

**REGIONAL SCHOOL UNIT 19  
BOARD OF DIRECTORS' MEETING**



\*\*\*\*February 21, 2017\*\*\*\*

**NOKOMIS REGIONAL HIGH SCHOOL 7:00 PM**

**I. Opening of Meeting**

- A. Flag Salute
- B. Adjustments to Agenda
- C. Approval of Board Minutes of January 17, 2017 \*Action

**II. Public Comment** – *This is intended for the public to address items that are on this agenda only.*

**III. Reading of Communications**

- A. Administrative Communications
- B. Superintendent/Board Communications

**IV. Report of Special Committees**

- A. Budget/Finance Committee
- B. Building Committee February 8, 2017
  - 1. Nokomis Gym
- C. Education Committee February 7, 2017
- D. Policy Committee January 31, 2017
  - 1. First Reading of Policies
    - a. ACAA Harassment and Sexual Harassment of Students  
ACAA-R Student Discrimination & Harassment Complaint Procedure
    - b. ACAD Hazing
    - c. JICK Bullying
      - JICK-R Bullying – Administrative Procedure
      - JICK-E1 Bullying Report Form
      - JICK-E2 Bullying Investigation Form
      - JICK-E3 Documentation of Disciplinary & Remedial Actions Taken
      - JICK-E4 Bullying Reporting, Investigation and Intervention/  
Resolution Process
  - Second Reading of Policies  
None
- E. Transportation Committee
- F. Warrior Education Foundation Com.

**V. Old Business** - None

**VI. New Business**

- A. Affirm Contracts for Grounds Maintenance and Mowing \*Action
- B. 2017– 2018 School Calendar \*Action
- C. Staff Resignations – Informational
  - 1. Julia Rackliff Ed Tech III SPED N/P
  - 2. Janet Morse Curriculum Coordinator District
- D. Staff Nominations \*Action
  - 1. Jennifer Massow Grade 3 STAL
  - 2. Josh Grant Technology Director District
- E. Staff Appointments – Informational
  - 1. Clairissa Smith Ed Tech III SPED N/P
  - 2. Hope Haskell Ed Tech III SPED N/P
  - 3. Amanda Troxell Ed Tech III Pre-K HCS
- F. Staff Transfers - Informational - None

**VII. Reports**

- A. Superintendent
  - 1. New Secretary of Education
- B. Board Chair

**VIII. Future Agenda Items**

**IX. Next Meeting Dates**

**X. Adjournment**

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

*IF the district is closed for weather or other issues, the Board meeting will be postponed until the following evening, or as announced with the district’s closure release.*

**REGIONAL SCHOOL UNIT 19  
BOARD OF DIRECTORS' MEETING MINUTES**

**January 17, 2017**

**MEMBERS PRESENT:** Corinna Caron, Paul Carter, Shawn Coots, Christopher Easton, Susie Hopkins, Evelyn Hickey, Fred Hickey, William MacDonald, Robin McNeil, Don Mendel, Winn Price, Jody Mullis, Kenneth Sands, Jason Scholten, Erik Stitham, Chad Stratton, Jennifer Watson

**MEMBERS ABSENT:** Samantha Brown (Excused), Chris Pepin

**TOTAL MEMBERS PRESENT: 900**

**TOTAL MEMBERS ABSENT: 98**

**Others Present:** RSU 19 Staff and Community Members

**I. Opening of Meeting**

A. Flag Salute was rendered.

B. Adjustments to Agenda

IV. Report of Special Committees

The month of the meetings is January and not December.

VI. New Business, B. Staff Resignations add:

Kayla Tasker, Pre-K Ed Tech III

Approval of Board Minutes of November 15 2016

A **motion** was made by Fred Hickey to accept the Board Meeting minutes from December 20, 2016, **seconded** by Kenneth Sands and **voted** 847 for and 53 abstained (Eric Stitham). Motion passed.

**II. Public Comment – None**

**III. Reading of Communications**

A. Administrative Communications - Communication Presented

B. Superintendent/Board Communications - Communication Presented.

**IV. Report of Special Committees**

A. Budget/Finance Committee January 10, 2017  
Communication Presented

B. Building Committee January 11, 2017  
Communication Presented

- C. Education Committee No meeting
- D. Policy Committee No meeting
  - 1. First Reading of Policies  
None
  - 2. Second Reading of Policies
    - a. DJ Bidding/Purchasing Requirements
    - b. GCFA Employee Social Media Privacy
    - c. JJF Student Activities Funds
    - d. JLCD Administration of Medication
    - e. KBFA Elementary/ML School Title 1 Parent Involvement Policy

A **motion** was made by Winn Price to accept the second reading of the above policies, **seconded** by Fred Hickey and **voted** unanimously.

- E. Transportation Committee January 11, 2017  
Communication Presented
- F. Warrior Education Foundation Com.  
Communication Presented

V. **Old Business**

A. Audit Report

A **motion** was made by Chad Stratton to accept the Audit Report for the year ending June 30, 2016, **seconded** by Fred Hickey and **voted** unanimously.

VI. **New Business**

A. Employment of Superintendent

A **motion** was made by Christopher Easton to continue the employment of Superintendent Mike Hammer, per his contract, and to submit the Annual Certification of Superintendent, **seconded** by Fred Hickey and **voted** unanimously.

B. Staff Resignations - Informational

Kayla Tasker, Pre-K Ed Tech III, resigned from her position at the Hartland Consolidated School.

C. Staff Nominations – None

D. Staff Appointments – Informational

Paul Nichols has been appointed as a Custodian at the Hartland Consolidated School.

E. Staff Transfers – Informational – None

F. Executive Session – MRSA 1 4056B

A **motion** was made by Corinna Caron to enter into Executive Session at 7:30 PM to discuss a student issue pursuant to M.R.S.A.1§405(6)(B), seconded by Fred Hickey and **voted** unanimously. The Board returned to open session at 8:10 PM. No action taken.

**VII. Reports**

A. Superintendent

Mike distributed the first draft of the 2017-18 School Calendar for review.

B. Board Chair

No report

**VIII. Future Agenda Items**

1. The perspective from the appropriate State or National group or organization regarding the new Secretary of Education.
2. Tri county and RSU 19 need a common calendar. Jason and Mike will review calendars and present at the next meeting.
3. Questions surrounding keeping the Gym at Nokomis and what committee can best answer this question or find out what the process would be to answer the question.

**IX. Next Meeting Dates**

**X. Adjournment**

The meeting was adjourned at 8:25pm.

Respectfully submitted,



Mike Hammer  
Secretary to the Board

**Education Committee Minutes**  
**February 7, 2017**  
Nokomis Library

**Committee Members Present:** Ken Sands, Paul Carter, Susie Hopkins, Robin McNeil, Winn Price, Chad Stratton

**Members Absent:** Samantha Brown (excused), Don Mendell

**Others Present:** Mike Hammer, Sherri Gould, Don Roux, Jane Stork, Kasie Giallombardo, Anne Carney, Jon Smith, Kelly Burns, Chris Randall

I. **Public Comment** – none

- II. **Social Studies Report** - Kasie Gaillombardo, the subject area leader for Social Studies, reported out on the standards for K-12. The standards are based on National Standards and the Maine Learning Results, and their identification will also help bring consistency across the district middle schools as well. The standards fall into three areas that become more complex as the students progress through the grades:
- (1) Process and Skills in Social Studies - focusing on research and understanding;
  - (2) Enduring Themes and Systems - examining and making decisions on key themes; and
  - (3) Role of the Citizen - key governmental functions and citizenship.

She also discussed how standards are broken down into performance indicators, more specific areas of learning like economics, geography, historic figures, etc. She brought a unit design template and an assessment which when put together develop a deeper, longer lasting, understanding of the content.

- III. **Coaching Update** - Kelly Burns, Jon Smith, and Anne Carney provided a coaching update including a video of Jon's instruction. They discussed the work that has taken place across the district and the transition from a teacher-centered model to a facilitative model of instruction. Our teachers are using a workshop model including guided practice, reciprocal teaching, and explicit instruction. When used together, these techniques lead to deeper learning as was evident in the purposeful curriculum work that Kasie and Jon see being done with Social Studies. With our coaches, teachers reflect more on their in-class skills and practice techniques, with the coach providing support and instruction going along with the content.

- IV. **Discussion** of the night's topics will take place next meeting due to the inclement weather cutting the meeting short.
- V. **Other** – None
- VI. Next Agenda  
(1) Math – SALs for March meeting
- VII. **Adjournment**  
The meeting was adjourned.

Respectfully submitted,



Mike Hammer  
Superintendent of Schools



**REGIONAL SCHOOL UNIT 19**  
**POLICY COMMITTEE MEETING MINUTES**  
**January 31, 2017**

Committee Members Present: Winn Price, Samantha Brown, Paul Carter, Chris Easton, Don Mendell

Committee Members Absent: Shawn Coots, Bill MacDonald (excused), Jody Mullis (excused)

Others Present: Mike Hammer, Robin McNeil, Maxine Pare

**I. Public Comment - None**

**II. Policy Review**

**A. New Policy**

1. EEAA

Walkers and Riders

The Committee, by consensus, is referring this policy to the Transportation Committee.

**B. Policies**

1. ACAA

Harassment and Sexual Harassment of Students

ACAA-R

The word Discrimination was added to the Procedure in the last paragraph  
Student Discrimination and Harassment Complaint Procedure – No changes

Policy and Procedure will be presented to the Board for a first reading.

2. ACAD

Hazing

Third paragraph was deleted and replaced by new language. Policy will be presented to the Board for a first reading.

3. JICK

Bullying

Staff Training on page 3 was changed to Staff and Student Training.

JICK-R

Bullying - Administrative Procedure

The Committee removed Definitions from the Procedure as these are included in the Policy JICK.

No changes were made in the following exhibits:

JICK-E1

Bullying Report Form

JICK-E2

Bullying Investigation Form

JICK-E3

Documentation of Disciplinary and Remedial Actions Taken

JICK-E4

Bullying Reporting, Investigation and Intervention/Resolution Process

Policy, Procedure, and forms will be presented to the Board for a first reading.

**III. Other - None**

**IV. The meeting was adjourned.**

Respectfully submitted,

A handwritten signature in black ink that reads "Mike Hammer".

Mike Hammer  
Superintendent of Schools

**FIRST  
READING  
OF  
POLICIES**

## HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

Harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, disability, or genetic information is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

### Harassment

Harassment includes but is not limited to verbal abuse based on race, color, sex, sexual orientation, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the Board policy JICIA – Weapons, Violence and School Safety.

### Sexual Harassment

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student's education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

The Superintendent or the employee designated as the Affirmative Action Officer/Sexual Harassment Officer will investigate complaints of harassment in accordance with the Student **Discrimination and** Harassment Complaint Procedure. School employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

Legal Reference: Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.)  
Title VI of the Civil Rights Act of 1964 (42 USC § 2000(d))  
5 MRSA §§ 4602; 4681 et seq.  
20-A MRSA § 6553  
GINA: Genetic Information Nondiscrimination Act of 2008 (42 U.S.C. § 2000ff et seq.)

First Reading:  
Adopted:

Cross Reference: ACAA-R - Student Harassment Complaint Procedure  
AC - Nondiscrimination/Equal Opportunity and Affirmative Action  
ACAD - Hazing  
JICIA - Weapons, Violence and School Safety

First Reading:  
Adopted:

**STUDENT DISCRIMINATION AND HARASSMENT  
COMPLAINT PROCEDURE**

This procedure has been adopted by the Board in order to provide a method of prompt and equitable resolution of student complaints of discrimination or discriminatory harassment as described in policies AC – Nondiscrimination/Equal Opportunity and Affirmative Action and ACAA – Harassment and Sexual Harassment of Students.

**Definitions**

For purposes of this procedure:

- A. A “Complaint” is defined as an allegation that a student has been discriminated against or harassed on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, disability, or genetic information; and
- B. “Discrimination or harassment” means discrimination or harassment on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, disability, or genetic information.

**How to Make a Complaint**

- A. Any student who believes he/she has been discriminated against or harassed should report his/her concern promptly to the school administrator. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the school administrator.
- B. School staff is expected to report possible incidents of discrimination or harassment of students. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students.
- C. Students and others will not be retaliated against for making a complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.
- D. Students are encouraged to utilize the school unit’s complaint procedure. However, students are hereby notified that they also have the right to report complaints to the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 (telephone: 207-624-6050) and/or to the federal office for Civil Rights, Regional Director, U.S. Department of

Education, SW McCormack POCH Room 222, Boston, MA 02109-4557  
(telephone: 617-223-9622).

### **Complaint Handling and Investigation**

- A. School administrator shall promptly inform the Superintendent and the person(s) who is the subject of the complaint that a complaint has been received.
- B. School administrator may pursue an informal resolution of the complaint with the agreement of the parties involved. The informal resolution is subject to the approval of the Superintendent, who shall consider whether the informal resolution is in the best interest of the school unit in light of the particular circumstances and applicable policies and laws.
- C. The complaint will be investigated by school administrator, unless the Superintendent chooses to investigate the complaint or designates another person to investigate it on his/her behalf. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Superintendent should be submitted to the Chair of the School Board, who should consult with legal counsel concerning the handling and investigation of the complaint.
  - 1. The person who is the subject of the complaint will be provided with an opportunity to be heard as part of the investigation.
  - 2. If the complaint is against an employee of the school unit, any applicable individual or collective bargaining contract provisions shall be followed.
  - 3. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
  - 4. The school administrator shall keep a written record of the investigation process.
  - 5. The school administrator may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
  - 6. The school administrator shall consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.

7. The investigation shall be completed within 21 business days of receiving the complaint, if practicable.
- D. If the school administrator determines that discrimination or harassment occurred, he/she shall, in consultation with the Superintendent:
1. Determine what remedial action is required, if any;
  2. Determine what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any; and
  3. Inform the student who made the complaint in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).
- E. If the student's parents/legal guardians are dissatisfied with the resolution, an appeal may be made in writing to the Superintendent within 14 **business** days after receiving notice of the resolution. The Superintendent shall review the investigation report and may conduct further investigation if deemed appropriate. The Superintendent's decision shall be final.

Legal Reference: Americans with Disabilities Act (28 CFR § 35.07)  
Section 504 of the Vocational Rehabilitation Act (34 CFR § 104.7)  
Title IX of the Education Amendments of 1972 (20 SC § 1681 et seq.)  
Title VI of the Civil Rights Act of 1964 (PL 88-352)  
20 USC § 1232g;  
34 CFR Part 99  
5 MRSA §§ 4571; 4602; 4681 et seq.  
20-A MRSA §§ 6001 et seq.  
GINA: Genetic Information Nondiscrimination Act of 2008 (42 U.S.C. §2000ff et seq.)

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action  
ACAA - Harassment and Sexual Harassment of Students

## HAZING

Maine statute 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.”

Injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times.

~~“Harassing behavior” includes acts of intimidation and any other conduct that recklessly or intentionally endangers the mental or physical health of a student or staff member.~~

Hazing is a behavior that targets another due to a real or perceived difference in status. Forms of hazing have been used as initiation to certain clubs, organizations or activities. Actions that involve harassment and/or violence are prohibited. These include behaviors that cause emotional anguish or physical discomfort in order to feel like part of the group, and behaviors that have the potential to cause physical and/or emotional or psychological harm.

“Acts of intimidation” include extortion, menacing, direct or indirect threats of violence, incidents of violence, bullying, statements or taunting of a malicious and/or derogatory nature that recklessly or intentionally endanger the mental or physical health of another person, and property damage or theft.

No administrator, faculty member, or other employee of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of students’ organizations, shall plan, encourage, or engage in injurious hazing activities.

Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures. Administrators, professional staff, and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal.

In the case of an organization affiliated with this school unit that authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

Persons not associated with this school unit who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

First Reading:  
Adopted

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The Superintendent/designee shall be responsible for administering this policy. In the event that an individual or organization disagrees with an action—or lack of action—on the part of the Superintendent/designee as he/she carries out the provisions of this policy, that individual or organization may appeal to the Board. The ruling of the Board with respect to the provisions of this policy shall be final.

This right to appeal does not apply to student suspensions of 10 days or less or to matters submitted to grievance procedures under applicable collective bargaining agreements.

A copy of this policy shall be included in all school, parent, and employee handbooks or otherwise distributed to all school employees and students.

Legal Reference: 20-A MRSA § 6553

Cross Reference: ACAA - Harassment and Sexual Harassment of Students  
ACAB - Harassment and Sexual Harassment of Employees  
JICIA - Weapons, Violence and School Safety

First Reading:  
Adopted

## 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 19 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 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 barred 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 and Student Training

RSU 19 will provide professional development, staff, and student 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  
JI - Student Rights and Responsibilities  
JIC - Student Code of Conduct  
JICC - Student Conduct on Buses  
JICIA - Weapons, Violence and School Safety

## 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 an adult school employee.

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 administrator 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 administrator.

## **Form of Reports**

Complaints or reports of bullying may be made orally or in writing, but all reports will be documented in writing by school personnel authorized to receive complaints or reports, using the school unit's reporting form (JICK-E1).

School employees are required to make reports of bullying to the building administrator 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;

First Reading:

Adopted:

- 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

First Reading:

Adopted:

**CODE: JICK-R**

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

First Reading:  
Adopted:

**RSU 19 BULLYING REPORT FORM**

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

Status of reporter: \_\_\_\_\_ Student \_\_\_\_\_ Parent \_\_\_\_\_ School employee/coach/advisor  
\_\_\_\_\_ Other \_\_\_\_\_ (please identify)

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: \_\_\_\_\_  
Position/title: \_\_\_\_\_

Date: \_\_\_\_\_

Copy to building principal:

Date: \_\_\_\_\_

Copy to Superintendent:

Date: \_\_\_\_\_

**RSU 19 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): \_\_\_\_\_

- 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:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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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

**RSU 19 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: \_\_\_\_\_  
(Attach copy of notification here)

By: \_\_\_\_\_

**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)

***[IMPORTANT: ALL NOTIFICATIONS MUST RESPECT CONFIDENTIALITY OF STUDENT AND EMPLOYEE INFORMATION AS PROVIDED BY FEDERAL AND MAINE LAW AND REGULATIONS.]***

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.**

**ACTION TAKEN BY SUPERINTENDENT**

\_\_\_ Recommendation to Board for student expulsion

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

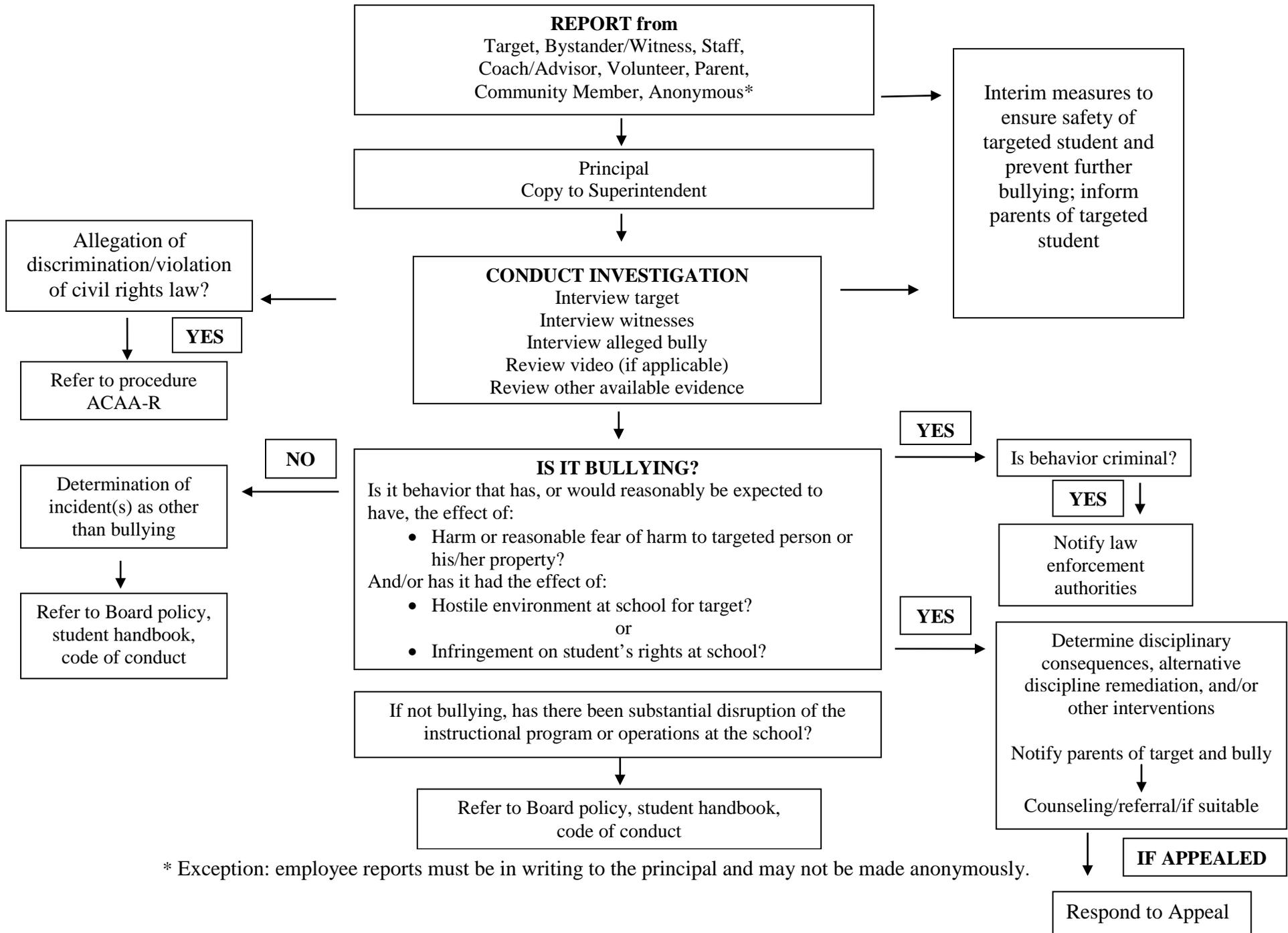
\_\_\_ Recommendation to Board for suspension/revocation of sanctioning/approval of school-affiliated organization

\_\_\_ Action on appeal of principal’s decision: \_\_\_\_\_

\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**BULLYING REPORTING, INVESTIGATION AND INTERVENTION/RESOLUTION PROCESS**



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