



***Regional School Unit 5***  
**Durham • Freeport • Pownal**

*"To inspire and support every learner by challenging minds, building character, sparking creativity, and nurturing passions."*

Becky Foley, Ph.D., Superintendent of Schools  
Peggy Brown, Interim Director of Finance & Human Resources

Cynthia Alexander, Assistant Superintendent of Schools  
Bonnie Violette, Ph.D., Director of Instructional Support

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TO: Colin Cheney, Candy deCsipkes, Maddy Vertenten  
CC: Anne-Marie Spizzuocu, Jennifer Winkler  
FROM: Cynthia Alexander  
DATE: December 20, 2021  
RE: Policy Meeting – January 7, 2022

The Policy Committee is scheduled to meet on Friday, January 7, 2022 at 8:45 a.m. via Zoom at the following link: <https://networkmaine.zoom.us/j/88179232220> Meeting ID: 881 7923 2220 or join by telephone at 1-646-876-9923

**Agenda**

FFA - Memorials

ACAF - Workplace Bullying

## “MEMORIALS AND REMEMBRANCES”

### PURPOSE

The RSU No. 5 Board recognizes that when a school community experiences the death of a student or staff member, it is important to the school community and to those who are personally affected by the death to acknowledge the event. The purpose of this policy is to set forth guidelines when responding to the death of a student or staff member.

~~Additionally, certain traumatic events occurring on a local, state or national level may also give rise to the need for school unit acknowledgment through appropriate activities.~~

In recognition that schools are designed primarily to support learning, school sites should not serve as the main venue for the memorializing of a student or staff member. The social-emotional well-being of the staff and student body is of primary concern, therefore, the

Activities that will not detract from regularly scheduled classroom or school activities, principal approval.

### RECOMMENDATIONS

The Board recognizes that ~~memorials~~ of flowers, personal messages and mementoes are often created at lockers, parking spaces and other areas on district property upon such losses or events. Memorials may be permitted at the discretion of the building principal [OR: \_\_\_\_]. They will consult with the family of the deceased, as appropriate. The display of all remembrances will be temporary in nature, removed **after an appropriate period of time, in a timely manner** and offered to the family.

~~Requests may be made to~~ Memorializing an individual ~~or event~~ in school yearbooks, at graduation ceremonies and other district activities. Activities that will not detract from **regularly** scheduled classroom or school activities, ~~or the celebration of student accomplishments may be permitted, with prior building principal approval.~~ Activities or events may be rescheduled or cancelled with prior superintendent approval only.

### GUIDELINES

In considering memorial activity requests, school administrators will **endeavor to balance** memorializing **ing** or commemorating **ing** the individual/~~or event in a manner on the one hand~~ ~~which~~ **does not** ~~avoiding~~ ~~creating an atmosphere that~~ **ideal** ~~glamorizes the~~ traumatic event ~~or self-destructive behavior on the other.~~

The school unit will not hang plaques commemorating the deceased or install permanent living memorials, such as planting trees.

**Keep in guidelines[OPTION 1: Contributions may be made to a general scholarship fund established by the school unit memorializing a member or members of the school community or in memory or recognition of certain events.**

~~No items will be accepted by the district in memory of an individual or event. **with Board approval only. The Board will consider any maintenance costs to the district of such gifts. Items received become the property of the district and will be used for the purpose for which they were donated.**~~

Schools may observe a moment of silence in memory of the individual or in recognition of certain traumatic events as deemed appropriate by the superintendent or designee. Additional district counseling services may be made available to provide support.

School will not be dismissed early or cancelled on the day of a memorial or funeral service ~~unless approved by the Superintendent {OR: Board}.~~

Flags may be lowered only in accordance with state and federal law.

District property (e.g., buildings, rooms, fields, gymnasiums, etc.) may be named or renamed to memorialize an individual with Board approval only.

**[OPTIONAL: The Board regards the use of district property for memorial services as generally inappropriate. Any such request will be considered in accordance with Board policy KF – Community Use of School Facilities and applicable administrative procedures].**

Cross Reference: EBCA – Emergency Management Plan  
KF – Community Use of School Facilities

Adopted: \_\_\_\_\_

## **REQUESTS**

Requests from students, staff, parents and/or others for remembering or memorializing a person or event may be approved by the Board, superintendent or designee, subject to the provisions of this policy.

## **WORKPLACE BULLYING**

The RSU No. 5 Board is committed to providing a respectful, safe, and inclusive workplace for employees, one that is free from bullying conduct. All employees and students in the school unit, as well as parents, community members, and others involved with the schools are prohibited from engaging in workplace bullying as defined in this policy.

### **DEFINITION**

For the purposes of this policy, “workplace bullying” means intentional behavior that a reasonable person would expect to interfere with an employee’s work performance or ability to work. Generally, workplace bullying will involve repeated conduct. However, a single incident of egregious conduct could constitute workplace bullying.

Examples of workplace bullying include, but may not be limited to:

1. Humiliating, mocking, name-calling, insulting, maligning, or spreading rumors about an employee,
2. Shunning or isolating an employee and/or encouraging others to do so,
3. Screaming or swearing at an employee, slamming doors or tables, aggressively invading an employee’s personal space; placing an employee in reasonable fear or physical harm; or other types of aggressive or intimidating behavior,
4. Targeted unwanted practical jokes,
5. Damaging or stealing an employee’s property,
6. Sabotaging an employee’s work or purposely misleading an employee about work duties (e.g., giving incorrect deadlines or intentionally destroying an employee’s work,)
7. Harassing and/or retaliating against an employee for reporting workplace bullying,
8. Cyberbullying, which is defined in Maine law as bullying occurring through the use of technology or any electronic communication, including but not limited to, a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device, or personal digital assistant.

### **EXCLUSIONS**

Workplace bullying does not include the following:

1. When supervisors set reasonable performance goals or provide verbal or written counseling, direction, feedback, or discipline to employees in the workplace when the intent is to address unsatisfactory work performance or violations of law or school policy,

2. When supervisors make personnel decisions designed to meet the operational or financial needs of the school unit or the needs of students. Examples include, but are not limited to changing shifts, reassigning work responsibilities, taking steps to reduce overtime costs, transferring or reassigning employees to another building or position,
3. Discrimination or harassment based on protected characteristics (race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, age, familial status, disability, or genetic information). Such conduct is prohibited under separate policies and complaints shall be addressed under ACAB-R – Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedure,
4. Disrespectful conduct by students directed at school employees that can be addressed through enforcement of classroom rules, school rules, and applicable Board policies.

## **REPORTS AND INVESTIGATIONS**

Employees who believe they have been bullied in the workplace, and other persons who believe they have witnessed an incident of an employee being bullied in the workplace, are expected to report the issue to the building administrator.

If the report is about the building administrator, the report should be made to the Superintendent/designee.

The building administrator shall promptly notify the superintendent of all workplace bullying reports.

Any workplace bullying report about the Superintendent should be made to the Board Chair.

All reports of workplace bullying shall be investigated promptly and documented in writing. The person who was the subject of the alleged workplace bullying and the person alleged to have engaged in workplace bullying will be notified of the outcome of the investigation, consistent with confidentiality and privacy laws.

## **DISCIPLINARY ACTION**

Any employee who is found to have engaged in workplace bullying will be subject to disciplinary action up to and including termination of employment.

Students who are found to have engaged in bullying of an employee will be subject to

**disciplinary action in accordance with applicable student discipline procedures.**

**Parents and others who are found to have engaged in bullying of an employee will be dealt with in a manner appropriate to the particular circumstances.**

## **APPEALS**

**If dissatisfied with the resolution of the matter, the subject of the alleged workplace bullying or the person alleged to have engaged in workplace bullying may file a written appeal within five (5) business days with the superintendent stating the reason for the appeal. The superintendent will review the matter and issue a written decision within ten (10) business days. The Superintendent's decision shall be final.**

**If the matter involves employees covered by a collective bargaining agreement, any disagreement with the results of the investigation may be resolved through the agreement's dispute resolution process.**

## **RETALIATION PROHIBITED**

**Retaliation for reporting workplace bullying is prohibited. Employees and students found to have engaged in retaliation shall be subject to disciplinary action.**

## **SUPERINTENDENT'S RESPONSIBILITY**

**The Superintendent shall be responsible for implementing this policy and for the development of any necessary procedures to enforce it.**

**Legal References: 20-A MRS §1001(21); 6544(2)(C)**

**Cross References: AC – Nondiscrimination, Equal Opportunity and Affirmative Action  
ACAB – Harassment/Sexual Harassment of School Employees  
ACAB-R – Discrimination/Harassment and title IX /Sexual  
Harassment of School Employees**

**Adopted: \_\_\_\_\_**