

**RSU 63 Board of Directors  
Monday, March 31, 2025  
6:30pm  
Holden Elementary School  
Agenda**

**Call Meeting to Order**

**Flag Salute/Moment of Silence**

**Approval of Minutes for February 24, 2025 Board Meeting**

**Recognition and/or Awards of Students, Staff, and Others**

**Acceptance of Gifts/Donations**

**Presentation**

**Questions and Comments from the Public**

**Dates of Next Meetings**

1. **Budget and Finance Workshop:** TBD
2. **School Consolidation Committee Meeting:** April 1, 2025 at 5:30pm, Holbrook School
3. **Policy Committee Meeting:** April 2, 2025 at 3:30pm, Holbrook School
4. **Negotiations Committee Meeting (Executive Session for Negotiating Committees Only):** April 9, 2025 at 5:30pm, Eddington School
5. **Board Meeting:** April 28, 2025 at 6:30pm, Eddington School

**Budget and Finance**

1. Business Manager Report
2. Budget and Finance Committee Report

**Superintendent's Report**

**Acceptance of Committees', Administrators', Superintendent's, and Board Chair's Reports**

**Old Business**

1. School Consolidation Update
2. 2025-2026 School Year Calendar
3. Policies for 2<sup>nd</sup> Review
  - a. ECAD - Security Camera System
  - b. ECAD-R - Security Camera System Administrative Procedure
  - c. EGAD - Copyright Compliance
  - d. EGAD - R - Copyright Compliance Administrative Procedure
  - e. GCSB - Use of social media by school employees
  - f. GCSA - Employee use of school issued computers, devices, and the internet
  - g. JICK - Bullying and Cyberbullying
  - h. JICK-R - Bullying and Cyberbullying Administrative Procedures

## **New Business**

### **Personnel Actions**

1. Resignations/Retirements
  - a. Gabrielle Kyes, Ed Tech II
2. Elections
3. Assignments
4. Reassignments
5. Searches
  - a. Middle School Principal
  - b. Girls Softball Coach – A Team
  - c. Girls Softball Coach – B Team
  - d. Boys Baseball Coach – B Team
  - e. Special Education Teachers (Eddington and Holbrook)
  - f. Elementary Music Teacher
  - g. MTSS Teacher (Holbrook)
  - h. ELL/MLL Teacher (District)
  - i. Speech Language Pathologist (District)
  - j. Ed Tech II – Title I/Elementary RTI (Eddington)
  - k. Spare Van Driver
  - l. Bus Drivers

### **Adjournment**

In compliance with the Americans with Disabilities Act, if you require any kind of assistance to fully participate in this meeting, please notify the Superintendent's Office at 843-7851 or write to Superintendent of Schools, 202 Kidder Hill Road, Holden, ME 04429.

RSU #63 Board Meeting  
Date: February 24, 2025  
Location: Holbrook Middle School  
Minutes

RSU 63 Board Member(s) Present:

*Town of Holden:* Amy Hart, Heather Lander, and Derrick Robertson

*Town of Clifton:* Linda Graban

*Town of Eddington:* Rachel Downs and Brittany Wood

RSU 63 Board Member(s) Absent Excused:

*Town of Holden:* Cherie Faulkner

*Town of Eddington:* Heather Grass

Linda Graban, Board Chair, called the meeting to order at 6:30pm followed by the flag salute and moment of silence.

Motion by Derrick Robertson with a second by Heather Lander to approve the minutes for the January 27, 2025 Board Meeting.

Discussion: Rachel Downs and Brittany Wood corrected comments in the minutes regarding their disapproval of Matthew Campbell as a consultant for the Negotiations Committee. The minutes were approved with the corrections.

**Vote: 6 Approved; 0 Opposed**

**Recognition and/or Awards of Students, Staff, and Other:** Heather Lander recognized Ms. Becca Jordan for coming into school early on an extremely cold day to help the custodians with shoveling when Mr. Steve Neill was out due to sickness. In addition, she wanted to thank Mrs. Stephanie McLean for being a great team member and it has been acknowledged by many parents.

**Acceptance of Gifts and Donations:** Superintendent Fulgoni thanked the Eddington Store for their donation of snacks, as well as the North Brewer Eddington United Methodist Church for the donation of socks to the Eddington School.

Motion by Rachel Downs with a second by Derrick Robertson to accept the gift.

Discussion: None

**Vote: 6 Approved; 0 Opposed**

**Presentation:** None

**Questions and Comments from the Public:** Ben Breadmore, Manager of the Town of Holden, presented additional information that was discussed at the Consolidation Meeting on February 8, 2025, that was not included in the Consolidation Committee Minutes and requested language he provided be added to the minutes. Matthew Campbell, resident of Holden, rebuked the comments that were made at January's Board Meeting about him, stating that he is an opponent of the legalization of marijuana, and that he has spoken with an attorney regarding his options. He also pointed out that one of the current board members has a criminal history. There was then a back and forth about minutes and what is chosen and not chosen to be included.

**Dates of Next Committee Meetings:**

1. **Policy Committee Meeting:** March 3, 2025 at 3:30pm, Holbrook Middle School
2. **Budget and Finance Workshop:** March 5, 2025 at 3:30pm, Holbrook Middle School
3. **Budget and Finance Workshop:** March 11, 2025 at 4:00pm, Holbrook Middle School
4. **Board Meeting:** March 24, 2025 at 6:30pm, Holden Elementary School
5. **Budget and Finance Workshop:** March 27, 2025 at 4:00pm, Holbrook Middle School
6. **Curriculum Committee:** March 24, 2025 at 5:30pm, Holden Elementary School
7. **School Consolidation Committee Meeting:** March 8, 2025 at 10:00am, Holden School

**Budget and Finance:**

Discussion: None

**Superintendent's Report:** Superintendent Fulgoni discussed Governor's Mills dispute with the President regarding Title IX and explained that RSU 63 is in compliance with the rollback of Title IX regulations, therefore, federal withholdings will likely not affect the District. In addition, the Superintendent reported that Maine is currently 48<sup>th</sup> in the nation in Education, but commended our teachers, students, and staff for our student's increased test scores. He discussed the State of Maine's push for full day Pre-K, which the District already implemented, commending the District for again being ahead of the curve in the State.

**Acceptance of Reports:** Motion by Rachel Downs with a second by Heather Lander to accept the written and verbal Committees', Administrators, and Superintendent's Report.

Discussion: None

**Vote: 6 Approved; 0 Opposed**

**Old Business:**

**School Consolidation Update:** Superintendent Fulgoni reported that the walk through of the Holden Elementary School was well attended. He thanked Jeff Thurlow from Carpenter Associates for attending and answering questions.

**New Business:**

**2025-2026 School Year Calendar:**

The Calendar was not approved and sent back for additional revisions and changes.

**Personnel Actions**

**Resignations/Retirements:** Lisa Beers, 3<sup>rd</sup> Grade Teacher at Holden Elementary School

Elections: None

Appointments: None

Reassignments: None.

Searches: Middle School Principal; Girls Softball Coach – A Team; Girls Softball Coach – B Team; Boys Baseball Coach – B Team; Special Education Teachers (Eddington and Holbrook); Elementary Music Teacher; MTSS Teacher (Holbrook); ELL/MLL Teacher (District); Speech Language Pathologist (District); Ed Tech II – Title I/Elementary RTI (Eddington); Spare Van Driver; and Bus Drivers.

**Adjournment:** At 7:04pm, motion by Derrick Robertson with a second by Rachel Downs to adjourn the meeting.

Discussion: None

**Vote: 6 Approved; 0 Opposed**

Respectfully submitted by,

Jared Fulgoni  
RSU 63 Superintendent of Schools



## Regional School Unit 63 Clifton, Eddington, and Holden

*RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of our world. They are well prepared for high school with skills and a work ethic that enables them to succeed.*

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Jared Fulgoni  
Superintendent of Schools

Kelly Theriault  
Business Manager

TO: RSU 63 BOARD of DIRECTORS  
FROM: JARED FULGONI, SUPT OF SCHOOLS  
RE: REPORT TO BOARD  
DATE: 03/12/25

The birds chirping and the longer days are definitely signs that spring is on its way. So too does the appearance of the budget workshops, search committees, and consolidation meetings.

Our budget development process is well underway. The Business and Finance Committee has reviewed a draft of the FY26 budget. The budget reflects our commitment to fiscal responsibility while maintaining the existing resources to support the academic and extracurricular needs of our students. In speaking with officials from other districts, many are seeing double digit increases. Our continued fiscal prudence helps us ensure that our budget will be supported by the towns.

The Consolidation Committee has held “open houses” at each of the elementary schools. At each of these informative meetings, tours of the buildings and discussions about its existing and future needs have been the agenda. I wish to thank Jeff Thurlow for sharing his expertise as an engineer. His input and understanding of the buildings’ needs (as a former School Board member) has been invaluable.

Mr. Baker and Mrs. Archambault are heading up the Holbrook principal search. We have received a number of applications. Tim and Michelle are putting together a committee and will be reaching out to set up times to begin interviews.

The district continues to invest in professional development for our staff, with a special focus this year on strategies for improving literacy and implementing the new math curriculum. Upcoming professional development days will allow our educators to collaborate and build upon best practices in the classroom.

March has been a busy and productive month as we continue our work on the 2025-2026 budget and plan for the upcoming school year. I am grateful for the continued dedication of our teachers, staff, and leadership team as we work together to meet the needs of our students and families. I look forward to discussing the budget in more detail at our upcoming meetings.

## Principal's Report March 2025

Dear Members of the School Board,

It is with great pleasure that I submit this March report on behalf of the students and staff at the Holbrook Middle School. Holbrook continues to be a very busy place with lots going on.

The Holbrook 8th graders have been working on their high school applications during the last several weeks. Students have started to hear back from high schools with acceptance letters being sent out from Hampden Academy and the Maine School of Science and Mathematics at this time.

On March 12th the 5th grade students enjoyed a field trip to visit the Williams Family Farm in Clifton. They visited the Williams Farm sugar bush to see how the sap is collected and stored. After that they went to the sugar shack at the farm to see how the process of boiling the tree sap takes place. The students got to try a sample of fresh maple syrup and maple popcorn. While at the farm the 5th graders were able to view and learn about the beehives they have. We would like to thank the Williams Family Farm for having our 5th graders enjoy this very informational and educational field trip each year.

The 5th graders will also be taking part in an online virtual field trip on March 28th with the Bimini Shark research lab in the Bahamas. The field trip will be live over Google Meets where they will get to interact with the staff and learn about what it is like to live on the remote island of Bimini and study sharks.

Read Across America took place at the start of March. Holbrook 5th/6th graders had a competition with the 7th/8th graders to see who could read the most pages during 30-minute class times. Mrs. Everhart shared reading facts that support the importance of reading each day on announcements during the week as well.

On Friday March 28th the Holbrook students and staff will attend an end of Trimester 2 assembly to celebrate student success and have some fun for all the work that took place here at Holbrook. A good time is had by all, and it's a great way to celebrate and honor our hard-working students.

Holbrook has talent! Miss Swalec has been working with students who signed up for the annual talent show. They have had a few dress rehearsals and will have a talent show for the Holbrook school students on Friday, April 4th.

After school work/study and clubs on Wednesday afternoons have been well attended over the last few weeks. Students have been utilizing this time to get caught up on work as well as participating in Art Club, Volleyball Club, Dungeons and Dragons, Chess and Board Games,

and the World Culture Club. The average number of students staying for after school activities has been 40-50 each Wednesday. We hope to see these numbers continue.

Spring sports season is not too far away. Students have signed up for baseball, softball, and track teams. Mrs. Everhart has been going over physicals and paperwork to determine the students who are ready for tryouts. Baseball and softball tryouts will be around the end of March to the beginning of April. The weather is working to be on our side with the snow melted and hopefully no more to return so that the fields can be dry and ready to go for games after April vacation.

Thank you for your continued support here at the Holbrook Middle School.

Student Population:

5th Grade – 48

6th Grade - 42

7th Grade - 38

8th Grade – 46

Respectfully submitted,

Michele R Archambault



HOLDEN ELEMENTARY SCHOOL

Timothy Baker, *principal* [tbaker@rsu63.org](mailto:tbaker@rsu63.org)  
Stephanie McLean, *assistant principal* [smclean@rsu63.org](mailto:smclean@rsu63.org)  
Heather Kiley, *secretary* [hkiley@rsu63.org](mailto:hkiley@rsu63.org)  
Dodie Smith, *social worker* [dsmith@rsu63.org](mailto:dsmith@rsu63.org)  
Dawna Bickford, *school nurse* [dbickford@rsu63.org](mailto:dbickford@rsu63.org)

590 Main Road | Holden, ME 04429 | P: 207-843-7828 | F:207-843-4329

**RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of the world. They are well prepared for high school, with skills and a work ethic that enable them to succeed.**

It is with great pleasure that I present my December board report on behalf of the students and staff at the Holden School. The current enrollment here at the Holden School is 145 students.

With the arrival of March, it is evident that the end of the winter season is beyond us. It is great to see this warmer weather, the snow melting, and the days getting longer.

On March 5, the fourth-grade students traveled to the University of Maine for a show at the Planetarium on the Sun, Earth, and Moon. This is part of their Science curriculum. The students had a great time, as anyone does at the Planetarium, and look forward to another opportunity to go back.

March 3 to March 7 was Read Across America Week/ Dr. Suess Week. This week, the students read book stories about kindness, friendships, inclusion, and a popular Dr. Suess Story. During the week, we celebrated each day with a theme related to Dr. Sues's story. The students enjoy these special days.

March 13 ended the 2nd Trimester for students in RSU 63. The students finished strong and have started the last trimester just as strong. I look forward to the student's progress at the end of the school year.

March 14 was a professional workshop day for staff the elementary school did some vertical work with the next grade levels to show what they taught students, where they need to improve, and what the next steps would be

This month, I have been conducting observations on teachers at Holbrook and Holden Schools, I have been working with IObservation to fix an issue I discovered that prevented teachers from creating new plans. I continue to do Attendance and truancy for the district, monitoring students' statuses for all three schools. I continue to look at IReady diagnostic results to monitor student growth to make sure students make adequate progress moving forward.

Respectfully Submitted,  
Timothy M. Baker  
Eddington/Holden School Principal



EDDINGTON ELEMENTARY SCHOOL

Timothy Baker, *principal* tbaker@rsu63.org  
Stephanie McLean, *assistant principal* smclean@rsu63.org  
Kelly Smith, *secretary* kjsmith@rsu63.org  
Dodie Smith, *social worker* dsmith@rsu63.org  
Dawna Bickford, *school nurse* dbickford@rsu63.org

440 Main Road | Eddington, ME 04428 | P: 207-843-6010 | F:207-843-4317

Eddington School  
Assistant Principal Report  
3-24-25

**Eddington Enrollment**

PreK: 30

K: 28

1st: 58

**Total: 116**

Dear Members of the School Board,

Kindergarten and Pre-K enrollment for the 2025-2026 school year is now open. We have already received 14 completed Pre-K packets.

Pre-K has launched a weekly winter challenge for the month of March to help both students and staff power through the final weeks of winter! These engaging activities have sparked excitement among the students, motivating them to get outside and shake off the cabin fever we've all been feeling after this long winter. At the same time, they're having a blast while learning! So far, the kids have enjoyed snow painting, an obstacle course, sled bowling, snowshoeing, and even creating frozen bubbles. They're definitely having so much fun!

Grade 1 participates in Go 2 Science, a dynamic science program designed for first-grade students. Beth and Curtis, who live in Maine, lead the program by streaming lessons from various locations around the world, offering students the opportunity to experience real-world science adventures. The program encourages curiosity as students develop hypotheses and explore topics that integrate science, literacy, and math. In January and February, students studied the balance between carnivores and herbivores in Etosha National Park in Africa. They also explored environmental topics such as deserts, conservation efforts, and animal protection. One of their adventures focused on coral reefs and sharks, where students learned about coral bleaching and its impact on shark populations.



EDDINGTON ELEMENTARY SCHOOL

Timothy Baker, *principal* [tbaker@rsu63.org](mailto:tbaker@rsu63.org)  
Stephanie McLean, *assistant principal* [smclean@rsu63.org](mailto:smclean@rsu63.org)  
Kelly Smith, *secretary* [kjsmith@rsu63.org](mailto:kjsmith@rsu63.org)  
Dodie Smith, *social worker* [dsmith@rsu63.org](mailto:dsmith@rsu63.org)  
Dawna Bickford, *school nurse* [dbickford@rsu63.org](mailto:dbickford@rsu63.org)

440 Main Road | Eddington, ME 04428 | P: 207-843-6010 | F:207-843-4317

To celebrate Read Across America Week, Eddington participated in a spirit week where each day had a different theme. The staff and students joined in on the fun and had a blast. There was Pete the Cat Day, Fancy Nancy Day, and Dress As Your Favorite Book Character Day. We were also fortunate to have community readers generously come in to read with the children and engage in activities. The students were thrilled to spend time with these wonderful community members who took time out of their busy schedules to share their love of reading.

Thank you for your continued support.

Sincerely,  
Stephanie McLean  
Assistant Principal  
Eddington School



**Regional School Unit 63**  
**Clifton, Eddington, and Holden**

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March 24, 2025

Dear Members of the Board,  
Happy Spring!

**Professional Development:**

On March 13 and 14th staff had the wonderful opportunity of enhancing their practices. Thursday afternoon all teachers worked on the end of trimester work and used results to plan for instructional needs/groupings. All Educational Technicians received training with Carmen Rioux on strategies for managing behavior.

Friday was a day for our staff to join in on the available PREP (Penobscot River Educational Partnership) offerings. The Penobscot River Educational Partnership (PREP) is an action-centered collaborative focused on enhancing the learning of PK-12 students by continually improving teaching and the educational experience. The various PK-12 and higher education partners work to jointly prepare and contribute significantly to the professional development of teachers.

To start the day, PREP provided all staff with the presentation of a two part key note by speaker Dr. Robert Brooks. The first keynote was "Creating Positive Emotions: A Foundation for Learning, Motivation, and Resilience in Our Schools". In his keynote Dr. Brooks highlighted the lifelong impact that teachers have on students. The second keynote was "Caring for Oneself so that We Can Care for Our Students". Dr. Brooks highlighted the field of lifestyle medicine and specific, realistic practices we can adopt to deal more effectively with challenges and stress.

For the rest of the day, all staff had different areas of professional development.

- Our specialist staff travelled to either Hampden Academy(Art, Music, Guidance, PreK), Brewer High School (World Language, Speech, Title 1/Interventionists), Bangor High School (Librarians) or Old Town Elementary School (PE) to have a chance to work with others in their specialty area from surrounding districts.
- Educational Technicians had a review of de-escalation with Carmen Rioux then were provided access to a choice of professional development provided by PREP.
- K-4 classroom teachers and 5-8 ELA teachers worked together on their reading curriculum. They had time to work vertically with other grade levels and then had time to work in grade level groups. Grades 5-8 had time to work in 5/6 and 7/8 grade level groups as well as time in content area groups working on curriculum.

**Grants:**

The application for the Title I Summer Grant is available to apply for. The Title I Summer Grant is an additional, competitive application and funding opportunity to support summer programming for Title I students. Academic intervention must be the focus with Title I students only. Because it is for Title I students only, it will be written for K-4 grade students and any students that were identified for Tier II or Tier III interventions this school year, will be invited. This program will run for 4 weeks and there will be a theme for each week. Almost all of the wonderful staff that worked last Summer would like to work it again and we are working on names so it is presented more like an academic summer camp. More to come on the specifics.

Sincerely,  
Tina Dumond  
Director of Curriculum and Instruction



**Regional School Unit 63**  
**Office of Special Services**  
Clifton, Eddington, and Holden

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**Director of Special Services Report March 2025**

For the 2024-2025 school year, the Special Education Department is currently serving **236** students, broken down as follows:

<b>Individualized Education Plans (IEPS):</b>	140
<b>504s:</b>	90
<b>Currently in Referral Process:</b>	6
<b>Total Number of Students:</b>	236

<b>School/Level</b>	<b>IEPs</b>	<b>504s</b>
<b>High Schools:</b>	39	56
<b>Holbrook:</b>	34	18
<b>Holden:</b>	43	11
<b>Eddington:</b>	24	5

The past month has continued to include daily meetings and working with IEP teams to ensure needs are being met. I enjoyed presenting professional development with the Educational Technicians on March 13th and 14th. I appreciated their enthusiasm and knowledge that they brought to the PD. It was apparent that our students are in good hands with the experienced special education staff in this district.

Respectfully Submitted,  
Carmen Rioux  
Director of Special Services



George Cummings  
Technology Coordinator  
p: 207.843.4316  
e: gcummings@rsu63.org  
www.rsu63.org

**To:** RSU 63 Board of Directors  
**From:** George Cummings  
**Date:** March 19, 2025  
**Re:** Monthly Report

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I submit this report to the School Board of Directors for March 2025.

### **Maine Learning Technology Initiative (MLTI)**

For the 2025-2026 school year, MLTI will provide districts with the opportunity to replace 8<sup>th</sup> grade student Chromebook devices. The current 8<sup>th</sup> grade Chromebooks are 4 years old so it's time to refresh those devices. In the 2026-2027 school year, MLTI will provide another opportunity for districts to refresh student devices in grade 7.

MLTI will continue to reimburse districts \$459 for each eligible student device so this is a great opportunity to get new devices for grade 8 students this year and grade 7 students the following year with no cost to the district.

I have already filled out the grade choice selection survey and then in April we will receive and sign the opt-in agreement. Once the opt-in agreement has been signed and submitted, we can order devices starting June 1<sup>st</sup> from the list of state approved vendors.

Respectfully submitted,

March Board Report 2025  
Ryan Porter – Facilities/Maintenance Manager

**Holbrook:**

I was asked to install some bulletin boards up at CHEFS. Did a walkthrough with the lady to see where she wanted them and installed them. Other than that, it was pretty quiet this week.

Nichols Plumbing came to fix the leaking issues we had with the dishwasher. It's all fixed and working as it should. We have some camera's that are out. I had Northstar Protection come in and look at them. It seems that at least 2 camera's that need to be replaced and some of the connections are bad and need new connectors. I am waiting on a quote from them to do the job.

**Holden:**

Had Northeast Restaurant Equipment come back over to Holden to look at the stove flames again. One of the burners pilot flames was quite high. I tried to adjust it on my own first but the front flame went out when I tried to lower the back one. They ended up replacing the tubes and is working as it should now. I needed to order a new battery for a set of the emergency lights as it was dead.

The culvert out back of the turn around area is plugged and with the amount of rain, frozen ground, and land that slopes towards the basement, it flooded. The basement had about 1" of water that came in. The custodian and I hooked up a small sump pump that we had with a garden hose attachment. Needless to say, it was not keeping up by the time the water started to flow into the basement. I called the Fire Dept. and they were very quick to respond and bring over a bigger pump and line to remove the water. They also got ahold of the Town of Holden who also came over and lent us their pump to use as well. With the water being pumped out where the culvert was plugged by them, the custodian and I started to grab some items off the floor that could get wet and put them on higher ground. Fortunately, very little got wet and nothing damaged. We then were using brooms and vacuum to clean up the remaining water from the floor now that the water was no longer running into the basement. We got everything moved around, took care of all the wet areas and set up blowers to dry everything out, (under walls, in corners, under wooden platforms), so there will be no mold growth. The Town of Holden was nice enough to leave their pump behind so I could use it in case it backed up again. I used 3 more times since they left. The Fire Dept. picked it up around 5pm. So, special thanks to both of them for helping out.

We had no heat one of the mornings. Boilers were below 100 degrees. The red circulator pump was loud and leaking water heavily. The pressure in the lines were too low and would not kick on the boilers until it reached at least 20psi. This was the 3<sup>rd</sup> time in 2 months that it has leaked. Mechanical Services and myself agreed not to rebuild it anymore and we will have to buy a new one. Waiting on a quote from them.

## **Eddington**

The computer part for boiler #1 came in. Mechanical Services came by and installed it. They went to fire up the boiler after they installed the part and it did not work. They found a line that was plugged and was able to free it up. After that, the boiler did fire up and is working as it should.

## **Side notes:**

I attended a conference for School Safety and Transportation in Rockland for 3 days. Northstar Protection came and did the yearly fire alarm inspection.



RSU 63  
Department of Transportation  
202 Kidder Hill Road  
Holden, ME 04429  
(207) 561-9238  
*Zachary Chenier, Transportation Coordinator*  
*Zchenier@rsu63.org*



Clifton

Eddington

Holden

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To RSU 63 Board of Education:

Please accept this report for the month of March for the department of Transportation. We currently have 1 spare still in the fleet. Two buses are currently down due to mechanical issues.

We currently have 12 bus slips for the month of March. Drivers remind their students daily to be respectful and safe on our buses. Cell phones have become a real huge problem with students this past month.

Next month we will be visited by the State police to inspect our buses. This is normally done in September but this year they have moved the inspection up. We are hopeful that there are no major problems. We are still looking for A bus driver and a Spare van driver. Hoping to find people so that our students aren't on the bus for longer than what they need to be.

As always driving safe,  
Zach Chenier  
Transportation Director

**School Consolidation Committee Meeting Notes**  
**Holden School Tour**  
**March 8, 2025, 10:00am**

**Committee Members present:** Committee Chair, Heather Grass, Board Chair, Linda Graban and Derek Robertson

**Others in attendance:** School Board member Cherie Faulkner, Superintendent Jared Fulgoni, Facilities and Maintenance Manager Ryan Porter, Principal Timothy Baker, Eddington Town Manager, Shawna Hinkley, Holden Town Manager, Ben Breadmore, Carpenter Associates Engineer, Jeff Thurlow, and citizens and parents from Clifton Eddington and Holden.

Meeting was called to order at 10:00 am

Introductions were made and a brief explanation of the purpose of the Committee by RSU 63 Superintendent Jared Fulgoni. A review of Agenda items was discussed. There was an open public discussion for people to ask questions before we went on a tour of the outside and inside of the facility.

Items discussed were the gym/cafe/tertia floor being better than Eddington School, the safety proximity of the school to the police and fire department, the larger amount of parking spaces compared to Eddington School, the location of the facility on a very busy road and how dangerous pick up time is for vehicles pulling in and trying to pull out into traffic and the amount of traffic accidents from the DOT website that was included in the packet, the square footage of Holden School is approximately 2500 sf larger than Eddington, the resale value of Holden is greater than Eddington, the age of the buildings are only a year different and the lot size the facilities sit on is similar, however the adjoining land behind is owned by the town according to Mr. Breadmore. The tax map shows a small strip of land owned by the town and a privately owned lot behind. Mr Breadmore stated the town tax map was incorrect. It was discussed that this would come into play if the need to expand was an option in the future, however it was stated that the goal was to have Pre-K - grade 8 all in the same building, preferably at Holbrook. Discussion ensued regarding the possibility of closing both Eddington and Holden School now and having Pre-K - 8 at Holbrook and eliminating doing this whole process again in a few years. The committee will look into the feasibility of that proposal as well as only closing Eddington or Holden.

Ryan Porter led the group in a walk around the outside of the school, including the boiler and grounds. It was noted that the boiler room had just recently flooded because of the rain and showed photos of the water. The tour went around the outside of the building. It was noted the roof was fairly new for the most part, although there was some leakage in the library area, the septic area where a tree had grown into the septic pipe last year was fixed as well as the amount of parking areas, baseball field, playground and proximity of the fire station was noted. A below level area with outside access which was located below the kitchen/gym area. It was observed and noted that had also just recently flooded. Holden school is equipped with a generator for power outages.

The group also toured all the rooms inside the school. It was noted that most of the classroom had bathrooms but not all, HVAC upgrades were recently completed throughout the whole building. Also noted was a large crack in the cement blocks in the inside hallway in the older section of the building, however it was also noted that it was cement blocks as opposed to Eddington which was a wood structure. Also noted was two plug- in carbon monoxide detectors in an outlet halfway up the wall in 2 separate locations. The newer constructed addition had 3 very nice rooms and a bathroom.

**Next meeting date: Tuesday, April 1, 2025, at 5:30 pm at Holbrook School** to tour the building and grounds, discuss cost of maintaining each school now and potential savings of individual schools if closed, potential maintenance and repairs needed for each school, safety and bussing.

**Adjournment:** 11:43am

**POLICY COMMITTEE MINUTES**  
**Monday, March 3, 2025**  
**Holbrook Middle School**

**Members Present:** Heather Grass, Heather Lander, and Rachel Downs

**Also Present:** Superintendent Jared Fulgoni

1. **Call to order:** The meeting began at 3:26pm.
2. **Policies for 2nd Review:**
  - a. **ECAD - Security Camera System:** the current system needs upgrading at Holbrook. Eddington and Holden need systems. The budget and finance committee will be notified to budget for security system.
  - b. **ECAD-R - Security Camera System Administrative Procedure:** No discussion.
  - c. **EGAD - Copyright Compliance:** No discussion.
  - d. **EGAD - R - Copyright Compliance Administrative Procedure:** Discussion was held about the number of copies teachers will be able to make to ensure they will be able to provide materials for their classes and students while still being compliant with copyright laws.
  - e. **GCSB - Use of social media by school employees:** discussion was held about employees "friending" students. Staff should set healthy and safe boundaries. In section D (School Administrator use of Social Media), the Committee decided to remove "Board Members" in the first sentence due to board members not being employees of the RSU #63 district.
  - f. **GCSA - Employee use of school issued computers, devices, and the internet:** No discussion.
  - g. **JICK - Bullying and Cyberbullying:** discussion was held about the possibility of having a police officer come to the school on an annual basis to talk about bullying and cyberbullying and the risk and dangers of the internet and sending pictures. A suggestion will be made to the Curriculum Committee to add this to annual curriculum. It was also discussed that the Committee also does not want peer to peer, staff to staff, staff to student bullying. This is addressed in the Staff Code of Conduct. There is also a Maine State statute that addresses bullying and is not allowed to teachers from parents. The Committee would like policy GBGBA listed as a cross reference policy. It was noted the form to report bullying is now easier to find on our district website. Also, RSU 63 policies seem to be easier to find than other districts.
  - h. **JICK-R - Bullying and Cyberbullying Administrative Procedures:** There are specific instances that qualify as bullying. There is a specific procedure to follow when a report is made and legitimate cases are reported and tracked by the state.
3. **Other:** Two board members contacted Heather Lander to ask that the Policy Committee review Title IX policy at the next meeting. The Committee tabled the review of the Superintendent's Evaluation policy until more information is gathered on how other states and Maine districts conduct their superintendent's evaluation. The Committee would like there to be more focus on student performance in the evaluation. If a board member would like a policy to be on the agenda, Heather Lander needs more than a week's notice.
4. **Next Meeting Date:** April 2, 2025 at 3:30pm, Holbrook Middle School
5. **Adjourn:** 4:35pm.

DRAFT

## RSU #63 2025-2026 School Calendar

JULY						
S	M	T	W	TH	F	S
		1	2	3	H	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	FX	FX	FX	N	23
24	P	P	FD	28	29	30
31						

Student Days = 3  
Teacher Days = 6

First Day School: August 27th

FX: Teacher Classroom Flex Day: 8/19-8/21

SEPTEMBER						
S	M	T	W	TH	F	S
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Student Days = 21  
Teacher Days = 21

**Open House**  
**August 25:**  
**Eddington - 2:00 - 3:00**  
**Holbrook - 3:00 - 4:00**  
**August 26:**  
**Holden - 2:00 - 3:00**

OCTOBER						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	P	11
12	H	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Student Days = 22  
Teacher Days = 22

NOVEMBER						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	H	12	13	14	15
16	17	18	19	20	21	22
23	ER*	ER*	X	H	H	29
30						

Student Days = 15  
Teacher Days = 16 (+1 X)

\*Parent Teacher Conferences: November  
24th & 25th

DECEMBER						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	V	H	V	27
28	V	V	V			

Student Days = 17  
Teacher Days = 17

176 Pupil Days  
 8 Early Release Days  
 6 Professional Days  
 1 (Teacher) Exchange Day  
 1 (Teacher) Classroom  
 Flex Day

JANUARY						
S	M	T	W	TH	F	S
				H	V	3
4	5	6	7	8	9	10
11	12	13	14	15	ER	17
18	H	20	21	22	23	24
25	26	27	28	29	30	31

Student Days = 19  
Teacher Days = 19

FEBRUARY						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	H	V	V	V	V	21
22	23	24	25	26	27	28

Student Days = 15  
Teacher Days = 15

MARCH						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	ER	P	14
14	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Student Days = 21  
Teacher Days = 22

**Progress/Report  
Cards Out**  
 December 5, 2025  
 March 27, 2026  
 Last Day of School - mailed home

APRIL						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	V	V	V	V	25
26	27	28	29	30		

Student Days = 17  
Teacher Days = 17

MAY						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	P	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	26	27	28	29	30
31						

Student Days = 19  
Teacher Days = 20

JUNE						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	LD	LDSD	LDSD	LDSD	13
14	P^	16	17	18	H	20
21	22	23	24	25	26	27
28	29	30				

Student Days = 7  
Teacher Days = 8

Key	
N	New Staff Day
FD	First Day Students
V	Vacation Day
H	Holiday
ER	Early Release
X	Exchange Day
P	Professional Day
FX	Teacher Flex Day
LD	Last Day of School - Early Release (No Snow Days)
LDSD	In Snow Days
☐	Chris Greeley Day of Service

**End of Trimester:**  
 November 21, 2025  
 March 12, 2026  
 June 8, 2026

\*Parent Teacher Conferences

November 24 1:00pm-6:00pm All Schools  
 November 25 1:00pm-6:00pm All Schools

3 Snow Days are included. Tentative last day if June 12, 2026. Professional Day will be June 15, 2026.  
 If there are no snow days, the last day will be June 9, 2026 and Professional Day will be June 10, 2026.

**1<sup>st</sup> Review Policy Committee: 01/06/2025**  
**1<sup>st</sup> Review Board: 01/27/2025**  
**2<sup>nd</sup> Review Policy Committee: 03/03/2025**  
**2<sup>nd</sup> Review Board: 03/31/2025**

**RSU #63**

- a. NEPN/NSBA Code:** ECAD
- b. Title:** Security Camera System
- c. Author:** Technology
- d. Replaces Policy:**
- e. Date Approved:** ~~09/25/2017~~
- f. Previously Approved:** ~~09/25/2017-04/27/2015~~
- g. Policy Expiration:** Review as Needed
- h. Responsible for Review:** Policy Committee
- i. Date Reviewed:** ~~09/12/2017~~ Policy Committee  
~~09/12/2017~~ Superintendent
- j. References:** EBCA – Comprehensive Emergency Management Plan  
JRA – Student Records and Information  
ECAD-R – Security Camera Systems-Administrative Procedures

**k. Narrative:**

The RSU #63 Board of Directors (the Board) authorizes the use of security cameras for the purpose of enhancing school safety and security. The district’s goals are to promote and foster a safe, secure teaching and learning environment for students and employees; to promote public safety for community members who visit or use school property; and to safeguard facilities and property.

- I.** Security cameras may be placed in parking lots, school entryways, and other areas on school grounds. Security cameras may also be placed in areas of common use within buildings, including, but not necessarily limited to, school foyers, the school office, hallways, cafeterias, libraries, media centers, and gymnasiums. Security cameras may also be placed on school buses.
- II.** Security cameras may be used for the following purposes:
  - A.** To investigate suspected violations of district policies, or school or other inappropriate conduct,
  - B.** To monitor activities on school property to protect safety and to enforce district/school rules, policies, and the law, or
  - C.** As directed by law enforcement, to address school safety issues or to investigate possible criminal behavior.
- III.** Notices will be posted in public entryways to the buildings and other conspicuous locations informing persons that the buildings and grounds are monitored by security cameras.

**1<sup>st</sup> Review Policy Committee: 01/06/2025**  
**1<sup>st</sup> Review Board: 01/27/2025**  
**2<sup>nd</sup> Review Policy Committee: 03/03/2025**  
**2<sup>nd</sup> Review Board: 03/31/2025**

- IV.** The Superintendent may develop and implement any necessary administrative procedures regarding the use of security cameras.

**1<sup>st</sup> Review Policy Committee: 01/06/2025**

**1<sup>st</sup> Review Board: 01/27/2025**

**2<sup>nd</sup> Review Policy Committee: 03/03/2025**

**2<sup>nd</sup> Review Board: 03/31/2025**

**RSU #63**

- a. **NEPN/NSBA Code:** ECAD-R
- b. **Title:** Security Camera System-Administrative Procedures
- c. **Author:**
- d. **Replaces Policy:** NEW
- e. **Date Approved:** 09/25/2017
- f. **Previously Approved:** ~~09/25/2017~~ NEW
- g. **Policy Expiration:** Review as Needed
- h. **Responsible for Review:** Policy Committee
- i. **Date Reviewed:** 09/12/2017 Policy Committee  
09/12/2017 Superintendent
- j. **References:** EBCA – Comprehensive Emergency Management Plan  
JRA – Student Records and Information  
ECAD – Security Camera Systems
- k. **Narrative:**

**I. Security Camera Placement**

- A. Security cameras may be placed outside and inside school facilities and buses as described in Policy ECAD and as approved by the Superintendent. The Superintendent will consult with the building administrator and others, as appropriate, prior to approving placement of security cameras.
- B. The use of security cameras or video devices may also be approved in particular locations by the Superintendent on a short-term basis in connection with investigations of possible misconduct and/or illegal activity.
- C. Security cameras will not be placed in bathrooms, locker rooms, private offices, or other locations where the Superintendent determines that users have a reasonable expectation of privacy, except as otherwise permitted by law.

**II. Viewing/Monitoring of Live Images from Security Cameras**

- A. In order to maintain building security, a monitor will be placed to enable office staff or the Facilities/Maintenance Manager to observe points of access to the building.
- B. The Superintendent, building administrators, and others designated by the Superintendent may monitor security camera images on a periodic or random basis for school-related purposes.

**1<sup>st</sup> Review Policy Committee: 01/06/2025**

**1<sup>st</sup> Review Board: 01/27/2025**

**2<sup>nd</sup> Review Policy Committee: 03/03/2025**

**2<sup>nd</sup> Review Board: 03/31/2025**

- C. In situations when the School Department's Comprehensive Emergency Plan is implemented and/or there is an immediate security risk, law enforcement officials may view live feeds from school security cameras at the school on their own monitors at other locations.

### **III. Viewing of Security Camera Recordings**

- A. The Superintendent, building administrators, and others designated by the Superintendent may review security camera recordings for school-related purposes. Other school employees may be authorized by the Superintendent or a building administrator to view recordings if there is a legitimate educational or operational reason to do so.
- B. Any security camera recording used for student disciplinary purposes will only be disclosed as authorized by the Family Educational Rights and Privacy Act (FERPA) and in accordance with district policy.
- C. The parents/guardians of a student or an eligible student under FERPA may request to view portions of a security camera recording used as a basis for disciplinary action against that student. Viewing of the security camera recording will be conducted in the presence of a building administrator and will be conducted in a manner that does not violate the confidentiality rights of other students.
- D. Law enforcement personnel may review security camera recordings, when available, to investigate possible criminal conduct.

### **IV. Storage and Security of Security Camera Recordings**

- A. All security camera recordings will be stored in a secure location to ensure confidentiality.
- B. Security camera recordings will be retained for no more than 30 calendar days, except in cases where there is a request for recordings from law enforcement or a court, or when recordings are needed for an investigation or disciplinary matter. In such circumstances, the recording will be maintained until no longer required to resolve the matter.

**1<sup>st</sup> Review Policy Committee: 01/06/2025**  
**1<sup>st</sup> Review Board: 01/27/2025**  
**2<sup>nd</sup> Review Policy Committee: 03/03/2025**  
**2<sup>nd</sup> Review Board: 03/31/2025**

**RSU #63**

- a. NEPN/NSBA Code:** EGAD
- b. Title:** Copyright Compliance
- c. Author:**
- d. Replaces Policy:** NEW
- e. Date Approved:** \_\_\_\_\_
- f. Previously Approved:** NEW
- g. Policy Expiration:** Review as Needed
- h. Responsible for Review:** Policy Committee
- i. Date Reviewed:** \_\_\_\_\_ Policy Committee  
\_\_\_\_\_ Superintendent

**References:**

**Legal References:**

17 U.S.C. § 101 et seq. (The Copyright Act of 1976)  
P.L. 107-273 (The TEACH Act of 2002)

**Cross Referenced Policies:**

EGAD-R – Copyright Compliance  
Administrative Procedures  
GSCA/GCSA-R – Employee Use of School-Issued Computers/Devices and the Internet  
IJND/IJND-R– School Website and Social Media Policy/Guidelines  
IJNDB/IJNDB-R – Student Use of School-Issued Computers/Devices and the Internet

**j. Narrative:**

**COPYRIGHT COMPLIANCE**

The Board expects all employees and students in the school unit to comply with federal copyright law and guidelines. Employees and students who willfully disregard the law/guidelines and the Board’s copyright policy and procedure do so at their own risk. The school unit will not extend legal and/or insurance protection to employees or students for willful violations of this policy or the accompanying procedure. Such violations may also result in disciplinary action.

The Superintendent is responsible for implementing this policy and the accompanying administrative procedure. The Superintendent may delegate specific responsibilities to building administrators and others as deemed appropriate.

The school unit will take the following steps to discourage violations of the copyright law/guidelines:

**1<sup>st</sup> Review Policy Committee: 01/06/2025**

**1<sup>st</sup> Review Board: 01/27/2025**

**2<sup>nd</sup> Review Policy Committee: 03/03/2025**

**2<sup>nd</sup> Review Board: 03/31/2025**

- A. All instructional staff and administrators shall receive a copy of this policy and the accompanying administrative procedure.
- B. Copyright notices shall be posted within view of copying equipment, including near photocopier machines, in computer labs, in media labs, and/or in other areas where devices are accessible by students and staff.
- C. Teachers and library media specialists shall be responsible for informing students about the legal and ethical issues raised by copyright infringement and illegal use of copyrighted materials.

**1<sup>st</sup> Review Policy Committee: 01/06/2025**  
**1<sup>st</sup> Review Board: 01/27/2025**  
**2<sup>nd</sup> Review Policy Committee: 03/03/2025**  
**2<sup>nd</sup> Review Board: 03/31/2025**

**RSU #63**

<b>a. NEPN/NSBA Code:</b>	<b>EGAD - R</b>
<b>b. Title:</b>	<b>Copyright Compliance Administrative Procedure</b>
<b>c. Author:</b>	
<b>d. Replaces Policy:</b>	<b>NEW</b>
<b>e. Date Approved:</b>	<hr/>
<b>f. Previously Approved:</b>	<b>NEW</b>
<b>g. Policy Expiration:</b>	<b>Review as Needed</b>
<b>h. Responsible for Review:</b>	<b>Policy Committee</b>
<b>i. Date Reviewed:</b>	<hr/> <b>Policy Committee</b> <hr/> <b>Superintendent</b>

**References:**

**Legal References:**

**17 U.S.C. § 101 et seq.**  
**P.L. 107-273 (The TEACH Act of 2002)**  
**Copyright Circular 21 – Reproduction of Copyrighted Works by Educators and Librarians**

**Cross Referenced Policies:**

**EGAD – Copyright Compliance**

**COPYRIGHT COMPLIANCE ADMINISTRATIVE PROCEDURE**

This administrative procedure summarizes the major provisions found in the federal copyright law and guidelines concerning reproduction and use of copyrighted works by educators. This summary is not intended to replace the law/guidelines, which should be referred to when questions regarding implementation arise.

Instructional staff teaching any form of distance learning or on-line course must carefully review and comply with Part III of the procedure in addition to all other parts.

**I. General Rules and Copyright Ownership**

**Presumption of copyright.** Works, in any medium (written, recorded, computer-stored, etc.), should generally be presumed to be protected by copyright law, regardless of whether the work displays a copyright notice, the symbol “©,” or other express reservation of rights.

**Rule against copyright violations.** Except as otherwise permitted by this policy and applicable law, school employees shall not reproduce, perform or display copyrighted works without permission of the owner.

**U.S. Government works.** United States government works are not subject to copyright protection, and may freely be copied.

**Public domain.** Works that are in the public domain due to expiration of copyrights, as provided by law,

may be freely reproduced, performed or displayed.

**Student works.** Students are the owners of exclusive rights in works that they create.

**Works made for hire.** Works created by school employees in the course and scope of their employment are “works made for hire,” and the school unit retains exclusive rights in such works, unless otherwise agreed in writing by the Board.

**Distance learning.** All rights in works created by school employees in the course of teaching distance learning courses are owned by the school unit that employs the individual(s) who created the work, unless otherwise agreed in writing by the employing school unit.

## **II. “Face-To-Face Instruction”**

Performance or display of any copyrighted work by teachers or students without permission from the copyright holder is permissible under the following circumstances:

1. The work must be performed or displayed in a face-to-face setting by a teacher or by students; and
2. The performance or display must be in the course of teaching activities, in a classroom or a similar educational setting.

Examples of performances or displays falling under this exception include reading a play in a classroom, singing a song in a classroom or showing a filmstrip or video (provided that it has been purchased or lawfully copied).

The following sections summarize the permissible use or “fair use” of different types of copyrighted works. Because the law and technological applications continue to evolve, school unit employees are responsible for ensuring that the intended use of materials does not conflict with the copyright law/guidelines and for informing students of such issues as appropriate.

## **III. Distance Education: Transmission of Performances and Displays to Remote Sites**

The following may be transmitted by any device or process, including interactive television or Internet courses:

- Performance of nondramatic literary works (e.g. novels, short stories, or poems) or musical works, or
- Reasonable and limited portions of any other work, or
- Display of a work in an amount comparable to that which is typically displayed in the course of a live classroom only if:
  1. The performance or display is made by, at the direction of, or under the actual supervision of a teacher as an integral part of a class session offered as a regular part of instructional activities;
  2. The performance or display is directly related and of material assistance to the teaching content of the transmission;
  3. The transmission is made solely for, and, to the extent technologically feasible, the reception of such transmission is limited to students officially enrolled in the particular course and employees of the school unit as part of their duties;

**1<sup>st</sup> Review Policy Committee: 01/06/2025**

**1<sup>st</sup> Review Board: 01/27/2025**

**2<sup>nd</sup> Review Policy Committee: 03/03/2025**

**2<sup>nd</sup> Review Board: 03/31/2025**

4. Technological measures are implemented that reasonably prevent retention of the work in accessible form by recipients of the transmission for longer than the class session and prevent unauthorized further dissemination of the work in accessible form by such recipients to others;
5. There is no interference with technological measures used by copyright owners to prevent such retention or unauthorized further dissemination of materials; and
6. Students in such courses must be given notice that materials used in connection with the course may be subject to copyright protection.

#### **IV. “Fair Use”**

A copyright provides the owner with the exclusive rights of reproduction, adaptation, publication, performance and display of the covered work. The copyright law contains certain “fair use” provisions that permit *limited* reproduction, distribution, and certain other uses of materials for the purpose of criticism, comment, news reporting, teaching, scholarship and research, based on four criteria:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

The U.S. Copyright Office has also issued guidance for public schools that more clearly defines certain classroom uses of different types of works that will be considered “fair use.” These uses are listed below by type of work.

#### **A. Print Materials**

##### **1. Permissible Uses**

- a. A single copy of the following made for use in teaching or in preparation to teach a class:
  - i. A chapter from a book;
  - ii. An article from a periodical or newspaper;
  - iii. A short story, short essay or short poem, whether or not from a collective work; and
  - iv. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
- b. Multiple copies made for classroom use (not to exceed one copy per student in a course) from the following:
  - i. A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length, or an excerpt of not more than 250 words from a longer poem;
  - ii. A complete article, story or essay of less than 2,500 words;
  - iii. Prose excerpts not exceeding 10 percent of the whole or 1,000 words, whichever is less;
  - iv. One chart, graph, diagram, cartoon or picture per book or per issue of a periodical; and

**1<sup>st</sup> Review Policy Committee: 01/06/2025**

**1<sup>st</sup> Review Board: 01/27/2025**

**2<sup>nd</sup> Review Policy Committee: 03/03/2025**

**2<sup>nd</sup> Review Board: 03/31/2025**

- v. An excerpt from a children's book containing up to 10 percent of the words found in the text and not more than two printed pages of the published work.
- c. One transparency for classroom instruction may be made from consumable materials such as workbooks, exercises, activity sheets, etc.
- d. All permitted copying must include appropriate credits, including the author, title, date, copyright notice and any other pertinent information.

## **2. Prohibited Uses**

- a. More than one work or two excerpts from a single author copied during one class term;
- b. More than three works from a collective work or periodical volume copied during one class term;
- c. More than nine sets of multiple copies made for distribution to students in one class term;
- d. Copies made to create, replace or substitute for purchasing anthologies or collective works;
- e. Copies made of "consumable" works, such as workbooks, exercises, standardized tests and answer sheets (except as noted in A.3 above);
- f. The same work copied from term to term;
- g. The same material copied for more than one particular course, or copied every time a particular course is offered, unless permission is obtained from the copyright owner;
- h. Copies made when there is sufficient time prior to the intended use to obtain permission from the copyright owner; and
- i. No charges may be made to students beyond the actual cost of photocopying.

## **B. Computer Software**

### **1. General Rules**

- a. All software is protected by copyright law. Any unauthorized copying of software is illegal and may subject the copier to substantial civil or criminal penalties.
- b. All software purchased for use in the school unit must be approved by [insert appropriate person/entity]. Only the Superintendent [and/or other authorized personnel] may obtain and sign software licensing agreements and duplication rights agreements. All terms of such licensing/duplication agreements must be observed by all school unit employees and students.
- c. Software purchased by the school unit for classroom, lab, media center and office use remains the property of the school unit and may be used only in school-sponsored programs and activities.
- d. The Technology Coordinator [or other authorized personnel] is responsible for reviewing and supervising compliance with all software license agreements. The Technology Coordinator [or other authorized personnel] shall retain all license agreements and modifications thereto.

### **2. Permissible Uses**

**1<sup>st</sup> Review Policy Committee: 01/06/2025**

**1<sup>st</sup> Review Board: 01/27/2025**

**2<sup>nd</sup> Review Policy Committee: 03/03/2025**

**2<sup>nd</sup> Review Board: 03/31/2025**

- a. One archival (back-up) copy of copyrighted software may be made by authorized employees (unless a licensing agreement prohibits copying for any purpose);
- b. Software may be used on a networked computer system as authorized by the license or if written permission is obtained from the owner;
- c. Software may be loaded on multiple equipment to the extent authorized by the license or if written permission has been obtained from the owner; and
- d. Preview software may be evaluated for a reasonable evaluation period before being purchased or returned.

### **3. Prohibited Uses**

- a. Illegal copies of copyrighted software programs made or used on school equipment;
- b. Copies made of preview software;
- c. Use of software on a networked computer system not intended for network use without written permission from the owner;
- d. Loading software onto multiple machines when such software is not specifically licensed for multi-loading without written permission from the owner;
- e. Multiple copies made of copyrighted software (beyond an authorized archival copy);
- f. Making any unlicensed copies of printed documentation accompanying copyrighted software;
- g. Making unlicensed copies of software for sale, loan, transmission or gift to other users;
- h. Downloading pirated copies of software; and
- i. Copies made of locally produced adaptations or modifications of copyrighted software for any purpose.

Any employee or student who becomes aware of unauthorized copying of school software shall inform the Technology Coordinator [or other authorized personnel].

### **C. Internet**

The rights of the owner of copyrighted material on the Internet are the same as the rights of the owner of traditional materials. Unless there is a clear statement that art, photos, text and sounds are in the “public domain” and available for free use, or use in accordance with the terms of the permission, it should be assumed that the material is copyrighted. All the criteria for “fair use” apply to works on the Internet just as they apply to other materials, although staff should ensure that materials on a website were lawfully acquired by that site. The ease of copying materials from the Internet should not be used as an excuse for violating copyrights.

### **D. Off-Air Television Recording**

#### **1. Permissible Uses**

- a. Off-air recordings may be made only at the request of and used by individual teachers;
- b. Off-air recording of broadcast programs available to the general public without charge may be made and retained for a period not to exceed 45 calendar days

**1<sup>st</sup> Review Policy Committee: 01/06/2025**

**1<sup>st</sup> Review Board: 01/27/2025**

**2<sup>nd</sup> Review Policy Committee: 03/03/2025**

**2<sup>nd</sup> Review Board: 03/31/2025**

after the date of recording. The following additional requirements must also be met:

- i. The recording may be used once by the individual teachers in the course of relevant teaching activities and repeated once during the first 10 consecutive school days in the 45-day retention period.
  - ii. Following the first 10 consecutive school days, the recording may only be used for teacher evaluation purposes (i.e., to determine whether the broadcast program should be included in the curriculum).
  - iii. Following the 45-day retention period, the recording must be erased or destroyed immediately unless written permission is obtained from the copyright owner to keep and use the program in teaching/learning activities.
- c. A limited number of copies may be produced from each off-air recording to meet the legitimate educational needs of teachers. Such copies are subject to the same guidelines as the original copy.
  - d. An off-air recording need not be used in its entirety, but the recording may not be altered, edited, combined or merged. All copies must include the copyright notice of the broadcast program.

## **2. Prohibited Uses**

- a. Recording broadcast programs in anticipation of requests;
- b. Recording broadcast programs when there is sufficient time prior to the scheduled program to obtain permission from the copyright owner;
- c. Recording programs from pay/satellite television channels (HBO, Cinemax, Disney, etc.);
- d. Using or retaining recordings beyond the 45-day retention period without written permission;
- e. Recording the same program more than once for the same teacher (regardless of how many times the program may be broadcast); and
- f. Altering the program from the original content in any way (although the entire program need not be viewed)

## **E. Use of Pre-Recorded Videos**

Pre-recorded videos include commercially available videos marked “For Home Use Only” (such as feature films), including VHS tapes, DVD disks, filmstrips, videos streamed from personal accounts like Netflix, etc.

### **1. Permissible Uses**

- a. Pre-recorded videos may be used in “face-to-face instruction” provided that the viewing utilizes a lawfully-made copy rented or purchased by the school unit.

### **2. Prohibited Uses**

- a. Videos may not be used for entertainment, filler, assemblies, fundraising, public viewing, or any other purpose without written permission of the copyright owner [and permission of the building administrator].
- b. Videos may not be used when a written contract specifically prohibits use in classroom or direct instruction situations.
- c. Videos may not be borrowed from individuals or other schools.
- d. Videos may not be copied.

## **F. Music and Theater Performances**

Prior written permission must be obtained whenever copyrighted plays and musical numbers are to be performed or whenever copyrighted music is used as part of a performance.

## **G. Music Used for Educational Purposes**

### **1. Permissible Uses**

- a. Emergency copies to replace purchased copies which for any reason are not available for an imminent performance provided that purchased replacement copies shall be substituted in due course.
- b. For academic purposes other than performance, multiple copies of excerpts of works may be made provided that:
  - i. The excerpts do not constitute a performable unit (section, movement or aria) or more than 10 percent of the entire work;
  - ii. No more than one copy per student in the class is made; and
  - iii. The copyright notice appears on the copies.
- c. For academic purposes other than performance, a single copy of an entire performable unit (section, movement or aria) may be made by the teacher for scholarly research or in preparation to teach a class provided that:
  - i. The work is confirmed by the copyright owner to be out of print;
  - ii. The work is unavailable except in a larger work; and
  - iii. The copyright notice appears on the copy.
- d. Printed copies that have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted. Lyrics may not be altered or added, if none exist.
- e. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the school unit or an individual teacher.
- f. A single copy of a sound recording (album, tape, cassette or CD) or copyrighted music may be made from sound recordings owned by the school unit or an individual teacher for the purpose of constructing aural exercises or examinations. The copy may be retained by the school unit or an individual teacher.
  - i. This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.

### **2. Prohibited Uses**

- a. Copy to create, replace or substitute for purchasing anthologies, collective works and compilations;
- b. Copy “consumable” works, such as workbooks, exercises, standardized tests and answer sheets;
- c. Copy for the purpose of performance (except as noted in A.1); and
- d. Copy to substitute for the purchase of music (except as noted in A.1-2).

**1<sup>st</sup> Review Policy Committee: 01/06/2025**  
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**2<sup>nd</sup> Review Policy Committee: 03/03/2025**  
**2<sup>nd</sup> Review Board: 03/31/2025**

**RSU #63**

- a. **NEPN/NSBA Code:** **GCSB**
- b. **Title:** **Use of Social Media by School Employees**
- c. **Author:**
- d. **Replaces Policy:** **NEW**
- e. **Date Approved:** \_\_\_\_\_ **RSU #63**
- f. **Previously Approved:** **NEW**
- g. **Policy Expiration:** **Review as Needed**
- h. **Responsible for Review:** **Technology Committee/Policy Committee**
- i. **Date Reviewed:** \_\_\_\_\_ **Technology Committee**  
\_\_\_\_\_ **Policy Committee**
- j. **References:**

**Legal Reference:**

20-A M.R.S.A. §§ 6001-6002  
20 U.S.C. § 1232g

**Cross References:**

GCSA/GCSA-R – Employee Use of School-Issued  
Computers/Devices and the Internet  
GBEB – Staff Conduct with Students  
IJNDB/IJNDB-R – Student Use of School  
Issued Computers/Devices and the  
Internet  
IJND/IJND-R – School Website and Social  
Media

**k. Narrative:**

**USE OF SOCIAL MEDIA BY SCHOOL EMPLOYEES**

The Board recognizes that social media platforms have become important means of communication with potential pedagogical value. This policy sets forth expectations for school employees in regard to social media use for school-related and personal purposes. Employees are expected to preserve the integrity of the learning environment in their use of social media, and must maintain professional boundaries with students at all times.

"Social media" includes technology and/or Internet-based tool(s) for communicating or sharing information, opinions and ideas with others, including but not limited to websites, blogs, forums, social networking platforms, image sharing applications and news sites.

**A. Approval Procedure**

A school employee who desires to use social media for school-related purposes shall submit a proposal and request for approval to their building administrator or supervisor. Proposals for the school-related use of social media should include an articulated educational purpose and be appropriate to the students' ages, level(s) of understanding, and range(s) of knowledge. Use of

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social media with students is limited to grades seven and higher. Any student under 13 needs parent/guardian permission to access approved social media.

The building administrator or supervisor may request additional information prior to making a decision on a proposal. The building administrator or supervisor may also consult with the Superintendent or others as appropriate in evaluating the request.

The building administrator or supervisor may take one of the following actions:

1. Approval;
2. Approval with required modifications;
3. Denial.

The decision of the building administrator or supervisor shall be in writing and the decision is final. The building administrator or supervisor may withdraw approval for the use of social media at any time for good reason, with appropriate notice to the employee.

Any later modifications to a proposal that has already been approved must be submitted to the building administrator or supervisor and approved prior to implementation.

Approved proposals for the school-related use of social media must be resubmitted annually by September 30<sup>th</sup> for review. If an employee discontinues their use of approved social media, the building administrator or supervisor must be notified.

## **B. Terms of Use**

The school-related use of social media approved in accordance with this policy is subject to the following terms and conditions:

1. Content on approved social media shall at all times comply with school unit policies, procedures and guidelines as well as with any applicable state and federal laws (including confidentiality laws).
2. The responsible school employee shall monitor any student use of approved social media and shall remove content that violates school unit policies, procedures or guidelines, and/or state or federal laws. Any inappropriate use of approved social media shall be reported to the building principal/supervisor.
3. The school unit may monitor any approved social media for compliance with applicable Board policies/procedures, other school rules, and laws.

## **C. Personal Use of Social Media**

Employees must keep their professional social media presence separate from their personal social media. Employees shall not use work time, school unit technology or equipment, or their work-issued email address/contact information for personal use of social media.

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School employees are prohibited from “friending” students or engaging in any other interactions with students on social media (outside of any school-approved activity).

School employees are expected to exhibit professional decorum on social media and not engage in conduct that violates Board policies, procedures and guidelines; which adversely affects their capacity to serve as a role model for students; or which distracts from or disrupts the educational process or the operations of the schools.

Violations of this policy may result in the withdrawal of approval to utilize social media for school purposes and/or disciplinary action, depending on the circumstances of each case.

**D. School Administrator Use of Social Media**

Like employees ~~and Board members~~, school administrators (such as the Superintendent, a Principal, the Special Education Director, etc.) shall have no authority to speak on behalf of RSU # 63, unless specifically designated to do so. Where no such authority exists, school administrators shall make it clear that they are speaking in their individual capacity when posting or engaging in other activity on social media related to school business by doing the following:

- Posting in a clear and conspicuous place on their own social media pages the following language if the page includes posts or other activity related to school business:
  - “The views expressed on this page and all posts and other activity (including, but not limited to, responding to posts and comments, blocking visitors, and liking posts and/or comments), including any related to school business, are my own and are not being undertaken on behalf of, and do not necessarily represent the views of RSU #63 or the RSU #63 Board of Directors. RSU #63 and its Board of Directors have not endorsed or approved this page or its content or other activity.”
  
- Posting the following language with any social media post related to school business:
  - “The views expressed in this post are my own and are not being posted on behalf of, and do not represent the views of, RSU #63 or the RSU #63 Board of Directors. RSU #63 and its Board of Directors have not endorsed or approved this post or its content.”

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**2<sup>nd</sup> Review Policy Committee: 03/03/2025**  
**2<sup>nd</sup> Review Board: 03/31/2025**

**RSU #63**

- a. NEPN/NSBA Code:** GCSA  
**b. Title:** Employee Use of School-Issued Computers, Devices, and the Internet  
**c. Author:**  
**d. Replaces Policy:**  
**e. Date Approved:** 01/23/2017 RSU #63  
**f. Previously Approved:** 01/23/2017 02/29/2016  
**g. Policy Expiration:** Review as Needed  
**h. Responsible for Review:** Technology Committee/Policy Committee  
**i. Date Reviewed:** 03/13/2018 Technology Committee  
04/03/2018 Policy Committee  
**j. References:**  
**k. Narrative:**

Computers, networks, and Internet services, including third-party services like Google Workspace for Education and Zoom, are provided within RSU #63 (the District) to support the educational mission of the district and to enhance the curriculum and learning opportunities for students and school staff. This policy, and the accompanying rules, also applies to other school devices issued directly to staff (such as laptops and iPads) whether in use at school or off school premises. Employees are allowed to use privately owned computers at school with prior authorization, provided they comply with this policy and the accompanying rules.

- I. Personal Use of District Computers:** District computers/devices, networks, and Internet services are provided for purposes related to school programs, operations, and performance of employee job responsibilities. Incidental personal use of district computers/devices is permitted as long as such use:
- A.** Does not interfere with an employee’s job responsibilities and performance;
  - B.** Does not interfere with system operations or other system users; and
  - C.** Does not violate this policy and the accompanying rules, any Board policy/procedure, or school rules.
- “Incidental personal use” is defined as use by an individual employee for occasional personal communications that do not interfere or conflict with her/his job responsibilities.
- II. Policy and Rules are Mandatory:** Compliance with this policy and its accompanying rules concerning computer/device use is mandatory. An employee who violates this policy and/or any rules governing the use of District computers/devices, network, and/or internet services shall be subject to disciplinary action, up to and including termination. Illegal uses of District computers/devices, network, and/or internet services will also result in referral to law

enforcement.

**III. Filtering Technology:** The District utilizes filtering technology designed to block access to child and adult pornography and materials considered obscene or harmful to minors.

**IV. No Right to Privacy:** The District computers/devices remain under the control, custody, and supervision of the District at all times. The District reserves the right to monitor all computer/device and Internet activity by employees, whether on or off school premises. Employees have no expectation of privacy in their use of school computers/devices, network, and Internet services.

**V. Notification of Policy and Rules:** Employees will be informed of this policy and the accompanying rules through handbooks, the district website, and their understanding verified by a district-approved method.

**VI. Implementation and Rules:** The Superintendent or her/his designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or rules governing the day-to-day management and operations of District computers/devices and network may be implemented, consistent with Board policies and rules.

**VII. Employee Computer/Device and Internet Use Rules:** Each employee is responsible for her/his actions and activities involving the District computers/devices, networks, and Internet services, and for her/his computer files, passwords, and accounts. These rules provide general guidance concerning the use of the District computers/devices and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by employees. Employees who have questions about whether a particular activity or use is prohibited are encouraged to contact a building administrator or the Technology Coordinator.

**A. Access to the District Computers/Devices and Acceptable Use**

- 1.** The level of employee access to the District computers/devices, networks, and Internet services is based upon specific job requirements and needs. Unauthorized access to secure areas of the District computers/devices and networks is strictly prohibited.
- 2.** All Board policies, school rules, and expectations for professional conduct and communications apply when employees are using the District computers/devices, networks, and Internet services, whether in use at school or off school premises.

**B. Prohibited Uses**

The District assumes no responsibility for illegal activities while using its computers/devices. Examples of unacceptable uses of the District

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computers/devices that are expressly prohibited include, but are not limited to, the following:

1. Any use that is illegal or violates this policy and/or other Board policies, procedures, or school rules, including harassing, discriminatory, threatening, bullying/cyber bullying communications and behavior; violations of copyright laws, or software licenses; etc. The District assumes no responsibility for illegal activities of employees while using school computers/devices, network, and/or internet service.
2. Any attempt to access unauthorized websites or any attempt to disable or circumvent the District filtering/blocking technology. Employees who believe filtering should be disabled or made less restrictive for their own temporary, bona fide research, or other lawful purpose should discuss the matter with their building administrator.
3. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive, harmful to minors, or intended to appeal to prurient interests.
4. Any communications with students or minors for non-school-related purposes.
5. Downloading “apps” or using or encouraging students to use other online educational services without prior authorization from the Technology Coordinator or building administrator.
6. Any use for private financial gain, advertising, or solicitation purposes.
7. Any sending of email or other messages to groups of district employees (except in the performance of their duties as district employees) without the permission of the building administrator or Superintendent. Prohibited uses of the email system also include, but are not necessarily limited to:
  - a. Solicitation of membership in any non-district-sponsored organization;
  - b. Advocacy or expression by or on behalf of individuals or non-school-sponsored organizations or associations;
  - c. Political or religious purposes;
  - d. Raising funds for non-school-sponsored purposes, whether profit-making or not-for-profit;

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- e. Selling articles or services of any kind, advertising or promoting any kind of business; or
  - f. Any communications that represent an employee’s views as those of the district or that could be misinterpreted as such.
- 8. Any communication that represents an employee’s personal views as those of the district or that could be misinterpreted as such.
  - 9. Sending mass emails to district users or outside parties for any purposes without the permission of the Technology Coordinator or building administrator.
  - 10. Sharing passwords or other login information (except with authorized school employees); using other users’ passwords and/or login information; accessing or using other users’ accounts; or attempting to circumvent network security systems.
  - 11. Any malicious use, damage or disruption of the districts’ computers/devices, networks, and internet services; any breach of security features; any failure to report a security breach; or misuse of computer passwords or accounts (the employee’s or those of other users).
  - 12. Any attempt to delete, erase, or otherwise conceal any information stored on a district computer/device that violates these rules or other Board policies or school rules, or refusing to return computer/devices or related equipment issued to the employee upon request.
  - 13. Refusing to return computers/devices or related equipment issued to the employee upon request.
  - 14. Failure to comply with the District’s record retention requirements for electronic records, including failure to comply with a request to preserve documents.

**C. Disclosure of Confidential Information**

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential and is not disclosed, used, or disseminated without proper authorization.

**D. Employee/Volunteer Responsibility to Supervise Student Computer/Device Use**

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1. Employees and volunteers who use district computers with students for instructional purposes have a duty of care to supervise such use and to enforce the district's policies and rules concerning student computer and Internet use. When, in the course of their duties, employees or volunteers become aware of a student violation, or have a concern about student safety on the Internet, they are expected to stop the activity and inform the building administrator.
2. Any allowed student use of direct electronic communication must be closely monitored.

**E. Compensation for Losses, Costs, and Damages**

An employee is responsible for compensating the District for any losses, costs, or damages incurred for violation of Board policies and/or school rules while the employee is using the District computers/devices, including the cost of investigation such violations. The District assumes no responsibility for any unauthorized charges or costs incurred by the employee while using the District computers.

**F. Google Workspace for Education**

The District will, at its discretion, create Google Workspace for Education accounts for eligible employees. Good Workspace features will be enabled on a user-by-user basis at the discretion of the Technology Coordinator. Use of Google Workspace is subject to Google's Acceptable Use Policy (available upon request from the Technology Coordinator), and all other District policies, procedures, and rules. Employees must, at all times, take reasonable measures to protect files and information in Google Workspace, including, but not limited to, not sharing passwords and following all security and access rules.

**1<sup>st</sup> Review Policy Committee: 01/06/2025**  
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**2<sup>nd</sup> Review Policy Committee: 03/03/2025**  
**2<sup>nd</sup> Review Board: 03/31/2025**

**RSU #63**

- a. NEPN/NSBA Code:** JICK
- b. Title:** Bullying & Cyberbullying
- c. Author:** Superintendent/Board of Directors
- d. Replaces Policy:**
- e. Date Previously Approved:** 10/26/2015
- f. Date Approved:** 10/26/2015 ~~05/22/2017~~ RSU #63
- g. Policy Expiration:** Review as Needed
- h. Date Reviewed:** 05/01/2017 Superintendent  
05/01/2017 Policy Committee
- i. Responsible for Review:** Superintendent /Policy Committee
- j. References:** 20-A M.R.S.A. § 1001(15)(H), § 6553, § 6554
- k.**

**Cross References: Policies:** AC-Nondiscrimination, Equal Opportunity  
ACAA-Harassment & Sexual Harassment of Students  
ACAD-Hazing  
ADF-School District Commitment to Learning Results  
JI-Student Rights & Responsibilities  
JICC-Student Conduct on Buses  
JICIA-Weapons, Violence, & School Safety  
JK-Student Discipline  
JKD-Suspension of Students  
JKE-Expulsion of Students  
JIC-Student Code of Conduct

**l. Narrative:**

All students have the right to attend public schools that provide physically and mentally safe and secure learning environments. It is the intent of the RSU 63 School Board (the Board) to provide all students with equitable opportunities 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 and student learning, achievement, and well-being. It 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 and witness such behavior. It is the Board's intention that such behaviors be addressed to ensure student safety and an inclusive 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' opportunities to learn, with the educational mission of RSU #63, and with the operation of the schools.

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- I. **Prohibited Behavior:** The following behaviors are prohibited:
  - A. Bullying,
  - B. Cyberbullying,
  - C. Harassment and Sexual Harassment (as defined in Policy ACAA),
  - D. Retaliation by action or gesture against those asserting or alleging an act of bullying, and
  - E. Making a report of bullying that is not made in good faith.

Any person who engages in any of these prohibited behaviors shall be subject to consequences.

**II. Bullying & 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(s) that:
  - 1. Has, or a reasonable person would it 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
  - OR
  - 3. Is based on a student’s actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender (including gender identity and 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 has the effect described in subparagraph 1 or 2 above. (These behaviors may also meet the criteria for harassment as defined in Board Policy

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ACAA: Harassment and Sexual Harassment of Students.)

4. Examples of conduct that may constitute bullying include, but are not limited to:
- a. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
  - b. Behavior that is intended to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
  - c. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
  - d. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
  - e. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
  - f. Blocking access to school property or facilities;
  - g. Stealing or hiding books, backpacks, or other possessions;
  - h. Stalking; and
  - i. Physical conduct 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 or personal digital assistant.

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

- 1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website or other online application;
- 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 target;

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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), or phone calls;
  4. Sending e-mail, text messages 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.
- E.** "Retaliation" means an act or gesture against a student for asserting or alleging an act of bullying. It also includes reporting an act of bullying when it is not made in good faith, meaning the reporting student was reporting something he/she did not believe to be true or accurate.
- F.** "Substantiated" means that the outcomes of the investigation on the Responding Form provides clear evidence to prove that bullying or cyberbullying, as defined in policy, did occur.
- G.** "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**

- A.** This policy applies to any student, school employee, contractor, visitor or volunteer, who engages in conduct that constitutes bullying, cyberbullying or retaliation, all of whom have the responsibility of complying with this policy.
1. In the case of an organization affiliated with RSU #63 that authorizes rescission of permission for that organization to operate on school property or receive any other benefit of affiliation with RSU #63.
  2. These penalties shall be in addition to any other civil or criminal penalty to which the violator or organization may be subject.
- 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,

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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.

#### **IV. Reporting**

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

- A. School staff, coaches, and advisors for extracurricular and co-curricular activities are required to report incidents of bullying & cyberbullying 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 an observed or alleged/suspected incident 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 and/or cyberbullying 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 and/or cyberbullying has occurred are strongly encouraged to report this behavior to a staff member or school administrator. A reporting form is available on RSU #63’s website under Quick Links. Samples are attached to this policy for reference. This form can be completed and submitted anonymously.
- D. Acts of reprisal or retaliation against any person who reports an incident of bullying and/or cyberbullying are prohibited. Any student who is determined to have falsely accused another of these actions shall be subject to disciplinary consequences.

#### **V. Responding**

The school principal or a Superintendent’s designee will:

**1<sup>st</sup> Review Policy Committee: 01/06/2025**

**1<sup>st</sup> Review Board: 01/27/2025**

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**2<sup>nd</sup> Review Board: 03/31/2025**

- A. Promptly investigate and respond to all allegations of bullying and/or cyberbullying behavior;
- B. Keep written documentation of all allegations of these referenced behaviors and outcomes of the investigations, and report 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.

## **VI. Remediation**

The school principal of Superintendent's designee will:

- A. Identify the specific nature(s) of the incident;
- B. Apply disciplinary actions, which included 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 these referenced behaviors, 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/guardians;
  - 2. Reflective activities, such as requiring the student to write an essay about his/her 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, which can include anger management, health counseling, intervention, and/or mental health counseling;

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5. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles, and restorative conferencing;
  6. Community service;
  7. In-school detention, which may take place during lunchtime, after school, or on weekends; and
  8. Suspension from school on a graduated basis (such as one school day up to a week or more if all else has failed) or expulsion.
- G.** 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 target, perpetrator, or other involved persons to counseling or other appropriate services.
- H.** Communicate to the parent/guardian of a student who has been subjected to any of these referenced behaviors what measures are being taken to ensure the safety of the student and to prevent further acts. If necessary, a safety plan will be developed for the target student to assure a safe and secure environment.
- I.** Communicate to the parent/guardian of the student/responsible party who has been doing the referenced nature of behavior the form of discipline being taken, and the consequences if the unacceptable behavior continues, as well as the policy regarding retaliation.
- J.** Communicate with a local or state law enforcement agency if the school principal or the superintendent's designee believes the pursuit of criminal charges or a civil action under Maine's Civil Rights Act may be appropriate.
- VI.** Parents/guardians and students have a right to appeal a decision of the school principal or superintendent's designee for taking or not taking disciplinary action in accordance with this policy.
- A.** The first level of appeal must be submitted in writing to the superintendent. It must include the nature of the referenced behavior, any action(s) taken or not taken by the school principal or superintendent designee, any subsequent referenced behavior that occurred, the dates and methods used to communicate the on-going problem to the school principal/superintendent designee, and any subsequent action or lack thereof by the school principal/superintendent designee. The parent/guardian will include what action(s) they believe should be taken. The written appeal will be directed to the superintendent, who will schedule a meeting with the various parties after reviewing the appeal and any documentation

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retained by the school principal/superintendent designee since first being advised of the problem.

- B.** If the parent/guardian is dissatisfied by subsequent actions taken (or not taken) by the superintendent, the parent/guardian may submit an appeal to the Board.
- C.** The full Board will meet with the parents/guardians, involved students, and superintendent in a private meeting in an attempt to resolve the matter. The decision of the Board will be final.

**VII. Assignment of Responsibility**

- A.** The School Board is responsible for:
  - 1.** Annually providing written versions of this policy and related procedures to students, parents, volunteers, administrators, teachers, and school staff.
  - 2.** Posting this policy and related procedures on RSU #63’s website and on publicly accessible sites within the schools.
  - 3.** Including a section in student handbooks 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 any contractor, visitor, or volunteer who engages in referenced behaviors is barred from school grounds until the superintendent is assured that the person will comply with the policies of the Board;
  - 6.** Ensuring that any organization affiliated with the school that authorizes or engages in referenced behaviors or retaliation forfeits permission for

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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 referenced behaviors and harassment and implementation of this policy; and
8. Filing RSU #63's policies to address bullying & cyberbullying with the state Department of Education.
9. Ensuring that substantiated incidents of bullying and cyberbullying are reported to the Maine Department of Education on at least an annual basis.

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**RSU 63 Bullying and Cyberbullying Reporting Form - JICK-E1**

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

**Upon completion of this form, or when providing a verbal report, submit to principal or school counselor.**

Today's Date: \_\_\_\_\_

Date the alleged incident of bullying being reported: \_\_\_\_\_

Person(s) reporting the alleged incident(s) of bullying (this is optional as reports can be made anonymously, except when reported by staff, coaches and advisors):

Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Contact information of person reporting (optional):

home or work phone: (\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_) \_\_\_\_\_

email: \_\_\_\_\_

home address: \_\_\_\_\_

Person(s) completing this form (if different than person listed above and not anonymously reporting): \_\_\_\_\_

**Details**

Name /Grade of student(s) who is believed to have been bullied:

\_\_\_\_\_

Name /Grade of the student(s) or adult(s) who is alleged to have bullied:

\_\_\_\_\_

What is happening? Please provide a description of incident(s) as well as date(s), time(s), and location(s) and any supporting documentation:

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

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(use additional pages, if needed)  
Were there any witnesses? yes no

If so, please provide names of witnesses to be contacted during the investigation:

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

I agree that the information on this form is accurate and true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of person reporting (optional) Date: \_\_\_\_\_

\*\*\*\*\*

Does either student have a 504 plan? \_\_\_\_\_

Does either student have an IEP? \_\_\_\_\_

*If yes to either of the above questions, please refer to the student's 504 plan or IEP and consult with the Director of Special Services.*

Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Principal

Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Counselor

(If Applicable)  
Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Director of Special Services

\*\*\*\*\*

Outcome of Investigation:

Actions Taken:

As Determined By: \_\_\_\_\_ Date: \_\_\_\_\_ and  
Signature of Principal

As Determined By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Counselor \*\*

\*\*If bullying/harassment is determined to have taken place, complete RSU 63 Bullying and

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Cyberbullying Remediation Form (JICK - E3) and submit copy to superintendent.

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**RSU 63 Bullying and Cyberbullying Remediation Form (JICK -E3)**

*The intent of remediating a substantiated incident of bullying is to counter the negative impact of bullying and to reduce the risk of future bullying incidents.*

This remediation is in reference to the alleged incident of bullying reported on:

\_\_\_\_\_

Name of student who was found to have bullied (do not report name of student or any personally identifying information to the Maine Department of Education):

\_\_\_\_\_

Delineate the specific nature(s) of the incident:

- \_\_\_\_\_ Cyberbullying
- \_\_\_\_\_ Electronic expression
- \_\_\_\_\_ Physical act or gesture
- \_\_\_\_\_ Retaliation
- \_\_\_\_\_ Verbal/Oral
- \_\_\_\_\_ Written

Alternative discipline imposed for this student (actions taken):

- \_\_\_\_\_ Meeting with the student and the student's parent(s) or guardian(s)
- \_\_\_\_\_ Reflective activities, such as requiring the student to write an essay about their misbehavior
- \_\_\_\_\_ Counseling
- \_\_\_\_\_ Participation in skills building and resolution activities, such as social emotional cognitive skills building, resolution circles and restorative conferencing
- \_\_\_\_\_ Community service

Please describe:

The student received/will receive the following discipline actions (consequences):

- \_\_\_\_\_ Detention
- \_\_\_\_\_ Weekend Detention
- \_\_\_\_\_ In-school suspension
- \_\_\_\_\_ Out-of-school suspension
- \_\_\_\_\_ Expulsion/Recommended for expulsion

Additional details of disciplinary actions taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**2<sup>nd</sup> Review Board: 03/31/2025**

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**1<sup>st</sup> Review Policy Committee: 01/06/2025**

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Was the student referred to law enforcement? yes no

Outcome(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**[DOCUMENTATION OF ALL REMEDIATION ACTIONS MUST RESPECT CONFIDENTIALITY OF STUDENT INFORMATION AS PROVIDED BY FEDERAL AND MAINE LAW AND REGULATIONS]**

\_\_\_\_\_  
Signature of principal Date: \_\_\_\_\_

Copy to Superintendent on: \_\_\_\_\_  
Date

Copy received: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Superintendent

**This substantiated incident of bullying was reported to the Maine Department of Education *without personally identifying information***

**on:** \_\_\_\_\_ **initialed by:** \_\_\_\_\_

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**RSU #63**

- a. **NEPN/NSBA Code:** **JICK-R**  
b. **Title:** **Bullying & Cyberbullying-Administrative Procedures**  
c. **Author:**  
d. **Replaces Policy:**  
e. **Date Previously Approved:**  
f. **Date Approved:** 05/22/2017 **RSU #63**  
g. **Policy Expiration:** **Review as Needed**  
h. **Date Reviewed:** 05/01/2017  
**Superintendent/Curriculum Committee**  
**05/01/2017 Policy Committee**  
i. **Responsible for Review:** **Superintendent & Policy Committee**  
j. **References:** **20-A MRSA § 1001 (15)(H), § 6553, § 6554**  
k. **Narrative:**

The RSU 63 School Board (the Board) directs all responsible district parties to report any cases of observed or suspected bullying and/or cyberbullying as soon as possible utilizing the following procedures:

- I. Step 1.** Any student who believes he/she has been the target of bullying, cyberbullying, or harassment should report the issue to a staff member. An incident report (JICK E-1) must be completed, in person or in writing (including anonymously through our website). Upon completing the Report, or when providing a verbal report, submit the form to the building principal or school counselor.
- II. Step 2.** When the school counselor and/or principal determines a student is bullying another, the student will be called to meet with the school counselor and/or principal to review the district's policy and once again sign his/her acknowledgement and understanding of the policy. Parents/guardians will be notified and the incident will be documented.
- III. Step 3a. – For the student who has been targeted,** the building principal and/or school counselor will:
- A.** Communicate to the parent/guardian what measures are being taken to ensure safety, and
- B.** Develop a safety plan, if necessary, for the target student to assure a safe and secure environment. The safety plan will be signed and dated by all parties. A copy will be filed with the affirmative action officer.

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**Step 3b. – For the bullying student /responsible party** - If verified bullying or harassment continues, the designated administrator will initiate one or more of the following remediation steps:

- A. Meet with the student and the student’s parents/guardian to discuss the issue;
- B. Reflective activities such as requiring the student to write an essay about the student’s misbehavior;
- C. Mediation when there is mutual conflict between peers, rather than one-way negative behavior, and when both parties freely choose to meet;
- D. Referral to counseling;
- E. Participation in skills building and resolution activities such as social/emotional cognitive skills building, resolution circles, and/or restorative conferencing;
- F. Community service;
- G. In-school detention, which may take place during lunchtime, after school, or on weekends;
- H. Suspension from school on a graduated basis (such as one school day up to a week or more); and/or
- I. Expulsion.

**IV. Step 4** - If verified bullying or harassment continues, the building principal and/or superintendent will meet with the student and parents/guardians. The student will serve a three-day suspension. The building principal and/or superintendent will fully explain the district’s expectations of the student’s behavior in writing, to which the student will agree, in writing, before the student is allowed to return to school.

**V. Definitions:**

**A. Harassment** is unwanted, one-sided, and/or demeaning remarks or contact after being asked to STOP. It is illegal. If a person feels he/she is being harassed, asks the offender to stop and he/she doesn’t, the targeted person can seek legal action against the offender.

Examples of prohibited harassment are:

- 1. Sexual advances, gestures, comments, or contact
- 2. Threats
- 3. Offensive jokes

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4. Ridicule, slurs, derogatory action or remarks regarding race, skin color, religion, ancestry, national origin, gender (including gender identity or gender expression), sexual orientation, physical or mental disability, or other distinguishing characteristics

**B. Bullying** is defined as any physical act or gesture or any verbally, written, or electronically communicated expression that a reasonable person should expect will have the effect of:

1. Physically harming a student or damaging student property;
2. Places a student in reasonable fear of physical harm or damage to property;
3. Ridicule, slurs, derogatory action or remarks regarding race, skin color, religion, ancestry, national origin, gender (including gender identity or gender expression), sexual orientation, physical or mental disability or other distinguishing characteristics;
4. Substantially disrupts the instructional program or the orderly operations of school; or
5. Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

## **VI. Student Rights:**

A student has the right to attend school in an atmosphere free from intimidation, ridicule, hostility, and offensiveness. Students should not harass, bully, or intimidate other students. Harassment and bullying violate state and federal laws.

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**Meeting to Create a Student Safety Plan**

The purpose of this meeting is to create a school safety plan for a student who does not feel safe in school. It is important that all parties understand and agree to the following points:

- The school and parent(s)/guardian(s) are working together to make sure the student feels safe in school. This is something we all want. We all agree on this. \_\_\_\_\_
- This is not about redressing the past or assessing blame for what did or did not happen. This is about the future and what we are going to do to make sure the student feels safe in school. \_\_\_\_\_
- This is about specific steps the school will take to help the student feel safe. \_\_\_\_\_
- While it is important that the school enforce its policies and administer appropriate discipline, that is something separate from the scope of this plan. \_\_\_\_\_
- The school should make no promises about behaviors that it cannot control; however, the school can commit to following through on what is laid out in this safety plan. \_\_\_\_\_
- This plan should be shared with the student and relevant adults in the school. \_\_\_\_\_
- This plan should be referenced, revisited, and reviewed. \_\_\_\_\_

We are working together in good faith so that the affected student can feel safe in school and access an education. This plan will help achieve that.

The following constitutes the RSU 63 Safety Plan for: \_\_\_\_\_

and \_\_\_\_\_.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Any violation or deviation from this plan is to be reported to the Superintendent as soon as possible.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Student

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Administrator

# MINUTES

## BANGOR SCHOOL COMMITTEE REGULAR MEETING 7:00 p.m., Wednesday, February 26, 2025

School Committee Members Present: Chair Sara Luciano, Vice Chair Tim Surette, Katie Brydon, Marwa Hassanien, Shelly Okere, Imke Schessler-Jandreau. Member Ben Sprague was excused.

- A. 1. & 2. The meeting was called to order at 7:00 p.m. by Chair Sara Luciano and the pledge of allegiance followed.
3. a. The Bangor School Department and the Bangor School Committee recognized the Class A Girls Indoor Track Team as 2025 State Champions.
- b. The Bangor School Department and the Bangor School Committee recognized the Bangor Students on the Lego Legends Robotics team as the first Lego League Challenge 2025 Maine State Champions.
- B. Adjustments to the Agenda:  
No Adjustments to the Agenda.
- C. Public Comments:  
No Public Comments.
- D. 2. a. Assistant Superintendent Dr. Kathy Harris-Smedberg provided a curriculum presentation.
- b. Superintendent Robinson provided a district update to the committee.
- c. Superintendent Robinson provided the 2025-2026 School Committee meeting schedule.
- E. 1. a. VOTED 6-0 to approve the Minutes of the February 12, 2025 Regular School Committee Meeting with an updated A. 1 & 2. to reflect Vice Chair Tim Surette in place of Chair Sara Luciano.
- b. VOTED 6-0 to approve the second reading of the following policies:
1. Revised Policy AC – Nondiscrimination/Equal Opportunity and Affirmative Action
  2. Revised Policy BCA – Code of Ethics
  3. Revised Policy BDA – Organizational Meeting
  4. Revised Policy BCB – Committee Member Conflict of Interest
  5. Revised Policy BDD – School Committee-Superintendent Relationship
  6. Revised Policy ICA – Bangor School Department School Calendar 2025-2026
- c. Committee Member Marwa Hassanien shared the following donations:  
To Abraham Lincoln School from the Family Dollar, candy and stuffed animals for staff, having a total dollar value of \$125.

To James F. Doughty School from the DMT Fund in memory of Danielle Thompson, a cash donation to support students, having a total dollar value of \$200.

To Bangor High School from Aspen Schaab and Family, a cash donation for student support services, having a total dollar value of \$500.

VOTED 6-0 to approve all donations.

E. 2. a. VOTED 6-0 to approve first reading of the following policies:

1. Revised Policy BDB – School Committee Officers
2. Revised Policy BDE – Subcommittees
3. Revised Policy BDF – Advisory Committees to the School Committee
4. Revised Policy BE – School Committee Meeting Schedule
5. New Policy BEDL – Adjournment of Meetings

F. 4. Member Crespo presented an update to the committee including the start of spring sports, and BHS spirit week.

H. 1. Important dates were reviewed by Chair Sara Luciano.

I. Member Hassanien clarified that there will be a budget workshop with the Bangor City Council scheduled.

J. VOTED 6-0 to adjourn the meeting at 8:10 p.m.

Respectfully Submitted,



Marie Robison, Ph.D.  
Superintendent of Schools

MINUTES

BANGOR SCHOOL COMMITTEE  
WORKSHOP MEETING

7:00 p.m., Wednesday, March 5, 2025

School Committee Members Present: Chair Sara Luciano, Vice Chair Tim Surrette, Katie Brydon, Imke Schessler-Jandreau, Marwa Hassanien, Shelly Okere, Ben Sprague (via zoom).

- A. 1. & 2. The workshop was called to order at 7:00 p.m. by Chair Sara Luciano and the pledge of allegiance followed.
- B. Adjustments to the Agenda:  
No Adjustments to the Agenda.
- C. Public Comments:  
No Public Comments.
- D. 1. a. Superintendent Robinson presented an introduction to the 2025-2026 Budget.
- E. 1. Important dates were reviewed by Chair Sara Luciano.
- F. 1. Workshop adjourned at 7:40 p.m.

Respectfully Submitted,



Marie Robinson, Ph.D.  
Superintendent of Schools

**Wednesday, January 22, 2025**  
**Board of Directors Meeting Minutes – 7:00 p.m.**  
**Hampden Academy, Library**

The Regional School Unit No. 22 Board of Directors met at Hampden Academy on Wednesday, January 22, 2025.

- I. Call to Order  
Board Chair Miller called the meeting to order at 7:00 p.m.
  
- II. Call of the Roll  
Board Members present were: Faye Anderson, Jessica Barnes, Kirstien Davidson, Liliana Faloon, Lester French, Allan Gordon, Stacey Haskell, Ellen Hassan, Brooke Miller, Heath Miller, Ashton O’Roak, Kristin Peet, and Shelley Sargent  
  
Absent: Scott Cuddy, Luke Field, and John Holmes
  
- III. Pledge of Allegiance
  
- IV. Approval of Minutes of Regular Meeting of December 18, 2024.  
Sargent moved, Barnes seconded, and the Board voted to approve.  
Abstained: Hassan
  
- V. Adjustment to Agenda - None
  
- VI. Recognition
  - A. Unified Sports Coach of the Year - This award is sponsored by the Maine Principals’ Association and NFHS and is awarded to one Unified coach per year throughout the entire State of Maine. Andrea Lee has been awarded the 2024 Unified Coach of the Year. Maine Principals’ Association Assistant Executive Director Mike Bisson presented her with the award. Andrea has been so instrumental in Unified and Special Olympics sports within RSU 22 for so many years.
  - B. School Board Appreciation Month - Superintendent Raymond announced that January is School Board Recognition Month. He thanked the board members on behalf of the district and community for their dedication and commitment to the students, staff and administration. Board members were presented with a certificate of appreciation.

VII. Persons Desiring to Address the Board - Sign in required per policy BEDH-Public Participation in Board Meetings.

A. Public Comment - None

VIII. Board Chair

Student Council meetings - Hampden Academy Student Council has asked to meet the members of the school board. This has traditionally been held annually.

IX. Personnel

A. Resignations

The following resignations were announced:

Tina Reed, Special Education Teacher at Hampden Academy

Trish Hayes, District Accountant

B. Nominations - Transfers

X. Superintendent of Schools

A. Reading of the Essential Behaviors and Outcomes Proclamation

B. Superintendent Report

1. Reeds Brook Middle School Principal, Susan Thibedeau presented to the Board information regarding the revised teacher performance evaluation of professional growth plan and how teachers have been able to use this to improve student achievement. Teachers are using data to drive their SMART (Specific, Measurable, Achievable, Relevant, and Timely) goals. Examples were presented of teachers' goals and the specific steps they are implementing to increase student achievement.

C. Assistant Superintendent Update

1. Assistant Superintendent Boone was able to share the success that has already been seen for learners due to the new 504 Coordinator position. This position is responsible for coordinating the actual meetings, taking the minutes, and then following through so that staff know and understand 504 accommodations. There has been lots of positive feedback from students and parents from the forty five 504 meetings that were held from the end of September to the end of December. Additionally, the guidance department who formerly was responsible for managing 504's is able to focus on other important student needs.
2. Additionally, it was reported that on January 5, 2025 the Social Security Fairness Act was signed into law, effectively boosting retirement benefits for hundreds of thousands of current and former K-12 educators nationwide. Bipartisan majorities in the House and Senate approved the bill late last year, following years of advocacy from teachers' unions and retiree groups.

Retired public school educators in 15 states where school districts don't participate in Social Security, and instead only participate in a public employees pension system, will now receive full federal retirement benefits for any income they earned from other Social Security-eligible jobs. While they still will not be eligible for Social Security benefits from working in schools in those states, they can now collect federal retirement benefits if they spent portions of their career in the private sector or elsewhere in the country.

#### D. Monthly Financial Report

1. Superintendent Raymond reviewed the monthly financial report. He explained the reasoning behind some of the line items falling below or above the percentages remaining in both the school year, and fiscal year. The district is on track financially.

#### E. Student Board Representative Report

1. Student representative O'Roak reported that the Hampden Academy MGP class had a virtual meeting with a Naval commander working at the Pentagon in Intelligence.

The HA student council hosted a clothing drive to help homeless individuals in the community.

Student representative Faloon reported that 2 band students and 4 music students will be attending the Maine Music Educators Association Jazz All State Festival. They will be working expert directors and collaborating with students from across the state. Chorus and band students will also be participating in the District V Honors Festival.

### XI. Questions of Board Members

1. Board member Anderson informed the Board that during the Education Committee meeting prior to the Board meeting, they had the opportunity to be presented with five new courses to be offered to Hampden Academy students during the 2025-26 school year. Details can be found in the January 2025 Education Committee Minutes.

### XII. Committee Reports

- A. Finance Committee
- B. Budget Committee
- C. Athletic Committee
- D. Building Committee
- E. Negotiations Committee

- F. Education Committee (exhibit)
- G. Policy Committee (exhibit)
- H. United Technologies Center Board
- I. Dropout Prevention Committee
- J. Community Relations Committee (exhibit)

XIII. Policy Consideration (all with exhibit)

- A. Discuss and act on the first reading of IGAE – Bloodborne Pathogen Exposure (1993)  
Anderson moved, Sargent seconded, and the Board voted unanimously to approve.
  
- B. Discuss and act on the first reading of JICFA – Hazing (2001)  
Anderson moved for deletion, Sargent seconded, and the Board voted unanimously to approve.
  
- C. Discuss and act on the first reading of IKEA – Make up Opportunities (1971)  
Anderson moved for deletion, Sargent seconded, and the Board voted unanimously to approve.
  
- D. Discuss and act on the first reading of IHG – Independent Study (1975)  
Anderson moved for deletion, Sargent seconded, and the Board voted unanimously to approve.
  
- E. Discuss and act on the first reading of IC/ICA – School Year Calendar (2010)  
Anderson moved for deletion, Sargent seconded, and the Board voted unanimously to approve.
  
- F. Discuss and act on the first reading of IHBF – Homebound Instruction (2018)  
Anderson moved for deletion, Sargent seconded, and the Board voted unanimously to approve.
  
- G. Discuss and act on the first reading of IKB – Homework (2013)  
Anderson moved for deletion, Sargent seconded, and the Board voted unanimously to approve.
  
- H. Discuss and act on the first reading of IKFA – Early Graduation (2013)  
Anderson moved for deletion, Sargent seconded, and the Board voted unanimously to approve.

I. Discuss and act on the second reading of Policy IHBAI – Special Education Independent Educational Evaluations

Anderson moved, Sargent seconded, and the Board voted unanimously to approve.

J. Discuss and act on the second reading of Policy IHA – Basic Instructional Program

Anderson moved, Sargent seconded, and the Board voted unanimously to approve.

K. Discuss and act on the second reading of Policy IHBB – Gifted and Talented Education (1990)

Anderson moved, Sargent seconded, and the Board voted unanimously to approve.

L. Discuss and act on the second reading of Policy ID – School Day (1992)

Anderson moved, Sargent seconded, and the Board voted unanimously to approve.

XIV. Old Business - None

XV. New Business

A. Discuss and act on the approval for new co-curricular activities

1. The Builder's Club - Reeds Brook Middle School
2. Creative Writing Club - Reeds Brook Middle School
3. eSports - Reeds Brook Middle School

French moved, Barnes seconded, and the Board voted unanimously to approve.

B. Discuss and act on the request by Samuel L. Wagner Middle School grade 8 field trip to Boston.

French moved to table the discussion until the February board meeting, Sargent seconded, and the Board voted unanimously to approve.

XVI. Communication and Correspondence

1. Vice Chair French would like to meet regarding some changes to the Superintendent's evaluations. An email will be sent to facilitate the date and time of this meeting.

XVII. Executive Session - None

XVIII. Other Business - None

XIX. Adjourn

Gordon motioned to adjourn, Barnes seconded, the board voted unanimously to approve.

Meeting adjourned at 8:06 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Nicholas Raymond".

Nicholas Raymond  
Superintendent