



# Volunteer Handbook



## MESSAGE FROM THE SUPERINTENDENT

Congratulations! I am delighted that you are considering volunteering in one of our fantastic schools. We appreciate all of our volunteers, who come from all walks of life -college students to grandparents!

Volunteers enrich the educational experiences of our children 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 that you should read. If, after reading this handbook, you still have questions, please contact the school office.

Thank you and welcome aboard!



Maria Libby,  
Superintendent



## CONTACTS

### Camden Rockport Elementary School

[fivetowns.net/cres](http://fivetowns.net/cres)

207-236-7809

Principal .....Chris Walker-Spencer .....ext. 1205

Asst. Principal .....Katie Bauer .....ext. 1203

Volunteer Contact .....Jenn Gomez.....ext. 1200

### Camden Rockport Middle School

[fivetowns.net/crms](http://fivetowns.net/crms)

207-236-7805

Principal .....Jaime Stone.....ext. 2143

Asst. Principal .....Nikole Seeger .....ext. 2147

Volunteer Contact .....Alicia Martin.....ext. 2141

### Central Office

[fivetowns.net](http://fivetowns.net)

207-236-3358

Superintendent .....Maria Libby

Asst. Superintendent.....Shawn Carlson

Volunteer Contact .....



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## HOW TO HELP

**Here are some ways you can volunteer at CRES or CRMS**

- Provide general classroom support
- Read to children or listen to them read
- Help with grade level learning experiences or demonstrations
- Chaperone a field trip
- Help with school-wide events (e.g. Spirit Week at CRMS)
- Assist with plays or musicals
- Lend a hand by coaching sports



## GETTING STARTED

### Completing the Volunteer Application Form

- Forms are available at the school office or on the Parent Resources tab of the school website.
- Attach a legible copy of the front of your driver's license and include your email address.
- Turn the application in to the school where you wish to volunteer.
- A building administrator will review your application and a background check will be conducted. Once approved, you will be notified, and your name will go onto a list of approved volunteers.
- You will be contacted in the spring and asked if you wish to "renew" your volunteer status for the coming school year.

### Once you have been approved

- Please read this handbook. It provides important guidelines you should be aware of prior to volunteering.

## VOLUNTEER RESPONSIBILITIES

- Treat students with respect.
- Follow school procedures and policies.
- Understand and strictly adhere to confidentiality policy.
- Follow direction of supervising staff member.
- Focus on instructing/assisting students and refrain from disciplining them.
- Be a positive role model: acting professional, prepared, responsible and safe at all times.
- Honor commitments and be on time or call ahead.
- Sign in and out for each school visit.
- Share with school personnel your concerns or critical observations.



## IMPORTANT PRACTICES

### Role Model

Remember that you are acting as a role model for students. They look up to you! We expect volunteers to conduct themselves with dignity, courtesy, and consideration at all times. This includes:

- Wearing appropriate and modest clothing
- Using appropriate language while at school
- Focusing on the students you are working with. Being a volunteer requires that you be focused on the students you are working with; please do not bring your younger children or pets to school with you when you volunteer.

### Confidentiality

Educational records of students are strictly confidential. This is a federal law.

- Teachers will not give 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.
- Volunteers must keep that information confidential.
- This means not telling your son/daughter/spouse and not telling other parents or friends.
- Remember: you signed a Confidentiality Agreement as part of your volunteer application.

### School Culture

Students in Camden-Rockport Schools are expected to follow our Core Values:

## **KINDNESS · GRIT · SELF-CONTROL · RESPONSIBILITY**

- If you notice that a student is not following these core values, please ask a staff member for help.
- Please do not discipline students directly.
- If you must speak with a student about a concern, we ask that you do so respectfully and in a calm manner.
- We ask our staff to always keep their tone calm and voices low while speaking to students and we ask that parent volunteers do the same.

To read more about our student expectations, please refer to our Student Handbooks on the "About CRES" or "About CRMS" tabs on the school websites.

Volunteers are required to follow our policy, *Staff Conduct with Students* (page 10). This means we need you to keep the highest ethical and moral conduct when engaging with students.



# IMPORTANT POLICIES AND PROCEDURES

## Emergencies

- **Fire Alarm**  
In the event of hearing the fire alarm, exit school with the teacher you are working with and follow instructions from CRES/CRMS staff.
- **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, exit the school as quickly as possible and head to a safe place.
- **Medical Emergencies**  
We have a full-time nurse in each school who will respond to medical emergencies as needed.

## 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 MSAD #28 policy regarding bullying on pages 12-15. Volunteers fall under the heading: *School Employees and Others*.

## Technology

Here are a few points to remember around student use of technology:

- At school: Personal electronic devices (including cameras) must be turned off and stored in lockers during school hours.
- At school: Students should use iPads for educational purposes and not recreationally.
- On the School Bus: Students are prohibited from using any hand-held devices or games on the school bus unless approved by a school employee.
- On field trips and during extra curricular activities: Students may use electronic devices (including cameras) if authorized by the staff member in charge.
- Students are allowed access to school phones for emergencies or school related needs.

Taking Pictures:

- If you would like to take photos while volunteering, (e.g. on a field trip) please note that you can only take photographs of your own child, not other children.

## VOLUNTEER FAQs

### How do I sign-in?

- CRES: Follow signs to Office door, get buzzed in, sign in and out in office. Put on visitor lanyard.
- CRMS: Go to the main entrance, get buzzed in, sign in and out in office. Apply your visitor badge so it's noticeable.

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

- At either school you would speak to either the grade level guidance counselor or a school administrator.

### Who do I go to if I have a concern about something at CRES or CRMS?

- We ask that you go to the person most directly involved about any concern. Also, Office staff can answer general questions about their schools and are a great resource. If they do not know the answer, they will send you to the right person.
- If you have a concern about discipline, please see the Assistant Principal.
- If you have a general concern about curriculum or instruction, please see the Principal.

### Can I use my personal cell phone?

- We ask that while volunteering, you keep any personal electronic devices out of sight and 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.



## IMPORTANT INFORMATION

- Maine law requires every school unit with a Pre-K through 5th grade program to adopt a policy for child sexual abuse prevention, education and response. The MSAD #28 Board has adopted policy *JLFA: Child Sexual Abuse and Prevention Response* in the interest of: promoting the well-being of students, providing a supportive learning environment and complying with the law.
- For the purpose of this policy, “child sexual abuse” means any sexual engagement either through “hand on” or “hands off” activities between an adult and a child. Sexual engagement between children can also be sexual abuse when there is a significant age difference between the children involved or if the children are very different in development, size, or other power differential.
- Any school volunteer who has reason to suspect that a child has been sexually abused is to immediately notify the building principal or designated agent. In addition to notifying the building principal/ designated agent, the volunteer may also report their suspicions directly to the Department of Health and Human Services (DHHS). Hotline number is 1-800-452-1999.
- The volunteer should NOT attempt to further question or interview the child nor otherwise undertake an investigation.
- Resources related to mandatory reporting of child sexual abuse can be found at the Maine Department of Health and Human Services Office of Child and Family Services: (<http://www.maine.gov/dhhs/ocfs/mandatedreporters.shtml>).
- For further details, refer to Policy *JLFA: Child Sexual Abuse and Prevention Response*.





## **CAMDEN ROCKPORT SCHOOLS POLICY: SCHOOL VOLUNTEERS**

The Camden Rockport Schools Board of Directors recognizes the significant enhancements that volunteers contribute to the instructional, co-curricular, and extra-curricular programs offered at District Schools. 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 the schools 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 serves 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:**

1. Each year, persons interested in volunteering time or services must fill out a new volunteer application form and turn it in to your child's school.
2. Staff must have their use of volunteers approved in advance by the building administrator.
3. Approval, assignment, continuation, or termination of volunteers shall be at the discretion of the building administrator.
4. Staff members must confirm that a volunteer under their supervision is on the current list of approved volunteers before the volunteer begins.
5. Volunteers work with students under the supervision or direction of a staff member.
6. Volunteers are supplied with a copy of the Camden Rockport Schools/Five Town CSD Volunteer Handbook.
7. 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.
8. Volunteers are expected to abide by all Board policies, procedures and school rules when performing their assigned responsibilities.
9. Volunteers should perform only those tasks that have been assigned.
10. Volunteers do not provide direct discipline to students and should refer student behavioral infractions to the supervising staff member.
11. 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.
12. Volunteers will only be assigned to staff that request them.
13. The District 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 District 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 District 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 and be kept by the District for the required 6 years.

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. Proof of the individual's five-year fingerprinting approval is required before an individual whose volunteer role requires fingerprinting can begin to volunteer. The volunteer shall incur the cost of fingerprinting. It is highly recommended that the fingerprinting process 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 providing professional development OR guests invited to a school to provide a rare or one-time appearance or lend 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. § 1002*

#### *Cross Reference:*

*IJOC-R - Volunteer Application*

*IJOA - Student Field Trips*

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*Second Reading: May 18, 2022*

*Adopted: May 18, 2022*

NEPN/NSBA Code: GBEB

## **CAMDEN ROCKPORT SCHOOLS POLICY: STAFF CONDUCT WITH STUDENTS**

The MSAD #28 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;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- 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 or texting students using your personal email account or cell phone;
- Instant messaging students;
- "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.

#### *Cross Reference:*

*ACAA - Harassment and Sexual Harassment of Students*

*JLF - Reporting Child Abuse and Neglect*

*JLFA – Child Sexual Abuse Prevention and Response*

*History: Adopted: 01/20/10, 05/18/17 Revision:*

*First Reading: June 19, 2019*

*Second Reading: June 26, 2019*

*Adopted: June 26, 2019*

# **CAMDEN ROCKPORT SCHOOLS 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 Camden Rockport Schools 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 well-being. Peer mistreatment interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying and other forms of peer mistreatment affect not only students who are targets but also those who participate in and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

It is not the 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 Camden Rockport Schools, and the operation of the school.

## **Prohibited Behavior**

The following behaviors are prohibited:

- Bullying;
- Cyberbullying;
- Harassment and Sexual Harassment (as defined in board policy ACAA);
- Retaliation against those reporting such defined behaviors; and
- Making knowingly false accusations of bullying behavior;
- Any person who engages in any of these prohibited behaviors that constitute bullying shall be subject to appropriate disciplinary actions.

## **"Bullying" and "Cyberbullying" Defined**

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

**"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 falls under one of the following three categories:

- 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
- 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
- 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:

- Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
- 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;
- Non-verbal threats and/or intimidations such as the use of aggressive, menacing, or disrespectful gestures;
- Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
- Blackmail, extortion, demands for protection money, or involuntary loans or donations;
- Blocking access to school property or facilities;
- Stealing or hiding books, backpacks, or other possessions;



- Stalking; and
- Physical contact or injury to another person or his/her property.

**“Cyberbullying”** means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device, and personal digital assistant.

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

- 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;
- 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;
- 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;
- 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
- Using a camera phone or digital video camera to take and/or send embarrassing or “sexting” photographs of other students.

**“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.

**“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.

**“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.

## Application of Policy

- 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.
- This policy applies to bullying that:
  - 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.
  - Takes place while students are being transported to or from schools or school-sponsored events;
  - Takes place at any school-sponsored event, activity, function, program, instruction, or training; or
  - 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.

## Reporting

(Refer to the Reporting Form - JICK-E1)

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

- 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.
- Students who are believed to have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator.
- Parents and other adults who believe that an incident of bullying has occurred are encouraged to report this behavior to a staff member or school administrator.
- Acts of reprisal or retaliation against any person who reports an 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.

- When providing treatment for students, licensed school-based mental health employees will follow their professional ethical standards.

## **Responding**

(Refer to the Responding Form - JICK-E2)

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

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

## **Remediation**

(Refer to the Remediation Form - JICK-E3)

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

- A. Identify the specific nature(s) of the incident.
- B. 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:

- Meeting with the student and the student's parents/guardian;
  - Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
  - Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option;
  - Counseling;
  - Anger management;
  - Health counseling or intervention;
  - Mental health counseling;
  - Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles, and restorative conferencing;
  - Community service; and
  - In-school detention or suspension, which may take place during lunchtime, after school, or on weekends.
- C. 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.
  - D. 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.

## **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.

## **Assignment of Responsibility**

A. The School Board is responsible for:

- Annually providing written versions of this policy and related procedures to students, parent(s) and guardian(s), volunteers, administrators, teachers, and school staff;
- Posting this policy and related procedures on the school administrative unit's publicly accessible website; and
- Including in student handbooks a section that addresses in detail this policy and related procedures.

B. The Superintendent is responsible for:

- Oversight, implementation, and enforcement of this policy and its procedures;
- Designating a school principal/designee or other school personnel to administer the policies at the school level;
- Developing a procedure for publicly identifying the superintendent's designee or designees for administering the policies at the school level;
- 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;
- 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;
- 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;
- Providing professional development and staff training in the best practices in prevention of bullying and harassment and implementation of this policy;
- Filing the SAU policy that addresses bullying and cyberbullying with the Maine Department of Education; and
- 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. § 254 (11-A)  
20-A M.R.S. §§ 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  
JICI - 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  
National Association of Social Workers Code of Ethics  
American Psychological Association Ethical Principles of Psychiatrists and Code of Ethics

### *History:*

Adopted: 07/05/06, 06/16/10, 01/16/13, 12/14/16, 06/11/19, 12/21/22  
Reviewed: January 18, 2023