



## Camden Hills Regional High School Volunteer Handbook

*"When parents are involved in their children's education at home, they do better in school. And when parents are involved in school, children go farther in school and the schools they go to are better."*

- A New Generation of Evidence: The Family is Critical to Student Achievement. - Henderson & Berla, 1994

**Handbook Revised: September 2020**

## Message from the Superintendent

Congratulations! I am delighted that you are considering volunteering at Camden Hills Regional High School! At CHRHS, you will find a community of learners, supporting students in developing the knowledge and skills necessary for excellence in an ever-changing world. Volunteers enrich the educational experiences of our students by sharing the gift of their time, expertise and energy.

This handbook was created with two goals in mind: To tell you **how** to volunteer and **what** to do when you become one. It is our hope that it will provide you with a framework to guide you during your volunteer experience. It includes the nuts and bolts details, spells out your responsibilities as a volunteer and offers suggestions on making the most of your student interactions. The second half of the handbook contains three pertinent MSAD #28 policies regarding that you should read ahead of time. If after reading this handbook you still have questions, please reach out to your school contact for further assistance. Thank you and welcome aboard!



Maria Libby

### Contact Information

#### CHRHS Contact Information 236-7800

<b>Shawn Carlson</b> , Principal	<b>Ext. 3254</b>
<b>Graham Bode</b> , Assistant Principal	<b>Ext. 3257</b>
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<b>CHRHS Website:</b> <a href="http://www.fivetowns.net/chrhs/">http://www.fivetowns.net/chrhs/</a>	



#### Five Town CSD/MSAD 28 Central Office Contact Information 236-3358

Superintendent: Maria Libby  
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Volunteer Contact: Robin Fagan  
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## ***How to Help***

### ***Here are some volunteer opportunities at Camden Hills Regional High School:***

- Use your specific area of expertise to enrich the classroom experience
- Lend a hand coaching sports or assisting at a sporting event
- Assist with drama productions
- Host an intercultural student
- Chaperone field trips
- Help out with music productions
- Support the CHRHS annual fall Homecoming
- Extra-curricular activities
- Help out with the Empty Bowl Supper event



## Getting Started – Volunteer Application Process

If you've decided that you'd like to volunteer at CHRHS, you'll need to do two things:

1. Follow Volunteer Application Process protocol:
  - a. Complete a Volunteer Application Form, available at the school or from the school's website under the "For Parents" tab. Be sure to attach a clear color copy of your driver's license and include a legible email address.
  - b. Turn the application in to the CHRHS main office or school staff.
  - c. The Program Coordinator and/or building administrator will review and sign off on your application. A background check will be conducted by the Central Office. Once approved, you will be notified, and your name will go onto a list of approved volunteers.
  - d. Intercultural and Wellness Room programs require fingerprinting approval for volunteers.
  - e. If you are a general volunteer (not associated with a specific program), you will be contacted in the spring and asked if you wish to "renew" your volunteer status for the coming school year.
  - f. If you volunteer for the Athletic, Intercultural, Wellness or Zenith programs, you will coordinate with that program's coordinator to renew for the coming school year.
2. Read this handbook. It gives an overview of volunteering at CHRHS and provides important guidelines you should be aware of prior to volunteering. We think it will answer many of your questions. Included in this handbook are the Five Town CSD policies on *School Volunteers*, *Staff Conduct with Students* and *Bullying & Cyberbullying Prevention in Schools*. Reading these will give you much of the detail about our expectations of volunteers at CHRHS.

## Volunteer Responsibilities

### Volunteer Responsibilities

- Follow volunteer protocol.
- Get fingerprinted ASAP if it is required.
- Read the CHRHS Volunteer Handbook.
- Honor commitments and be on time or call ahead.
- Sign in and out for each school visit.
- Get *Visitor* name badge.
- Follow school procedures and policies.
- Follow direction of supervising staff member.
- Treat students with respect.
- Share with school personnel concerns or critical observations.
- Focus on instructing/assisting students and refrain from disciplining them.
- Understand and strictly adhere to confidentiality policy.
- Be a positive role model: acting professional, prepared, responsible and safe at all times.



## ***Important Practices***

### **BEING A ROLE MODEL**

Adolescents pay close attention to how adults look and present themselves. Remember that you are acting as a role model for the students. Volunteers need to conduct themselves with dignity, courtesy, and consideration at all times. This includes wearing appropriately modest and comfortable clothing. In consideration of staff and students, please limit the use of fragrance-based products while volunteering. Just as we expect students to refrain from using inappropriate language while at school, we expect the same from teachers, staff, and volunteers. Being a volunteer requires that you be focused on the students with whom you are working; please do not bring your younger children to school with you when you volunteer.

### **ADHERING TO CONFIDENTIALITY**

There is a federal law that states that any “*educational records*” of students are strictly confidential. Teachers will not be giving you access to educational records freely, but you may come across something confidential during your volunteer work. For example, you may see a student’s grade on a piece of work or overhear a conversation about disciplinary action taken. It is our expectation that in any of these situations, volunteers keep that information confidential, which means not telling your son/daughter/spouse and not telling other parents or friends. Breaking confidentiality can harm students, their families and our staff.

The easiest guideline to remember is that a volunteer should keep anything they see or hear at CHRHS confidential. Remember: you signed a *Confidentiality Agreement* as part of your volunteer application. If you feel there is something you need to share (e.g. you notice student behavior of which a teacher should be made aware), please report that to the staff member with whom you are working.



### **SUPPORTING SCHOOL CULTURE and DISCIPLINE**

The School Board of the Five Town CSD is committed to maintaining a supportive and orderly school environment in which students may receive and staff may deliver a quality education without disruption or interference and in which students may develop as ethical, responsible, and involved citizens. To achieve this goal, Five Town CSD has established a set of expectations for student conduct. These expectations are based on the core values identified by the community, staff, and students as essential to ethical and responsible behavior.

FIVE TOWN CSD Core Values: **PRIDE**

#### **Personal Responsibility, Respect, Integrity, Drive and Empathy**

Volunteers are not expected to administer direct discipline to students. Please ask staff members to help with any discipline issues that may arise for you. If you must speak with a student about a concern, we ask that you do so respectfully and in a calm manner. We ask staff to always keep their tone calm and voices low while speaking to students and we ask that parent volunteers do the same.

We have clear expectations of students. These are clearly outlined in the CHRHS Student handbook. You can refer to this handbook by going to the CHRHS website and finding Student Handbook under the [About CHRHS](#) tab.

## ***Good to Know***

### **CONDUCT WITH STUDENTS**

Additionally, volunteers are also expected to adhere to our policy regarding conduct with students. The intention of this policy is to ensure that the interactions and relationships between staff and students are based on trust and respect and are kept within appropriate boundaries. Such boundaries pertain to issues of becoming overly familiar with students in a variety of ways. Please read the Five Town CSD policy: Staff Conduct With Students found on pages 10-11 For the purposes of this policy, staff members also include school volunteers.

### **EMERGENCIES and SECURITY**

#### ***Fire Alarm***

In the event of hearing the fire alarm, exit the school with the teacher you are working with and follow instructions from CHRHS staff. Evacuation routes are posted on the wall next to the classroom door.

#### ***Lockdown Message***

Upon hearing a lockdown message, get into the nearest room as quickly as possible and lock the door. Do not open the door until the police arrive.

If you are unable to get into a room, use your best judgment to find a safe place Do not exit the building unless you are sure you are out of harm's way.

#### ***Medical Emergencies***

CHRHS has a full-time nurse who will respond to medical needs. If you encounter a medical emergency, call 911 and notify the main office.

#### ***Security Cameras***

The Five Town CSD School Board authorizes the use of closed-circuit cameras at CHRHS as part of an approach to protecting the safety and security of students, staff, public and their property. The use of closed-circuit cameras will be used in a way that respect individuals' privacy as required by applicable law.

### **BULLYING**

State law mandates that all school staff members, including volunteers, be required to promptly report observed or suspected alleged incidents of bullying to school administration. Please read the Five Town CSD policy regarding bullying on pages 12-18. Volunteers fall under the heading: *School Employees and Others*.

### **PERSONAL ELECTRONIC DEVICES and TECHNOLOGY**

Here are a few points to remember around technology:

- Cell phones and other privately-owned electronic devices are expected to be off or in silent mode and put away when prohibited from use (as defined in Five Town CSD policy JFCK-R. Adopted 2/3 2017).
- Students are prohibited from using privately owned electronic devices on campus in the following situations:
  - a. When students are in an instructional class unless authorized by a staff member.
  - b. During assessments, unless required by a teacher.
  - c. During designated school activities, as determined by the administration.
  - d. The use of cameras/video recorders in any type of electronic device is prohibited in all locations where there is a reasonable expectation of privacy.
- Students are allowed to use privately owned electronic devices in school in the following situations as long as they are not a distraction:
  - a. Between classes, during breaks, lunches, study hall, and before and after school.
  - b. On field trips and during co-curricular activities (if authorized by the staff member in charge).

## Volunteer FAQ's

### Where do I park and how do I sign in?

Use the visitor parking lot near the front door or any other parking lot. All CHRHS volunteers/visitors come and go from the main entrance (to the right of the flagpole). Sign in at the main office (inside and to the right). Apply Visitor name badge so it's noticeable. Volunteers will be directed to the appropriate place.

While at CHRHS, **do not prop open any exit doors** that are normally kept locked.

### Will I ever need to discipline students?

All students are expected to conduct themselves with respect for others and in accordance with School Board policies, school rules, and applicable state and federal laws.

Volunteers are **not** expected to engage in disciplining students. If you feel that the students you are working with are getting out of hand, immediately let supervising staff know (if possible) or contact the main office.



### What if a student confides highly sensitive and confidential information to me?

In this event, you should speak to your supervising staff member or a school administrator.

### What about cell phones?

We ask that while volunteering, you keep any personal electronic devices on vibrate and/or out of sight. You may step into a private space if you do need to use them. Classroom phones may be used to make local calls. There are also phones located in staff work/break rooms and the school offices.

## **FIVE TOWN CSD POLICY SCHOOL VOLUNTEERS**

The Five Town CSD Board of Directors recognizes the significant enhancements that volunteers contribute to the instructional, co-curricular, and extra-curricular programs offered at Camden Hills Regional High School. Simultaneous to acknowledging the tremendous added value that volunteers bring to our school, the Board at once recognizes its responsibility to ensure the safety of students and staff when they are working with non-certified personnel.

The intent of this policy is to define the parameters of volunteering at Camden Hills Regional High School as well as the expectations of volunteers that will be made in the interest of student and staff safety.

### **Volunteer Defined**

For the purposes of this policy, a volunteer is defined as a person who works on an occasional or regular basis at school sites, at other educational facilities, or on field trips to support the efforts of school staff. Individuals serve as volunteers without compensation or employee benefits of any type.

All volunteers shall be at least 18 years of age unless their volunteer work is part of a class, is done to fulfill a service learning or community service requirement for graduation, or is done by a recognized student organization. The building administrator may make exceptions to this age requirement after a personal interview with the volunteer applicant.

### **Examples of volunteering include but are not limited to:**

- Working with students under the direct supervision of a school staff member
- Hosting an intercultural student
- Chaperoning students on a field trip or a trip abroad
- Assisting with extracurricular activities

### **Parameters of Volunteer Program**

- Each year, persons interested in volunteering time or services must fill out a new volunteer application form and turn it in to Camden Hills Regional High School.
- Staff must have their use of volunteers approved in advance by the building administrator.
- Approval, assignment, continuation, or termination of volunteers shall be at the discretion of the building administrator.
- Staff members must confirm that a volunteer under their supervision is on the current list of approved volunteers *before* the volunteer begins.
- Volunteers work with students under the supervision or direction of a staff member.
- Volunteers are supplied with a copy of the MSAD 28/Five Town CSD Volunteer Handbook.
- The building administrator or designee shall make volunteers aware—through a volunteer orientation, the volunteer handbook, or other means—of applicable policies, procedures and rules, before they undertake their first assignment.
- Volunteers are expected to abide by all Board policies, procedures and school rules when performing their assigned responsibilities.
- Volunteers should perform only those tasks that have been assigned.
- Volunteers do not provide direct discipline to students and should refer student behavioral infractions to the supervising staff member.

- Volunteers will not have access to confidential information in student records except as allowed by federal or state law or regulations and will be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.
- Volunteers will only be assigned to staff that request them.
- The school unit will provide liability insurance protection for volunteers while performing assigned services.

### **Annual Criminal Background Checks**

In the interest of protecting the safety of students and staff, the school unit will conduct annual criminal background checks (including sex offender registry checks) on all volunteers. Individuals may not begin their volunteer service until they have cleared the background check. The school unit will bear the responsibility for criminal background checks. Information collected during this screening process will be treated as confidential to the extent allowed by law.

If a volunteer will be alone with students, the volunteer is required to get fingerprinted through the Maine Department of Education. "Alone" means that a volunteer will not, or might not, be under the direct supervision of a district staff member or a staff member from a partnering organization (e.g. Tanglewood) when they are with students. International host family members over the age of 18 residing in the home during the visit (*unless they are currently a District student*), also require fingerprinting. Submission of a copy of the individual's five-year fingerprinting approval card to the school unit is required before an individual whose volunteer role requires fingerprinting can begin to volunteer. The volunteer shall incur the cost of fingerprinting. The fingerprinting process must begin at least 3 months prior to the volunteer need.

### **"Visitors" vs. "Volunteers" Defined**

"Visitors" are people who are in our school buildings for the express purpose of presenting, observing, or professional development OR people invited to a school to make a rare or one-time appearance, lending expertise or specific talent to the classroom or coaching session. Visitors are never in an unsupervised situation with students. This Volunteer policy does not apply to visitors.

#### Legal Reference:

- 20-A M.R.S.A. § 1002

#### Cross Reference:

- IJOC-R – Volunteer Application
- IJOA – Student Field Trips\_

History: Adopted: 11/7/12, 12/06/17

First Reading: October 2, 2018

Second Reading: November 7, 2018

Adopted: November 7, 2018

## FIVE TOWN CSD POLICY

### STAFF CONDUCT WITH STUDENTS

The Five Town CSD School Board expects all staff members to maintain the highest professional, moral and ethical standards in their conduct with students. This policy applies to volunteers.

The intent of this policy is to ensure that the interactions and relationships between staff members and students are based upon mutual respect and trust; that staff members understand the importance of maintaining appropriate professional boundaries between adults and students in an educational setting; and that staff members conduct themselves in a manner consistent with the educational mission of the schools. It is understood that staff members may interact with and have friendships with students' families outside of school. It is also understood that staff members may host non-local students in their homes. This policy is not intended to prohibit such interactions and friendships, provided that professional boundaries are maintained at all times. Those professional boundaries need to be maintained when staff members have the dual role of being both a parent of a current student and a teacher in the District.

Staff members are expected to be supportive of students who choose to share information of a personal nature and should be sensitive to student challenges and concerns and should direct students with non-academic issues to counselors or other staff members with the appropriate training.

#### **Prohibited Conduct**

Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- Sexual banter, allusions, jokes or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;

- Addressing students with terms of endearment, pet names or otherwise in an overly familiar manner;
- Knowingly allowing any student, other than your child, to engage in any illegal activity under your supervision or in your home.
- Emailing students using your personal email account;
- “Befriending” students on social networks (outside of any school-approved activity);
- Using personal social media accounts to communicate with students;
- Communicating with students on non-school matters via, email, text message, social media, phone calls, letters, notes or any other private means.

Before engaging in the following activities, staff members are expected to review the activity with their building principal or supervisor, as appropriate:

- Being alone with individual students out of public view;
- Driving students home or to other locations;
- Inviting or allowing students to visit the staff member’s home (unless the student’s parent approves of the activity, such as when a student babysits or performs chores for a staff member);
- Visiting a student at home or in another location, unless on official school business known to the parent;
- Exchanging personal gifts (beyond the customary student-teacher gifts); and/or
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events or organized community activities.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

### **Reporting Violations**

Students and/or their parents/guardians are strongly encouraged to notify the principal or other appropriate administrator if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

### **Disciplinary Action**

Staff violations of this policy shall result in disciplinary action up to and including dismissal. Suspected violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services, the District Attorney and/or law enforcement.

**Policy to be Included in Handbooks**

This policy shall be included in all employee, student and volunteer handbooks.

Cross Reference:

- ACAA – Harassment and Sexual Harassment of Students
- JLF – Reporting Child Abuse and Neglect
- JLFA — Child Sexual Abuse Prevention and Response History:

Adopted: 02/03/10, 07/14/10, 05/03/17

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Second Reading: June 26, 2019

Adopted: June 26, 2019

NEPN/NSBA Code: JICK

Adopted June 6, 2018

**FIVE TOWN CSD POLICY  
BULLYING AND CYBERBULLYING PREVENTION IN SCHOOLS**

**Introduction**

It is our goal for our school to be a safe and secure learning environment for all students. It is the intent of the Five Town CSD Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

Bullying and other forms of peer mistreatment are detrimental to the school environment as well as student learning, achievement and wellbeing. Peer mistreatment interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying and other forms of peer mistreatment affect not only students who are targets but also those who participate in and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

It is not the Board’s intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that interferes with students’ opportunity to learn, the educational mission of the Five Town CSD, and the operation of the school.

**I. Prohibited Behavior**

The following behaviors are prohibited:

1. Bullying;
2. Cyberbullying;
3. Harassment and Sexual Harassment (as defined in board policy ACAA);

4. Retaliation against those reporting such defined behaviors; and
5. Making knowingly false accusations of bullying behavior;
6. Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to appropriate disciplinary actions.

## II. "Bullying and Cyberbullying Defined

"Bullying" and "Cyberbullying" have the same meaning in this policy as in Maine law.

1. **"Bullying"** includes, but is not limited to, a written, oral or electronic expression or a physical actor gesture or any combination thereof directed at a student or students that falls under one of the following three categories:
  - a. Has, or a reasonable person would expect it to have, the effect of physically harming a student or damaging a student's property; or placing a student in reasonable fear of physical harm or damage to the student's property; OR
  - b. Interferes with the rights of a student by creating an intimidating or hostile educational environment for the student; or interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school; OR
  - c. Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, gender identity, gender expression, sexual orientation, or any other distinguishing characteristic, or is based on a student's association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (a) or (b) above. (These behaviors might also meet the criteria for harassment as defined in board policy ACAA: Harassment and Sexual Harassment of Students.)

Examples of conduct that may constitute bullying include, but are not limited to:

- i. Repeated or pervasive taunting, name-calling, belittling, mocking, Put-downs, or demeaning humor;
  - ii. Behavior that is likely to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
  - iii. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
  - iv. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
  - v. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
  - vi. Blocking access to school property or facilities;
  - vii. Stealing or hiding books, backpacks, or other possessions;
  - viii. Stalking; and
  - ix. Physical contact or injury to another person or his/her property.
2. **"Cyberbullying"** means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal

13digital assistant.

Examples of conduct that may constitute cyberbullying include, but are not limited to the following actions on any electronic medium:

- i. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website, an app, in social media, or any other electronic platform;
  - ii. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the targeted student;
  - iii. Impersonating or representing another student through the use of that other student's electronic device or account to send e---mail, text messages, instant messages (IM), phone calls or other messages on a social media website;
  - iv. Sending e---mail, text messages, IM, or leaving voice mail messages that are mean or threatening, or so numerous as to bombard the target's e---mail account, IM account, or cell phone; and
  - vi. Using a camera phone or digital video camera to take and/or send embarrassing or "sexting" photographs of other students.
3. **"Retaliation"** means an act or gesture against a student for asserting or alleging an act of bullying. "Retaliation" also includes knowingly falsely reporting an act of bullying.
  4. **"Substantiated"** means that the outcomes of the investigation on the Responding Form (JICK---E2) provide clear evidence to prove that bullying or cyberbullying, as defined in policy, did occur.
  5. **"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.

### III. Application of Policy

1. This policy applies to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy.
2. This policy applies to bullying that:
  - a. Takes place at school or on school grounds, meaning: a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school---sponsored activity, function, program, instruction or training. "School grounds" also includes school---related transportation vehicles.
  - b. Takes place while students are being transported to or from schools or school---sponsored events;
  - c. Takes place at any school---sponsored event, activity, function, program, instruction or training; or
  - d. Takes place elsewhere or through the use of technology, but only if the bullying also

infringes on the rights of the student at school as set forth in this policy's definition of bullying.

#### **IV. Reporting** (*Refer to the Reporting Form – JICK---E1*)

Bullying or suspected bullying is reportable in person or in writing (including anonymously) to school personnel.

1. School staff, coaches and advisors for extracurricular and cocurricular activities are required to report alleged incidents of bullying to the school principal/designee/designee or other school personnel designated by the superintendent. Any other adult working or volunteering in a school will be encouraged to promptly report observed or suspected alleged incidents of bullying to the building principal/designee/designee or school personnel designated by the superintendent.
2. Students who are believed to have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator.
3. Parents and other adults who believe that an incident of bullying has occurred are encouraged to report this behavior to a staff member or school administrator.
4. Acts of reprisal or retaliation against any person who reports an alleged incident of bullying are prohibited. Any student who is determined to have knowingly falsely accused another of bullying shall be subject to disciplinary consequences.

#### **V. Responding** (*Refer to the Responding Form – JICK---E2*)

The school principal/designee/designee or a superintendent's designee will:

1. Promptly investigate and respond to allegations of bullying behavior;
2. Keep written documentation of all allegations of bullying behavior and outcomes of the investigations, and report alleged and substantiated incidents to the superintendent;
3. Inform parent(s) or guardian(s) of the student(s) who was alleged to have bullied AND of the student(s) who was believed to have been bullied that a report of an alleged incident of bullying has been made;
4. Communicate to the parent(s) or guardian(s) of a student(s) who was believed to have been bullied the measures being taken to ensure the safety of the student(s) who was believed to have been bullied and to prevent further acts of bullying;
5. Inform parent(s) or guardian(s) of the students involved the findings of the investigation and actions to be taken;
6. Communicate with local or state law enforcement agency if it's believed that the pursuit of criminal charges or a civil action under the Maine Civil Rights Act may be appropriate.

#### **VI. Remediation** (*Refer to the Remediation Form – JICK---E3*)

The school principal/designee or a superintendent's designee will:

1. Identify the specific nature(s) of the incident.
2. Apply disciplinary actions to students, which may include but are not limited to, imposing a series of graduated consequences that include alternative discipline. In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the type of behaviors, the frequency and/or pattern of behaviors, and other relevant circumstances. Alternative discipline includes, but is not limited to:
  1. Meeting with the student and the student's parents/guardian;
  2. Reflective activities, such as requiring the student to write an essay about the student's

- misbehavior;
  - 3. Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option;
  - 4. Counseling;
  - 5. Anger management;
  - 6. Health counseling or intervention;
  - 7. Mental health counseling;
  - 8. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
  - 9. Community service; and
  - 10. In-school detention or suspension, which may take place during lunchtime, after school or on weekends.
- 3. Staff Discipline: 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.
  - 4. Remediate any substantiated incident of bullying to counter the negative impact of the bullying and reduce the risk of future bullying incidents, which may include referring the victim, perpetrator or other involved persons to counseling or other appropriate services.

## **VII. Appeal**

Notification shall be provided to parent(s), guardian(s) and students of the right to appeal a decision of a school principal/designee or a superintendent's designee related to taking or not taking remedial action in accordance with this policy. The appeals procedure must be consistent with other appeals procedures established by the school board and may include an appeal to the superintendent.

## **VIII. Assignment of Responsibility**

- 1. The School Board is responsible for:
  - a. Annually providing written versions of this policy and related procedures to students, parent(s) and guardian(s), volunteers, administrators, teachers and school staff;
  - b. Posting this policy and related procedures on the school administrative unit's publicly accessible website; and
  - c. Including in student handbooks a section that addresses in detail this policy and related procedures.
- 2. The superintendent is responsible for:
  - a. Oversight, implementation, and enforcement of this policy and its procedures;
  - b. Designating a school principal/designee or other school personnel to administer the policies at the school level;
  - c. Developing a procedure for publicly identifying the superintendent's designee or designees for administering the policies at the school level;
  - d. Ensuring that the prohibition on bullying and retaliation and the attendant consequences apply to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation;
  - e. Ensuring that any contractor, visitor, or volunteer who engages in bullying is barred

- from school grounds until the superintendent is assured that the person will comply with the policies of the school board;
- f. Ensuring that any organization affiliated with the school that authorizes or engages in bullying or retaliation forfeits permission for that organization to operate on school grounds or receive any other benefit of affiliation with the school;
  - g. Providing professional development and staff training in the best practices in prevention of bullying and harassment and implementation of this policy;
  - h. Filing the SAU policy that addresses bullying and cyberbullying with the Maine Department of Education; and
  - i. Ensuring that substantiated incidents of bullying and cyberbullying are reported to the Maine Department of Education on at least an annual basis.

Legal Reference:

- 20---A M.R.S.A. § 254 (11---A)
- 20---A M.R.S.A. § 1001(15), 6554
- Maine Public Law, Chapter 659

Cross Reference:

- AC – Non-Discrimination, Equal Opportunity
- ACAA – Harassment and Sexual Harassment of Students
- ACAA-R – Student Discrimination and Harassment Complaint Procedure
- ACAD – Hazing
- GCI – Professional Staff Development
- IJNDB – Student Computer and Internet Use
- JIC – Student Code of Conduct
- JICIA – Weapons, Violence and School Safety
- JK – Student Discipline
- JKD – Suspension of Students
- JKE – Expulsion of Students
- JRA-R – Student Education Records and Information Administrative Procedures

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