Note: This is a VIRTUAL meeting, with members attending via Zoom Video Conferencing. If you are interested in joining this video conference, please call (207 608 8701) or email (ldudgeon@sanford.org) prior to 4:00 pm Monday.

Members present: Don Jamison, Jonathan Mapes, John Roux, Emily Sheffield, Kendra Williams

Student Reps present: Harrielle Bernard, Natalie St. Onge, Juliana Levesque

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Bernie Flynn, Curriculum Director
Cheryl Fournier, Business Manager
Stacey Bissell, Special Education Director
Pamela Lydon, Sanford Middle School Principal
Matt Petermann, Sanford High School Principal
Kathy Sargent, SRTC Director

A. Call to Order (time)

B. Pledge of Allegiance

C. Adjustments None

D. Approval of Minutes

1. April 27, 2020 6 pm VIRTUAL Regular Meeting (Attachment D.1.)

Recommendation: To accept the minutes as presented.

E. Public Comments

F. Communications None

G. Committee Reports
1. Construction Updates
   i. SHS/SRTC Construction Project
   ii. Elementary Construction Projects
2. Performing Arts Committee (PAC) – Emily Sheffield
3. WSSR Advisory Committee – Kendra Williams

H. Superintendent’s Report
1. Student Representative Reports
2. COVID-19 Update
I. Directors’ Reports

1. Business Administrator – Cheryl Fournier
2. Assistant Superintendent Steve Bussiere
3. Curriculum Director – Bernie Flynn
4. Special Education Director – Stacy Bissell
   i. Distance Learning Update
5. Principals – Distance Learning Update
   i. Pamela Lydon, Sanford Middle School
   ii. Matt Petermann, Sanford High School
   iii. Kathy Sargent, Sanford Regional Technical Center

J. New Business None

K. Old Business None

L. Resignations
   1. Superintendent Nelson will announced the following resignation(s):
      
      | Name       | Department       | School | Effective Date |
      |------------|------------------|--------|----------------|
      | David Paye | Social Studies   | SHS    | 8/31/20        |
                     | teacher         |        |                |

M. Staff Appointments None

N. Staff Transfers None
O. Staff Nominations

1. Superintendent Nelson will nominate the following professional staff for 2nd year probationary contracts:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allen, Joshua</td>
<td>SJHS</td>
</tr>
<tr>
<td>Belanger, Karen</td>
<td>CJL</td>
</tr>
<tr>
<td>Bemis, Celeste</td>
<td>Willard</td>
</tr>
<tr>
<td>Brown, Jason</td>
<td>SRTC</td>
</tr>
<tr>
<td>Brown, Megan</td>
<td>Willard</td>
</tr>
<tr>
<td>Butler, Jan</td>
<td>CJL</td>
</tr>
<tr>
<td>Carter, Emily</td>
<td>Willard</td>
</tr>
<tr>
<td>Drew, Darcie</td>
<td>SHS</td>
</tr>
<tr>
<td>Durack, Pamela</td>
<td>SRTC</td>
</tr>
<tr>
<td>Fernandez-Phelps, Daniel</td>
<td>Willard</td>
</tr>
<tr>
<td>Flayhan, Tyler</td>
<td>SHS</td>
</tr>
<tr>
<td>Gluck, Fredric</td>
<td>SRTC</td>
</tr>
<tr>
<td>Hodge-MacKenzie, Spencer</td>
<td>SHS</td>
</tr>
<tr>
<td>Humber, Jaime</td>
<td>CJL</td>
</tr>
<tr>
<td>Keene, Laurie</td>
<td>CJL/Willard</td>
</tr>
<tr>
<td>Maier, Kathleen</td>
<td>Willard</td>
</tr>
<tr>
<td>Mannino, Meaghan</td>
<td>Willard</td>
</tr>
<tr>
<td>Merrick, Eleanor</td>
<td>District</td>
</tr>
<tr>
<td>Omoigiade, Tara</td>
<td>CJL</td>
</tr>
<tr>
<td>Phinney, Cindy</td>
<td>SJHS</td>
</tr>
<tr>
<td>Pietruch, Jason</td>
<td>SJHS</td>
</tr>
<tr>
<td>Richard, Jason</td>
<td>SJHS</td>
</tr>
<tr>
<td>Scarano, Erica</td>
<td>SHS</td>
</tr>
<tr>
<td>Simpson, Stephanie</td>
<td>Willard</td>
</tr>
<tr>
<td>Strout, Lindsay</td>
<td>SHS</td>
</tr>
<tr>
<td>Tounge, Gwynne</td>
<td>CJL</td>
</tr>
<tr>
<td>Watson, Kimberlee</td>
<td>SHS</td>
</tr>
</tbody>
</table>

Recommendation: To approve the nominations as presented.
2. Superintendent Nelson will nominate the following professional staff for 3rd year probationary contracts:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barry, Ellen</td>
<td>SRTC</td>
</tr>
<tr>
<td>Brickett, Kyleann</td>
<td>SHS</td>
</tr>
<tr>
<td>Brown, Jennifer</td>
<td>SJHS</td>
</tr>
<tr>
<td>Carter, Janet</td>
<td>SJHS</td>
</tr>
<tr>
<td>Curtis, Kristan</td>
<td>Willard</td>
</tr>
<tr>
<td>Dompkouski, Susanne</td>
<td>Willard</td>
</tr>
<tr>
<td>Dunlap, Amos</td>
<td>SHS</td>
</tr>
<tr>
<td>Eaton, Brittany</td>
<td>SRTC</td>
</tr>
<tr>
<td>Emerson-Holm, Diane</td>
<td>SRTC</td>
</tr>
<tr>
<td>Foley, Kelly</td>
<td>SHS</td>
</tr>
<tr>
<td>Gouin, Ethan</td>
<td>SJHS</td>
</tr>
<tr>
<td>Greene Lamb, Amy</td>
<td>SJHS</td>
</tr>
<tr>
<td>Hartley, Amanda</td>
<td>Willard</td>
</tr>
<tr>
<td>Humphrey, Amy</td>
<td>CJL</td>
</tr>
<tr>
<td>Jeney, Christopher</td>
<td>SHS</td>
</tr>
<tr>
<td>McLellan, Nathan</td>
<td>SJHS</td>
</tr>
<tr>
<td>Morton, Lindsey</td>
<td>CJL</td>
</tr>
<tr>
<td>Orchard, Samantha</td>
<td>SJHS</td>
</tr>
<tr>
<td>Perreault, Katie</td>
<td>SJHS</td>
</tr>
<tr>
<td>Politano, Amy</td>
<td>SJHS</td>
</tr>
<tr>
<td>Roy, Michelle</td>
<td>SHS</td>
</tr>
<tr>
<td>Santamore, Paul</td>
<td>SHS</td>
</tr>
<tr>
<td>Slobeda, Ashley</td>
<td>SJHS</td>
</tr>
<tr>
<td>Strait, Katie</td>
<td>SJHS</td>
</tr>
<tr>
<td>Suratt, Christen</td>
<td>Willard</td>
</tr>
<tr>
<td>Thomson, Devyn</td>
<td>MCS</td>
</tr>
<tr>
<td>Tomlinson, Alaina</td>
<td>SHS</td>
</tr>
<tr>
<td>Webber, Theresa</td>
<td>District</td>
</tr>
<tr>
<td>Wechter, Kristen</td>
<td>CJL</td>
</tr>
<tr>
<td>Welch, Alex</td>
<td>Willard</td>
</tr>
<tr>
<td>Wyman, Ashley</td>
<td>SJHS</td>
</tr>
</tbody>
</table>

**Recommendation:** To approve the nominations as presented.
3. Superintendent Nelson will nominate the following professional staff for first year continuing contracts:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, Samantha</td>
<td>CJL</td>
</tr>
<tr>
<td>Agreste, Ellie</td>
<td>SHS</td>
</tr>
<tr>
<td>Arsenault, Elizabeth</td>
<td>CJL</td>
</tr>
<tr>
<td>Benham, Erik</td>
<td>District</td>
</tr>
<tr>
<td>Boivin, Tricia</td>
<td>Willard</td>
</tr>
<tr>
<td>Camire, Ryan</td>
<td>SHS</td>
</tr>
<tr>
<td>*Clement, Joshua *pending Latin certification</td>
<td>SHS</td>
</tr>
<tr>
<td>Denault (Canario), Allyson</td>
<td>SHS</td>
</tr>
<tr>
<td>Ethridge, William</td>
<td>SHS</td>
</tr>
<tr>
<td>Garabedian, Devon</td>
<td>SHS</td>
</tr>
<tr>
<td>Hilt, Samantha</td>
<td>SJHS</td>
</tr>
<tr>
<td>Johnson, Michelle</td>
<td>SRTC</td>
</tr>
<tr>
<td>Kizer, Molly</td>
<td>SHS</td>
</tr>
<tr>
<td>Lewin-Grover, Rachel</td>
<td>District</td>
</tr>
<tr>
<td>Pyle, Stanley</td>
<td>SJHS</td>
</tr>
<tr>
<td>Quarles, Sally</td>
<td>SJHS</td>
</tr>
<tr>
<td>Quarto, Nicole</td>
<td>SJHS</td>
</tr>
<tr>
<td>Roy, Amanda</td>
<td>SJHS</td>
</tr>
<tr>
<td>Roy, Michelle</td>
<td>SJHS</td>
</tr>
<tr>
<td>Russell, &quot;Jed&quot;</td>
<td>SHS</td>
</tr>
<tr>
<td>Sawyer, Kayla</td>
<td>SJHS</td>
</tr>
<tr>
<td>Toothaker, Deb</td>
<td>Willard</td>
</tr>
</tbody>
</table>

**Recommendation**: To approve the nominations as presented.

**P. Policies (Attachment P)**

1. First reading – Policy JICK – Bullying and Cyberbullying Prevention in Schools  
   **Recommendation**: to accept the first reading of Policy JICK as presented.

2. First reading – Policy JICK-R – Bullying and Cyberbullying – Administrative Procedure  
   **Recommendation**: to accept the first reading of Policy JICK-R as presented.

**Q. Items for Future Agenda(s)**
R. Calendar Announcements

1. Monday, May 11, 2020 - tentative
   Workshop – After school meals/snacks
   6:00 pm
   VIRTUAL Meeting

2. Monday, May 18, 2020
   School Committee
   6:00 pm
   TBD

3. Monday, June 1, 2020
   School Committee
   6:00 pm
   TBD

4. Monday, June 15, 2020
   School Committee
   6:00 pm
   TBD

S. Adjournment

1. Recommendation: To adjourn at ______.
SANFORD SCHOOL DEPARTMENT
SANFORD SCHOOL COMMITTEE
MINUTES
Monday, April 27, 2020 ~ 6:00 pm

Note: This was a VIRTUAL meeting with members attending via Zoom Video Conferencing.

Members present: Don Jamison, Jonathan Mapes, John Roux, Emily Sheffield, Kendra Williams

Student Reps present: Natalie St. Onge, Harrielle Bernard, Juliana Levesque

Staff present: Matt Nelson, Superintendent
Steve Bussiere, Assistant Superintendent
Bernie Flynn, Director of Curriculum
Cheryl Fournier, Business Manager
Beth Lambert, SHS Assistant Principal
Jessica Rice, SHS Transitions
Susan Inman, Willard Principal
Sherri Baron, CJL Principal
Sharon Remick, Lafayette Principal
Beth Letourneau, SHS Counseling Director

Guests present: Amy Sevigny, parent

A. Call to Order   Time: 6:03 pm
B. Pledge of Allegiance   Said
C. Adjustments   None
D. Approval of Minutes

1. February 3, 2020 5 pm Budget Workshop (Attachment D.1.)
2. February 3, 2020 7 pm Regular Meeting (Attachment D.2.)
3. February 10, 2020 5 pm Budget Workshop (Attachment D.3.)
4. February 10, 2020 7 pm Executive Session (Attachment D.4.)
5. February 18, 2020 1:30 pm Workshop (Attachment D.5.)
6. February 18, 2020 3:00 pm Workshop (Attachment D.6.)
7. February 24, 2020 5 pm Budget Workshop (Attachment D.7.)
8. February 24, 2020 7 pm Regular Meeting (Attachment D.8.)
9. March 2, 2020 5 pm Budget Workshop (Attachment D.9.)
10. March 2, 2020 6 pm Regular Meeting (Attachment D.10.)
11. March 9, 2020 4 pm Executive Session (Attachment D.11.)
12. March 16, 2020 5 pm Workshop (Attachment D.12.)
13. March 16, 2020 6 pm Regular Meeting (Attachment D.13.)
14. March 24, 2020 3 pm Budget Workshop (Attachment D.14.)
15. April 6, 2020 6 pm (virtual) Regular Meeting (Attachment D.15.)

Motion by Mr. Jamison: To adopt the minutes as presented.
Motion seconded by Mr. Roux. Motion carried 5 – 0.
G. Committee Reports

1. Construction Updates
   i. SHS/SRTC Construction Project
      1. Conference call on 4/16/20
         a. Schedule is challenging due to COVID19
         b. Approximately 100 items remain on punch list
      2. Inspection of Alumni Field identified turf field issues; additional work will be performed by contractors
      3. Work continues with electrical and siding contractors
      4. New Assistant Facilities Director Robert Welch is documenting HVAC control issues and seeking training on lighting controls

   ii. Elementary Construction Projects
      1. MCS
         a. Work and meetings continue
            i. Furniture to be re-used will be moved into classrooms this week
            ii. Tentative substantial completion date is mid to late July, 2020
            iii. Gym equipment delay due to COVID19
            iv. Shaw Brothers is on site doing rough grading
            v. There will be two playgrounds (Pre K through Grade 1 and Grade 2 through Grade 4)
            vi. Some playground equipment will need to be replaced
         b. Delay claim negotiations continue
            i. “Significant divide” between PC’s 66 day/$679,00 and Sanford School Department’s concessions totaling $92,155

   2. CMS
      a. Better progress post Structure Tone transition to new Project Manager and Project Superintendents
      b. Schedule TBD
      c. Mediation scheduled at the end of June for Delay Claim

2. Performing Arts Committee (PAC) – Emily Sheffield
   i. Brett Williams has been rescheduling, issuing refunds and exploring opportunities for virtual school performances
   ii. PAC wants to honor sponsors for this abbreviated season
   iii. Next meeting is scheduled for May 4, 2020 at 3:15 via Zoom
3. WSSR-TV Advisory Committee – Kendra Williams
   i. Collaborating with City of Sanford – Ian Houseal has joined committee
   ii. Committee is engaged and making progress
   iii. Relevant time to promote WSSR-TV
   iv. Meetings scheduled for the next 5 Wednesdays via Zoom

H. Superintendent’s Report

1. Student Representative Reports
   a. Natalie: Observed lack of motivation for distance learning; for her it is not easier but it is less work. Senior class officers created a Facebook page and Instagram account to share senior pictures and plans
   b. Harrielle: Distance learning was rough in the beginning but students are making it work. Positive assistance from teachers but difficult to find motivation as a senior
   c. Juliana: Distance learning was difficult in the beginning; teachers were inexperienced with Google classroom. Teachers have been lenient and continue to reach out to students
   d. Mrs. Williams: Expressed concern for adolescent emotional wellbeing
   e. Mr. Bussiere: School counselors are available by email
   f. Mrs. Letourneau: Weekly emails to students and parents; will begin reaching out via other methods including TikTok

2. COVID19 Update
   a. Resource page on website
   b. Week 7 of distance learning began today
   c. Adjusted April Vacation to maintain momentum – distance learning occurred Tuesday/Wednesday/Thursday
   d. Attendance profiles for distance learning

<table>
<thead>
<tr>
<th></th>
<th>Present &amp; participating</th>
<th>Limited participation</th>
<th>No participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-4</td>
<td>90-94%</td>
<td>4 – 7%</td>
<td>2 – 5%</td>
</tr>
<tr>
<td>SJHS</td>
<td>50%</td>
<td>40%</td>
<td>10%</td>
</tr>
<tr>
<td>SHS</td>
<td>40%</td>
<td>35%</td>
<td>25%</td>
</tr>
</tbody>
</table>
   e. Meal program:
      i. Kudos to food service workers, ed techs and bus company staff
      ii. 55,000 meals served to date
      iii. Daily average for combined breakfast and lunch is 1300
      iv. Grants received from Full Plates Full Potential and People’s Choice Credit Union
   f. End of school year dates
      i. Tuesday, June 9, 2020 – last day for students
      ii. Friday, June 12, 2020 – last day for staff
      iii. Wednesday, June 3, 2020 – last day for new learning
   g. Consensus to wait until May 15, 2020 to decide then announce whether long distance learning will continue until the end of the school year
I. Directors’ Reports

1. Business Administrator Cheryl Fournier– no report

2. Assistant Superintendent Steve Bussiere
   i. Elementary reconfiguration – plan to have placement letters to parents by mid or late May
   ii. Kindergarten registration – call CJL School for a packet. Screenings are projected to occur late summer/early fall
   iii. Pre-Kindergarten registration – call Central Office
   iv. Teacher evaluations – COVID19 interruption has affected the evaluation process. Evaluations will either be completed or moved forward a year

3. Curriculum Director Bernie Flynn
   i. Maine Dept. of Education froze assessments, eff. 4/7/20, including Empower ME (grades 3-8), Science (grades 5, 8,11) and all alternative assessments
   ii. SAT will not be offered until 9/26/20. It will not be a requirement for Maine colleges and universities, similar to national movement.
   iii. Local assessments also waived
   iv. Time will be used to create action plan for this fall to address any learning gaps as a result of COVID19

4. CJL Principal Sherri Baron – Distance Learning update
   i. Importance of home – school connection during distance learning
   ii. Positive feedback from parents
   iii. Staff has developed new technology skills and is working to keep students engaged in learning; CJL reports 99% engagement
   iv. Kudos to Meal Program and Y-Care Program for supporting students
   v. Challenges include Internet availability, mental health concerns, grading, accountability and the need to be responsive to family needs

5. Lafayette Principal Sharon Remick – Distance Learning update
   i. Similar experience with CJL School
   ii. All staff are reaching out and have stepped up with learning technology platforms, videos, etc.
   iii. “As successful as possible”

6. Willard Principal Susan Inman – Distance Learning update
   i. In agreement with CJL and Lafayette distance learning experiences
   ii. Initiating “Feel Good Fridays” this week to assist students in connecting with all school specialists
   iii. Continuing to drop in on Morning Meetings
   iv. Initiated “Lunch Bunch” on Wednesday to stay in touch with students
   v. Biggest challenge identified as keeping students engaged and supporting parents
School Committee Meeting Minutes
April 27, 2020

J. New Business

1. Financials – Cheryl Fournier (Attachment J.1.a)
   Noted that EPS may be affected by COVID19 next year
   
   a. Expenses and Reconciliation for March 31, 2020 (Attachment J.1.a)
   Motion by Mr. Jamison: To accept the March 31, 2020 Expenses and Reconciliation as presented.
   Motion seconded by Mr. Roux. Motion carried 5 – 0.

K. Old Business
   None

L. Resignations

1. Superintendent Nelson announced the following resignation:
   Gray, Scot  Maintenance Worker  District  Eff. 4/8/20

M. Staff Appointments

1. Superintendent Nelson announced the following appointments:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>School</th>
<th>Effective Date</th>
<th>Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Levasseur, Pete</td>
<td>Long Term PE Substitute</td>
<td>SMS</td>
<td>Eff. 9/1/20</td>
<td></td>
</tr>
<tr>
<td>Melnik, Melissa</td>
<td>Long Term Grade 3 Substitute</td>
<td>CJL</td>
<td>Eff. 5/11/20</td>
<td>Replacement</td>
</tr>
</tbody>
</table>

N. Staff Transfers
   None

O. Staff Nominations

1. Superintendent Nelson nominated the following professional staff for an administrative contract:
   Kristin Daly  Assistant Principal  Willard School  Eff. 7/1/20

   Motion by Mr. Jamison: To approve the nomination as presented.
   Motion seconded by Mrs. Williams. Motion carried 5 – 0.
School Committee Meeting Minutes
April 27, 2020

P. Policies (Attachment P)
1. Second reading – Policy ACAB – Harassment and Sexual Harassment of School Employees
2. Second reading – Procedure ACAB-R – Employee Discrimination and Harassment Complaint Procedure
Motion by Mr. Jamison: To adopt Policies ACAB, ACAB-R, AC and AC-R as presented.
Motion seconded by Mr. Mapes. Motion carried 5 – 0.

Q. Items for Future Agenda(s)
1. School Committee Workshop re after school meals and snacks – tentative date May 11, 2020

R. Calendar Announcements

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, May 4, 2020</td>
<td>School Committee</td>
<td>6:00 pm</td>
<td>TBD</td>
</tr>
<tr>
<td>Monday, May 18, 2020</td>
<td>School Committee</td>
<td>6:00 pm</td>
<td>TBD</td>
</tr>
</tbody>
</table>

S. Adjournment
Motion by Mr. Roux: To adjourn at 7:47 pm.
Motion seconded by Mr. Jamison. Motion carried 5 - 0.

Respectfully submitted,

Don Jamison, School Committee Chair
Matt Nelson, Superintendent
The following policies and procedures will be presented for First Readings.

II. **Policy JICK: Bullying and Cyberbullying in Schools**

III. **Procedure JICK-R: Bullying and Cyberbullying in Schools – Administrative Procedures**

Our legal firm Drummond Woodsum recommended that schools update their Bullying and Cyberbullying policy and complaint procedures to include gender identity or expression as a protected class. In reviewing our policy, we also consulted with Maine School Management for guidance.

Policy JICK and Procedure JICK-R were last updated on October 17, 2016. The updated policy and procedure simply adds the language to include gender identity and expression as defined by Maine State law.

### Recommended Motions

1. Motion to accept the first reading of **Policy JICK: Bullying and Cyberbullying in Schools** as presented.

2. Motion to accept the first reading of **Policy JICK-R: Bullying and Cyberbullying in Schools – Administrative Procedures** as presented.
Bullying and Cyberbullying Prevention in Schools

I. Introduction

It is our goal for our school[s] to be a safe and secure learning environment for all students. It is the intent of the Sanford School Committee to provide all students with an equitable opportunity to learn. To that end, the School Committee 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 School Committee’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 School Committee does not condone and will take action in response to conduct that interferes with students’ opportunity to learn, the educational mission of the Sanford schools, and the operation of the schools.

II. 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.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to appropriate disciplinary actions.

III. Bullying and Cyberbullying Defined

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

A. “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:

(1) Has, or a reasonable person would expect it to have, the effect of:
   a) Physically harming a student or damaging a student’s property; or
   b) Placing a student in reasonable fear of physical harm or damage to the student’s property;
   OR

(2) Interferes with the rights of a student by:
   a) Creating an intimidating or hostile educational environment for the student; or
   b) 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
(3) Is based on a student’s actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, gender identity or expression, 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 (1) or (2) 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:

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
2. 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;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to school property or facilities;
7. Stealing or hiding books, backpacks, or other possessions;
8. Stalking; and
9. Physical contact or injury to another person or his/her property.

B. “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:

1. 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;
2. 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;
3. 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;
4. 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
5. Using a camera phone or digital video camera to take and/or send embarrassing or “sexting” photographs of other students.

C. “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.

D. “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.

E. “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.

IV. Application of Policy

A. 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.

B. This policy applies to bullying that:
   1. 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.
   2. Takes place while students are being transported to or from schools or school-sponsored events;
   3. Takes place at any school-sponsored event, activity, function, program, instruction or training; or
   4. 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.

V. Reporting

Refer to the Reporting Form – JICK-E1

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

A. School staff, coaches and advisors for extracurricular and cocurricular activities are required to report alleged incidents of bullying to the school principal 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 or school personnel designated by the superintendent.

B. 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.

C. 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.

D. 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.

VI. Responding

Refer to the Responding Form – JICK-E2

The school principal or a superintendent’s designee will:
A. Promptly investigate and respond to allegations of bullying behavior;

B. Keep written documentation of all allegations of bullying behavior and outcomes of the investigations, and report alleged and substantiated incidents to the superintendent;

C. 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;

D. 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;

E. Inform parent(s) or guardian(s) of the students involved the findings of the investigation and actions to be taken;

F. 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.

VII. Remediation
Refer to the Remediation Form – JICK-E3

The school principal or a superintendent’s designee will:

A. Identify the specific nature(s) of the incident.

B. Apply disciplinary actions, 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.

C. 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.

VIII. Appeal

Notification shall be provided to parent(s), guardian(s) and students of the right to appeal a
decision of a school principal 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.

**IX. Assignment of Responsibility**

A. The School Committee is responsible for:
   1. Annually providing written versions of this policy and related procedures to students, parent(s) and guardian(s), volunteers, administrators, teachers and school staff;
   2. Posting this policy and related procedures on the school administrative unit's publicly accessible website; and
   3. Including in student handbooks a section that addresses in detail this policy and related procedures.

B. The superintendent is responsible for:
   1. Oversight, implementation, and enforcement of this policy and its procedures;
   2. Designating a school principal or other school personnel to administer the policies at the school level;
   3. Developing a procedure for publicly identifying the superintendent's designee or designees for administering the policies at the school level;
   4. 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;
   5. 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;
   6. 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;
   7. Providing professional development and staff training in the best practices in prevention of bullying and harassment and implementation of this policy;
      [NOTE: The law requires “training and instructional materials related to the policy” be posted on the Maine Department of Education’s website. See “Bullying Prevention Resources” at http://www.maine.gov/doe/bullying/resources/ for further information]
   8. Filing the SAU policy that addresses bullying and cyberbullying with the Maine Department of Education; and
   9. 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 - Nondiscrimination, Equal Opportunity
   ACAA - Harassment and Sexual Harassment of Students
   ACAA-R – Student Discrimination and Harassment Complaint
       Procedure
   ACAD – Hazing
   AD – Educational Philosophy/Mission
   ADAA – School System Commitment to Standards for Ethical and
       Responsible Behavior
   CHCAA - Student Handbooks
   GCI – Professional Staff Development
   IJNDB – Student Computer and Internet Use and Internet Safety
   JI - Student Rights and Responsibilities
   JIC - Student Code of Conduct
   JICC - Student Conduct on Buses
   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
   KLG - Relations with Law Enforcement Authorities

Adoption date: December 4, 2006
Effective date: December 4, 2006
Revision date: October 17, 2016
May 4, 2020, first reading
BULLYING and CYBERBULLYING – ADMINISTRATIVE PROCEDURE

This procedure is intended as guidance for the school principal or superintendent’s designee to address an alleged bullying incident. Definitions, as well as steps for reporting, responding to, and remediating allegations of bullying, are provided.

Behavior alleged to be based on a targeted student's actual or perceived race, color, sex, sexual orientation, gender identity and expression, religion, ancestry or national origin, or disability should be addressed under the Student Harassment and Sexual Harassment procedure (ACAA).

Definitions

The following terms are defined in Maine Public law, Chapter 659 and 20-A M.R.S.A. §6554:

A. “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:

(1) Has, or a reasonable person would expect it to have, the effect of:
   a. Physically harming a student or damaging a student's property; or
   b. Placing a student in reasonable fear of physical harm or damage to the student's property;

OR

(2) Interferes with the rights of a student by:
   a. Creating an intimidating or hostile educational environment for the student; or
   b. 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

(3) Is based on a student’s actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, 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 (1) or (2) above.

“Bullying” includes cyberbullying.

B. “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.

C. “Retaliation means” an act or gesture against a student for asserting or alleging an act of bullying. “Retaliation” can also include knowingly false reporting of bullying.

D. “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.
E. “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.

Reports of Bullying

Bullying or suspected bullying is reportable in person or in writing (including anonymously) to school personnel using the school unit’s Reporting Form (JICK-E1).

School staff, coaches and advisors for extracurricular and cocurricular activities are required to report alleged incidents of bullying to the school principal 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 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 incident of bullying are prohibited. Any student who is determined to have knowingly falsely accused another of bullying shall be subject to disciplinary consequences.

Reports of alleged bullying may be made anonymously, except by school staff, coaches and advisors, but in no instance will disciplinary action be taken against any person or organization affiliated with the schools solely on the basis of an anonymous report.

The school principal or superintendent’s designee will forward a copy of the completed Reporting Form to the superintendent.

Safety Measures

The school principal or superintendent’s designee will communicate to the parent(s) or guardian(s) of the student(s) who was believed to have been bullied the measures being taken to ensure the safety of the student who was believed to have been bullied and to prevent further acts of bullying.

These measures are documented on the Responding Form (JICK-E2)

[NOTE: School personnel should be careful to respect the confidentiality of student information when communicating with the parent(s) or guardian(s) of a student who was believed to have been bullied. It should be sufficient to inform the parents of what the school is doing to protect the student from further alleged bullying behaviors and to convey that the incident will be investigated and appropriate actions will be taken, without providing details that would be considered a violation of FERPA or an invasion of privacy.]
The school principal or superintendent’s designee will:

- Ensure that all reports of alleged bullying are investigated and responded to promptly and that documentation of the investigation is provided to the superintendent within a reasonable period of time using the Responding Form (JICK-E2).

- 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 the findings of the investigation and actions to be taken;

- 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.

Remediation

If it is determined that there is a substantiated incident of bullying, the school principal or superintendent’s designee will:

- Determine the specific nature(s) of the incident, alternative discipline actions, and appropriate consequences;

- Complete the Remediation Form (JICK-E3);

- Provide a copy of the Remediation Form to the superintendent; and

- Assure that the substantiated incident of bullying is reported to the Maine Department of Education.

Appeal

The parent(s) or guardian(s) and student must be notified of the right to appeal the school principal’s or superintendent’s designees’ decision related to taking or not taking remedial action as identified in the appeals procedure established by the school board.

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

Adopted:  February 25, 2013
Revised:  October 17, 2016
May 4, 2020, first reading