion of Students  
JKF - Disciplinary Removal of Students With Disabilities  
KLG - Relations With Law Enforcement Authorities

First Reading: 4/7/2021  
Second Reading: 5/5/2021  
Adopted: 5/5/2021

## USE OF PHYSICAL RESTRAINT AND SECLUSION

The Board has adopted this policy and the accompanying procedures to implement the standards for use of physical restraint and seclusion with students, as required by state law and regulations, and to support a safe school environment. Physical restraint and seclusion, as defined by this policy, may only be used as an emergency intervention when the behavior of a student presents a risk of injury or harm to the student or others. The Superintendent has overall responsibility for implementing this policy and the accompanying procedure, but may delegate specific responsibilities, as he/she deems appropriate.

### 1. DEFINITIONS

The following definitions apply to this policy and procedure:

**A. Physical restraint:** An intervention that restricts a student's freedom of movement or normal access to his or her body, and includes physically moving a student who has not moved voluntarily.

Physical restraint does not include any of the following:

1. Physical escort: A temporary touching or holding of the hand, wrist, arm, shoulder, hip or back for the purpose of moving a student voluntarily.
2. Physical prompt: A teaching technique that involves physical contact with the student and that enables the student to learn or model the physical movement necessary for the development of the desired competency.
3. Physical contact: When the purpose of the intervention is to comfort a student and the student voluntarily accepts the contact.
4. Momentarily deflecting the movement of a student when the student's movements would be destructive, harmful or dangerous to the student or others.
5. The use of seat belts, safety belts or similar passenger restraints, when used as intended during the transportation of a child in a motor vehicle.

6. The use of a medically prescribed harness, when used as intended; the use of protective equipment or devices that are part of a treatment plan prescribed by a licensed health care provider; or prescribed assistive devices when used as prescribed and supervised by qualified and trained individuals.

7. Restraints used by law enforcement officers in the course of their professional duties are not subject to this policy/procedure or MDOE Rule Chapter 33.

8. MDOE Rule Chapter 33 does not restrict or limit the protections available to school officials under 20-A M.R.S.A. § 4009, but those protections do not relieve school officials from complying with this policy/procedure.

B. Seclusion: The involuntary confinement of a student alone in a room or clearly defined area from which the student is physically prevented from leaving, with no other person in the room or area with the student.

Seclusion does not include:

1. Timeout: An intervention where a student requests, or complies with an adult request for, a break.

## 2. PROCEDURES FOR IMPLEMENTING PHYSICAL RESTRAINT AND SECLUSION

The requirements for implementing physical restraint and seclusion, as well as incident notices, documentation and reporting are included in the accompanying procedure, JKAA-R.

## 3. ANNUAL NOTICE OF POLICY/PROCEDURE

York School Department shall provide annual notice to parents/legal guardians of this policy/procedure by means determined by the Superintendent/designee.

## 4. TRAINING REQUIREMENTS

A. All school staff and contracted providers shall receive an annual overview of this policy/procedure.

B. York School Department will ensure that there are a sufficient number of

administrators/designees, special education and other staff who maintain certification in a restraint and seclusion training program approved by the Maine Department of Education. A list of certified staff shall be updated annually and maintained in the Superintendent's Office, in each school office and in the school unit's Emergency Management Plan.

#### 5. PARENT/LEGAL GUARDIAN COMPLAINT PROCEDURE

A parent/legal guardian who has a complaint concerning the implementation of this policy/procedure must submit it in writing to the Superintendent as soon as possible. The Superintendent/designee shall investigate the complaint and provide written findings to the parent/legal guardian within twenty (20) business days, if practicable. A parent/legal guardian who is dissatisfied with the result of the local complaint process may file a complaint with the Maine Department of Education. The Department of Education will review the results of the local complaint process and may initiate its own investigation at its sole discretion. The Department shall issue a written report with specific findings to the parent/legal guardian and the school unit within 60 calendar days of receiving the complaint.

Legal Reference: 20-A M.R.S.A. §§ 4502(5) (M); 4009 Me. DOE Rule, Ch. 33 (updated April 29, 2013) Cross Reference: JK – Student Discipline

Approved:  
3/1/17