

City of Biddeford
School Committee
November 12, 2019 4:30 PM Little Theater at BHS

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

D. Performance

D.1. Biddeford Marching Band Drumline

E. Adjustments to Agenda:

F. Consideration of Minutes:

F.1. Minutes from 10/22/19

[Minutes10_22_19.pdf](#)

G. Consent Agenda

G.1. Resignations:

Donna LeClerc ~ Custodian BHS ~ Retirement

Phyllis Lapointe ~ Custodian BHS ~ Retirement

Veronica Wakefield ~ Custodian BPS ~ Resignation

Kelly Robinson ~ Custodian BMS ~ Resignation

Brianne McInnis ~ Ed Tech II BPS ~ Resignation

Appointments:

Jaqueline Watt ~ Ed Tech II JFK ~ Replacing Jeffrey Casavant

Laurie Williams ~ Ed Tech I BHS ~ New Position

William Worthley ~ Ed Tech III - RISE Room BMS ~ Replacing Gary Pleau

John Niles ~ Ed Tech BPS ~ Replacing Mary Thomas who moved to BIS

Mitch Bailey ~ Assistant 7th Grade Head Coach Football BMS Stipend

Don Perreault ~ 8th Grade Softball Coach BMS Stipend

Abbie Paquette ~ 7th Grade Field Hockey Coach BMS Stipend

Courtney Mann ~ Ed Tech II BMS ~ Replacing Jacqueline Watt

Lyndsey Stickles ~ Supervision Aide BPS ~ Replacing Linda Patterson

Jack Lapham ~ JV Boys Basketball Coach BHS Stipend

Keith Leblanc ~ Freshmen Boys Basketball Coach BHS Stipend

[FootballAssistant.pdf](#)

[Softball8.pdf](#)

[Fieldhockey7.pdf](#)

[Stipends.pdf](#)

H. Student Rep Reports:

I. Superintendent's Report:

J. Committee Reports: Finance/Building, Grounds; Curriculum; Policy; Waterhouse Advisory Committee

K. Old Business:

K.1. 2nd reading of policies:

Revised:

GBEEB ~ Employee/Volunteer-Student Relationship

GBN-R2 ~ Maine Family Medical Leave Administrative Regulation

JLF ~ Reporting Child Abuse & Neglect

JLF-E ~ Suspected Child Abuse/Neglect Report Form

KI ~ Visitors to Schools

New:

ADC ~ Tobacco Use & Possession re-written (ref. LD 152)

IMGB ~ Therapy Dogs in Schools

KIA ~ Videotaping/Filming/Photography of Students or Instructional Spaces

Cross-Reference ~ KI

[GBEEB.pdf](#)

[GBN-R2.pdf](#)

[JLF Reporting Child Abuse and Neglect.pdf](#)

[JLF-E Initial Referral for Suspected Child Abuse and Neglect.pdf](#)

[KI.pdf](#)

[ADC-2019.pdf](#)

[Therapy Dogs-AR.pdf](#)

[KIA.pdf](#)

L. New Business: Public participation opportunity after each item listed below (3 minutes per item)

L.1. Approval of substitute teacher pay

[Sub Rate Increase.pdf](#)

M. Nominations:

N. Appointments:

O. Transfers:

P. Public Participation: (3 minutes; any item)

Q. Communications:

R. Executive Session:

R.1. 1 M.R.S.A. § 405(6)(D) - Discussion of Teachers' Collective Bargaining Agreement

S. Adjournment: - *School Committee Members: Alan Casavant, - Chair, Tony Michaud - Vice Chair, Dennis Anglea, Karen Ruel, Lisa Vadnais, Dominic Deschambault, Nate Bean, Randy Forcier*

Student Members: Abigayle Michaud - BHS, Emily Boilard - BHS

Biddeford School Department

Tuesday, October 22, 2019

7:00 pm

Little Theater BHS

Minutes

- A. Call to Order:** Meeting was called to order at 7:00 pm by Alan Casavant
- B. Roll Call:** Alan Casavant, Tony Michaud, Karen Ruel, Lisa Vadnais, Randy Forcier, Dominic Deschambault, Nate Bean, Dennis Anglea, Jeremy Ray, and Chris Indorf were all present.
- C. Pledge of Allegiance:** The Pledge was led by Alan Casavant
- D. Adjustments to the Agenda: ADDENDUM**
- E. Approval of Last Meeting's Minutes:** 10/8/19 ~ Tony Michaud moved to approve the minutes from the 10/8/19 meeting, Dennis Anglea seconded, and all were in favor.
- F. Student Rep Reports:** None
- G. Superintendent's Report:** ~ Jeremy Ray reminded the public that November 6th and November 13th for all schools. The school committee conference is October 24th and 25th in Augusta. Tony Michaud and Lisa Vadnais will be joining Jeremy this year. Just a reminder to the public to make sure your students emergency information is up to date at the school. Storm cancellations are attached to the phone numbers we have in the system. Expect to see the "Bridge" magazine coming out within the next week. The Biddeford Education Fundraisers have gone well and have allowed us to offer grants to teachers who have applied. School Department applied for and received a grant from the Department of Health and Human Services to pilot the "Second Step" SEL Curriculum. Thank you Mandy Cyr for all of your hard work.
- H. Committee Reports:** Stipend Committee
- I. Old Business:**
- 2nd reading of policy BEDB ~ Agenda Preparation and Dissemination ~ Tony Michaud moved, Dennis Anglea seconded, and all were in favor
 - 2nd reading of policy BEDBA ~ Agenda Format ~ Tony Michaud moved, Dennis Anglea seconded, and all were in favor
 - 2nd reading of overnight field trip BMS ~ Ecology School in Poland, Maine ~ Teacher in charge is Tammy Lavigne ~ Tony Michaud moved, Nate Bean seconded, and all were in favor
- J. New Business:**
- 1st reading of policies:** ~ Tony Michaud moved to approve reviewed, revised, new and struck policies as a flight, Nate Bean seconded, and all were in favor
- Reviewed:
- GBN ~ Family & Medical Leave
- Revised:
- GBEEB ~ Employee/Volunteer-Student Relationship
 - GBN-R2 ~ Maine Family Medical Leave Administrative Regulation
 - JLF ~ Reporting Child Abuse & Neglect
 - JLF-E ~ Suspected Child Abuse/Neglect Report Form

School Committee Members:

Alan Casavant-Chair	Randy Forcier
Tony Michaud-Vice Chair	Dominic Deschambault
Karen Ruel	Nate Bean
Lisa Vadnais	Dennis Anglea

Student Members:

Emily Boilard
Abigayle Michaud
cc: Jeremy Ray- Superintendent
cc: Chris Indorf-Asst. Superintendent

- KI ~ Visitors to Schools

New:

- ADC ~ Tobacco Use & Possession re-written (ref. LD 152)
- IMGB ~ Therapy Dogs in Schools
- KIA ~ Videotaping/Filming/Photography of Students or Instructional Spaces
Cross-Reference ~ KI

Strike:

- ADC ~ Tobacco Use & Possession old policy
- ADC-R ~ Tobacco/Electronic Cigarettes/Paraphernalia Use & Possession
Administrative Regulation
- GDQD ~ Suspension & Dismissal of Support Staff Members

Tabled: ~ Tony Michaud motioned to table the below policies until the next policy committee meeting, Nate Bean seconded, and all were in favor

- KF ~ Community Use of School Facilities
- KF-2 ~ Biddeford Performing Arts Center & Little Theater Fee Schedule
- KF-R ~ School Facilities Fee Schedule
- KF-2R ~ Biddeford Performing Arts Center & Little Theater Fee Schedule

Presentation: Demographics, Academics, Partnerships & Spending ~ Jeremy Ray gave a powerpoint presentation to the school committee and public

L. Resignations, Nominations, Appointments & Transfers:

Resignation: ~ Resignation approved by Superintendent

- Linda Patterson ~ Lunch/Recess Aide BPS ~ Resignation

Appointment:

- Brett Pierce ~ Ed Tech II BMS ~ Replacing Amber Huff ~ Dennis Anglea moved, Tony Michaud seconded, and all were in favor

M. Public Participation (3 minutes; any item)

N. Communications:

O. Executive Session:

P. **Adjournment:** Dennis Anglea moved to adjourn the meeting at 7:57 pm, Tony Michaud seconded, and all were in favor

Minutes from Addendum

Q. Resignations, Nominations, Appointments & Transfers:

Appointment:

- Jodi Kimball Anderson ~ Administrative Assistant Special Education BIS ~ Replacing Tracy Gagnon ~ Dennis Anglea moved, Tony Michaud, seconded, and all were in favor
- Ron Cote ~ 7th Grade Boys Basketball Coach BMS Stipend ~ Dennis Anglea moved, Tony Michaud seconded, and all were in favor

Signed:



Date: 11/5/19

School Committee Members:

Alan Casavant-Chair	Randy Forcier
Tony Michaud-Vice Chair	Dominic Deschambault
Karen Ruel	Nate Bean
Lisa Vadnais	Dennis Anglea

Student Members:

Emily Boilard
Abigayle Michaud
cc: Jeremy Ray- Superintendent
cc: Chris Indorf-Asst. Superintendent

BIDDEFORD SCHOOL DEPARTMENT
REQUEST FOR STIPEND APPOINTMENT APPROVAL

Date: October 30, 2019 **School:** Biddeford Middle School

Building Administrator: Scott Descoteaux

Stipend Position Title: Assistant Football Coach-7th Grade

Position Responsibilities: Assist Head Coach

Monitor athletes

Assist in organizing practices

Coach games

Stipend Dollar Amount: \$2793

Anticipated Amount of Time

Number of students participating: 29

Number of days per week: 5-6

Number of weeks per season/school year: 10-12

Number of hours per session: 3

Total hours for season/school year: 184

Recommended Employee: Mitch Bailey

Background/Experience: Current Volunteer Coach

Student Resource Officer BMS

BIDDEFORD SCHOOL DEPARTMENT
REQUEST FOR STIPEND APPOINTMENT APPROVAL

Date: November 6, 2019 **School:** Biddeford Middle School

Building Administrator: Scott Descoteaux

Stipend Position Title: 8th Grade Softball Coach

Position Responsibilities: To teach the fundamentals of Softball

To teach respect and proper sportsmanship

To prepare student athletes for the high school level

To foster a positive, fun learning environment

Stipend Dollar Amount: \$ 2,352

Anticipated Amount of Time

Number of students participating: 10-14

Number of days per week: 5

Number of weeks per season/school year: 10

Number of hours per session: 1.5

Total hours for season/school year: 75

Recommended Employee: Don Perreault

Background/Experience: Current softball coach at BMS

BIDDEFORD SCHOOL DEPARTMENT
REQUEST FOR STIPEND APPOINTMENT APPROVAL

Date: October 25, 2019 **School:** Biddeford Middle School

Building Administrator: Scott Descoteaux

Stipend Position Title: 7th Grade Field Hockey

Position Responsibilities: Organize Practices

Direct Supervision of Athletes

Coach Games and Practices

Planning

Stipend Dollar Amount: \$2352

Anticipated Amount of Time

Number of students participating: 20

Number of days per week: 5

Number of weeks per season/school year: 8

Number of hours per session: 3

Total hours for season/school year: 120

Recommended Employee: Abbie Paquette

Background/Experience: BHS Graduate and All State Player 2015

BIDDEFORD SCHOOL DEPARTMENT

REQUEST FOR STIPEND APPOINTMENT APPROVAL

Date: 10/23/2019 **School:** Biddeford High School

Building Administrator: Jeremie Sirois

Stipend Position Title: Junior Varsity Basketball- Boys

Position Responsibilities: Organize and conduct team practices. Meet all district and state requirements and certifications. Meet all school requirements such as distributing and collecting uniforms and registration forms.

Stipend Dollar Amount: \$3,234.00

Anticipated Amount of Time

Number of students participating: 15

Number of days per week: 6

Number of weeks per season/school year: 13 weeks

Number of hours per session: 2 practices / 4-5 games

Total hours for season/school year: 225

Recommended Employee: Jack Lapham

Background/Experience: Jack (student teacher and substitute) will be replacing Keith Leblanc as the Boys JV Basketball Coach. Keith has moved to the Boys Freshmen Basketball position.

BIDDEFORD SCHOOL DEPARTMENT

REQUEST FOR STIPEND APPOINTMENT APPROVAL

Date: 10/23/2019

School: Biddeford High School

Building Administrator: Jeremie Sirois

Stipend Position Title: Freshmen Boys Basketball

Position Responsibilities: Organize and conduct team practices. Attend MPA mandatory clinic and SMAA coaches meetings. Meet all district and state requirements and certifications. Meet all school requirements such as distributing And collecting uniforms and registration forms.

Stipend Dollar Amount: \$2,940.00

Anticipated Amount of Time

Number of students participating:	15
Number of days per week:	6
Number of weeks per season/school year:	13
Number of hours per session:	2 practices / 4-5 games
Total hours for season/school year:	175

Recommended Employee: Keith Leblanc

Background/Experience: Keith was nominated for the JV Boys Basketball position on 6/01/19 but will be moving to the Freshmen Team Position.

EMPLOYEE / VOLUNTEER – STUDENT RELATIONSHIPS

The Biddeford School Department expects all staff members, including teachers, coaches, counselors, administrators and others, including volunteers, to maintain the highest professional, moral and ethical standards in their conduct with students.

The interactions and relationships between staff members and students should be based upon mutual respect and trust, predicated by an understanding of the appropriate boundaries between adults and students in an educational setting, and consistent with the educational mission of the school.

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

The Biddeford School Committee recognizes, is appreciative of, and wishes to be supportive of the manner in which staff members attempt to care for students in a personalized and caring manner, and in no way wishes to place unnecessary barriers to the myriad of times, places and positive ways that staff work to serve our students. The Biddeford School Committee also realizes that in communities in which many teachers are themselves parents or relatives of our students, many sorts of informal and outside relationships with students are healthy and normal, and the Biddeford School Committee does not wish to interfere with these.

By attempting to legislate behavior in this realm, the Biddeford School Committee is primarily attempting to make explicit its intolerance for behavior motivated or prompted by an unwillingness or inability to respect the physical and emotional health of our students. The Biddeford School Committee recognizes that simply by adopting policy it cannot mandate safe and appropriate behavior to those bent on doing otherwise, but conversely, it wishes to explicitly state that its support for collegial relationships or its decision to not ban outright many sorts of student / teacher interactions should in no way be seen as a plausible defense to deleterious contact with students.

Prohibited Conduct

Examples of unacceptable conduct by staff members that are expressly prohibited include but are in no way limited to the following:

- Any type of sexual or inappropriate physical contact with a student, or any conduct that might be considered harassment under the Biddeford School Committee's policy on harassment and sexual harassment of students;
- Using sexual banter, allusions, jokes or innuendos, sexually suggestive, flirtatious or unduly coarse language with students;
- Encouraging or allowing a student to confide to the staff member or sharing with a student the staff member's personal or family problems and / or relationships or other private matters with the intent or result that the staff member's relationship with the student blurs the professional boundaries between student and teacher, and as a consequence is or may become unhealthy or unsafe for the student. Staff members are expected to promptly refer acute or serious chronic problems expressed by students to administrative, counseling or health care staff.

- Singling out a particular student or students for personal attention and friendship within the school environment that displays or appears to display a lack of fairness and equity for other students and is done for other than appropriate educational purposes.

Conduct Requiring Administrative Approval

Before engaging in activities like the following, staff members shall review the activity with the principal or appropriate other supervisor.

- Inviting or allowing students to visit the staff member's home, or visiting a student's home unless on official school business, or done in another context, such as a parent or other relative or when such contact is tangential to the purpose of the visit.
- Maintaining personal contact with a student by telephone, e-mail, facebook, twitter, text message, Instant Message, Internet chat rooms or other communications media beyond contact regarding homework or other legitimate school business, unless such contact is linked to a legitimate relationship with the student outside the school.
- Exchanging personal gifts beyond customary student / teacher gifts unless the exchange occurs as part of a legitimate relationship with the student outside the school.
- Socializing with students outside of school-sponsored or community organized events unless the socializing is explicitly pre-approved of by a parent or guardian of the child, arises out of a legitimate relationship with the student outside of the school, or is incidental to socializing with other adults.

Reporting Suspected Violations

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

Staff members are required to notify promptly the appropriate building administrator or Superintendent if they become aware of a situation that may constitute a violation of this policy.

Neither students, parents, guardians nor other staff should undertake an investigation before notifying administrators. They need only have reasonable grounds to suspect that a violation may be occurring to make a referral.

Disciplinary Action

Staff violations of this policy shall result in disciplinary action up to and including dismissal. Violations involving possible sexual or other abuse will also result in referral to the Department of Human Services and / or law enforcement in accordance with the Biddeford School Committee's policy on Reporting Child Abuse and Neglect.

Cross Reference: ACAA – Harassment and Sexual Harassment of Students

Adopted: January 8, 2013

MAINE FAMILY MEDICAL LEAVE ADMINISTRATIVE REGULATION

The following administrative procedure covers the main provisions of the Maine Family Medical Leave Act. The guidelines in no way attempt to modify the statute, which should always be referred to when questions about implementation arise. The school unit is responsible for analyzing each employee request for leave to determine whether he/she is eligible under the federal and/or state statute. When an employee is eligible for leave under both the federal and state statutes, the applicable law with regard to each benefit shall be the one, which provides the greater benefit (usually federal FMLA).

I. ELIGIBILITY

To be eligible for Maine Family Medical Leave, employees must work at a site where there are 15 or more employees of a school board. An employee must have been employed by the same employer for 12 consecutive months and not taken such leave within the immediately preceding 24-month period, or have used less than 10 weeks of family medical leave.

Under the Maine Family Medical Leave Act, an eligible employee is entitled to up to 10 weeks of leave during a 24-month period for the following reasons:

- A. Serious health condition of the employee;
- B. Birth of the employee's child or the employee's domestic partner's child;
- C. Placement of a child 16 years of age or less in connection with the adoption of the child by the employee or the employee's domestic partner; or
- D. Serious health condition of a child, domestic partner's child, parent, domestic partner or spouse.

Serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider;

- E. The donation of an organ of the employee for a human organ transplant; or
- F. The death or serious health condition of the employee's spouse, domestic partner, parent or child if the spouse, domestic partner, parent or child as a member of the

state military forces, as defined in Title 37-B, section 102 of the Maine Revised Statutes, or of the United States Armed Services, including the National Guard and Reserves, dies or incurs a serious health condition while on active duty.

II. DOMESTIC PARTNER DEFINED

For the purpose of determining eligibility for Maine Family Medical Leave, “domestic partner” means the partner of an employee who:

- A. Is a mentally competent adult as is the employee;
- B. Has been legally domiciled with the employee for at least 12 months;
- C. Is not legally married to or legally separated from another individual;
- D. Is the sole partner of the employee and expects to remain so;
- E. Is not a sibling of the employee; and
- F. Is jointly responsible with the employee for each other’s common welfare as evidenced by joint living arrangements, joint financial arrangements or joint ownership of real or personal property.

III. ADMINISTRATION

- A. The school unit may require certification from a physician to verify the amount of leave requested. An employee who in good faith relies on treatment by prayer or spiritual means, in accordance with the tenets and practice of a recognized church or religious denomination may submit certification from an accredited practitioner of those healing methods.
- B. An employee requesting leave shall provide at least 30 days’ notice of the intended dates upon which the leave will commence and terminate, unless prevented by medical emergency from giving required notice.
- C. Any leave taken for Maine Family Medical Leave qualifying purposes, including leave taken under other applicable statutes, employment policies, collective bargaining agreements or contracts, shall also be considered leave under the Maine Family Medical Leave and shall be applied to an employee’s 10-week Maine Family Medical Leave entitlement every 24-month period. When paid leave taken

for Maine Family Medical Leave qualifying purposes is exhausted, the balance of Maine Family Medical Leave shall be unpaid.

- D. During Maine Family Medical Leave, an employee shall be permitted to continue his/her medical insurance plan, providing the employee remits the monthly premium to the Superintendent's Office no later than the first day of the month for which the premium is due.
- E. Upon an employee's return to work, he/she will be restored to his/her previous position or to a position with equivalent seniority status, benefits, pay, and other conditions and terms of employment.
- F. An employee taking Maine Family Medical Leave for his/her own serious health condition may be required to submit certification that he/she is fit to return to work and is able to perform the functions of the position.
- G. If at the end of the allowable leave under Maine Family Medical Leave the employee is unable to return to work because of his/her own serious health condition, the Superintendent and School Committee may consider a request for extension of unpaid leave and benefits on a case-by-case basis.
- H. An employee who is not eligible for Maine Family Medical Leave may be eligible for federal Family and Medical Leave.

IV. LEAVE TAKEN INTERMITTENTLY OR ON A REDUCED LEAVE SCHEDULE

Subject to the other requirements of this policy, leave taken intermittently or on a reduced leave schedule (i.e., a leave schedule that reduces the usual number of hours per workweek or hours per workday of an employee may be taken subject to the following:

- A. Leave for birth or placement related to adoption may not be taken intermittently or on a reduced schedule unless agreed to by both employer and employee;
- B. Leave for a serious health condition of the employee or his/her child, domestic partner's child, parent, domestic partner or spouse, or for organ donation by the employee may be taken intermittently or on a reduced leave schedule when medically necessary.

- C. The taking of leave intermittently or on a reduced leave schedule may not result in a reduction in the total amount of Maine Family Medical Leave to which the employee is entitled beyond the amount actually taken;
- D. If an employee requests intermittent leave or leave on a reduced leave schedule for a serious health condition of the employee or his/her child, domestic partner's child, parent, domestic partner or spouse, or for organ donation by the employee that is foreseeable based on planned medical treatment, the employer may require the employee to transfer temporarily to an available alternative position offered by the employer for which the employee is qualified and that 1) has equivalent pay and benefits, and 2) better accommodates recurring periods of leave than the regular employment position of the employee.

Legal References: 26 MRSA § 843 et seq.

Adopted: April 27, 1999

Revised: December 9, 2008

REPORTING CHILD ABUSE AND NEGLECT

I. DEFINITIONS

- A. **Child abuse or neglect.** Child abuse or neglect is defined by Maine law as “a threat to a child’s health or welfare by physical, mental or emotional injury or impairment, sexual abuse or exploitation, deprivation of essential needs or lack of protection from these, or failure to ensure compliance with school attendance requirements under Title 20-A”, (specifically when a child who is a least seven years of age and has not completed grade six, has the equivalent of seven full days of unexcused absences or five consecutive school days of unexcused absences during a school year).
- B. **Person responsible for the child.** A “person responsible for the child” means a person with responsibility for a child’s health or welfare, whether in the child’s home or another home or a facility, which, as part of its function, provides for the care of the child. It includes the child’s parent, guardian or other custodian.

II. EMPLOYEES’ DUTY TO REPORT

- A. Any employee of the school unit who has reason to suspect that a child has been or is likely to be abused or neglected must immediately notify the building principal.
 - 1. In addition to notifying the building principal, the employee may also make a report directly to the Department of Health & Human Services (DHHS) or the District Attorney (see also Section III.B which provides further information about reporting to DHHS and/or the District Attorney).
- B. If the reporting employee does not receive written confirmation from the building administrator/Superintendent within 24 hours of his/her report that a report has been made to DHHS and/or District Attorney, the employee shall make an immediate report directly to DHHS and, if the person suspected is not a person responsible for the child, to the District Attorney. In such cases, the employee shall then complete a copy of the Suspected Child Abuse and Neglect Reporting Form (JLF-E).
- C. If the reporting employees does receive written confirmation from the building administrator/Superintendent within 24 hours of his/her report (which is a copy of the Suspected Child Abuse and Neglect Reporting Form (JLF-E), he/she shall sign the form as acknowledgement that the report was made and return it to the building administrator/Superintendent.

III. ADMINISTRATORS' DUTIES

All building administrators and the Superintendent are designated agents to make child abuse and neglect reports.

[NOTE: Other administrators may also be designated at the discretion of the Superintendent.]

- A. If a building administrator receives the report, he/she shall notify the Superintendent immediately.
- B. The Superintendent or building administrator shall then make a verbal and written report(s) of suspected abuse or neglect to DHHS. In addition, if the person suspected is not the parent, guardian or other custodian of the child, the Superintendent/building administrator shall also make a report to the District Attorney.
 - 1. The law requires the reporting employee to make his/her own report to DHHS and/or the District Attorney if he/she has not received confirmation within 24 hours that such a report has been made by the Superintendent/building administrator.
- C. The person making the report to DHHS and/or the District Attorney shall complete the Suspected Child Abuse or Neglect Form (JLF-E).
- D. The Superintendent/building administrator shall provide a copy of the Suspected Child Abuse or Neglect Form to the reporting employee within 24 hours of the employee's initial report. The reporting employee shall sign the report and return it to the Superintendent/building administrator.
- E. The form will be forwarded to DHHS and/or the District Attorney, and shall be retained by the school unit for ten years, as specified in the Maine Archives Rules, along with any other information relevant to the case.

IV. INTERNAL INVESTIGATIONS AND DISCIPLINE

- A. **Employees.** If the person suspected of abuse or neglect is an employee, the Superintendent/designee shall investigate and take appropriate action, in accordance with applicable Biddeford School Committee policies, collective bargaining contracts, and federal and state laws.

- B. **Students.** If the person suspected of abuse or neglect is a student, and the abuse or neglect occurred on school premises, during a school activity, or is otherwise related to the school, the Superintendent/designee shall investigate and take appropriate action, in accordance with applicable Biddeford School Committee policies and federal and state laws.

V. INTERVIEWS OF CHILD AND SCHOOL PERSONNEL

DHHS personnel shall be permitted to meet with and interview the child named in the report when the child is present at school as provided in this section. The building administrator or designee shall:

- A.——Require the DHHS employee requesting to interview the child to provide written certification that in the Department’s judgment, the interview is necessary to carry out its duties;
 - B.——Require the DHHS caseworker to discuss the circumstances of the interview and any relevant information regarding the alleged abuse or neglect with the child’s teacher, guidance, school nurse, social worker or building administrator as the caseworker deems is necessary to provide needed emotional support to the child prior to and following the interview;
 - C.——Not place conditions on how the interview is conducted, including, but not necessarily limited to requiring that certain persons be present during the interview; prohibiting certain persons from being present during the interview; and requiring notice to or consent from a parent or guardian;
 - D.——Provide an appropriate, quiet and private place for the interview; and
 - E.——Not disclose any information about DHHS’s intention to interview the child except to school officials or the school’s attorney who need the information to comply with the interview request.
- A. **DHHS personnel shall be permitted to meet with and interview the child named in the report when the child is present at school without prior notification to the parent or custodian when DHHS has reasonable grounds to believe that prior notice would increase the threat of serious harm to the child or another person. The Department may conduct one initial interview with a child without prior notification to the parent or custodian of the child when the child contacts DHHS or a person providing services puts the child into contact with DHHS.**

- B. Upon request of a DHHS employee to meet with and interview the child named in the report when the child is present at school, the building principal or designee shall:**
- 1. Require the DHHS employee requesting to interview the child to provide written certification that in the Department's judgment, the interview is necessary to carry out its duties;**
 - 2. Require the DHHS caseworker to discuss the circumstances of the interview and any relevant information regarding the alleged abuse or neglect with the child's teacher, guidance, school nurse, social worker or building principal as the caseworker deems is necessary to provide needed emotional support to the child prior to and following the interview;**
 - 3. Not place conditions on how the interview is conducted, including, but not necessarily limited to requiring that certain persons be present during the interview; prohibiting certain persons from being present during the interview; and requiring notice to or consent from a parent or guardian;**
 - 4. Provide an appropriate, quiet and private place for the interview; and**
 - 5. Not disclose any information about DHHS's intention to interview the child except to school officials or the school's attorney who need the information to comply with the interview request.**

VI CONFIDENTIALITY OF INFORMATION AND RECORDS

All records, reports and information concerning alleged cases of child abuse and neglect shall be kept confidential to the extent required by Biddeford School Committee policies and applicable law.

The building administrator/designee is permitted to release a child's school records without prior consent of the parent/guardian to DHHS or law enforcement officials as necessary to protect the health or safety of the child or other individuals under federal law.

VII TRAINING

Any school unit employee who is required to make a report shall, at least once every four years, complete mandated training approved by DHHS.

[NOTE: The DHHS training is available online at https://www.maine.gov/dhhs/ocfs/documents/MRT_Online_APR2018.pdf .

VII GOOD FAITH IMMUNITY FROM LIABILITY

Any person who in good faith reports, assists DHHS in making the child available for an interview, or participates in the investigation or proceedings of a child protection investigation is immune from any criminal or civil liability for the act of reporting or participating in the investigation or proceeding. Good faith does not include instances when a false report is made and the person knows the report is false.

Legal Reference: 22 MRSA Chap. 1071, Child and Family Services and Child Protection Act
20 USC § 1232g, Family Educational Rights and Privacy Act
20-A M.R.S.A. §§ 5051-A(1)(C); 5051-A(2)(C)

Cross Reference: ACAA – Harassment and Sexual Harassment of Students
JLF-E – Suspected Child Abuse/Neglect Report Form
JRA – Student Records

Adopted: April 27, 1999

Revised: May 27, 2008, November 10, 2015, _____

Reviewed: January 14, 2014

SUSPECTED CHILD ABUSE/NEGLECT REPORT FORM

Any employee of the Biddeford School Department who suspects that a child has been or is likely to be abused or neglected (the “notifying person”) must immediately notify the building principal using this form. The purpose of this form is to document your reporting and to facilitate confirmation to you that the building principal or other designated school official has made your report to the Department of Health and Human Services (DHHS) or, as appropriate to the District Attorney.

If you have not received written confirmation within 24 hours of submitting this form to the building principal, you must make your own report to DHHS or, if appropriate, to the DA.

This form is for school use only. It is not to be sent to DHHS.

- 1) Name/title/telephone number and email address of notifying person (person who originally has the information and is required to report it):

- 2) Date and time of notifying person’s report: _____

- 3) Name/title of school principal/designated agent first report made to:

- 4) Did the notifying person contact DHHS independently: ____ Yes ____ No

- 5) Name of student who is subject of report: _____

Birthdate: _____ Sex: _____ Grade: _____

Known history of abuse/neglect? _____

Parent/Guardian Name(s): _____

Address: _____

Home and work telephone numbers: _____

Name(s) of sibling(s): _____

- 6) Statements or indicators leading to the suspicion of abuse/neglect (include all known information, including date, time and location, name of alleged abuser, and relationship to student): _____

- 7) List any photographs taken or other materials collected related to the report: _____

- 8) Actions taken by school personnel (list date, time and personnel involved):

CONFIRMATION OF REPORT

(Used for confirming principal or designated agent's report to authorities)

Name of principal or designated agent: _____

Agency contacted by telephone: _____

Name and title of agency contact: _____

Date and time of telephone report: _____

Copy of report form sent (include date and addressee): _____

Principal/Designated Agent Signature

Date and Time

EMPLOYEE'S ACKNOWLEDGEMENT OF RECEIPT OF CONFIRMATION

(To be returned to principal or designated agent)

I have received confirmation that my report has been made to DHHS or the DA by the Principal or other Designated Agent.

Notifying Person/Original Reporter's Signature

Date and Time

(Employee's Signature)

Cross Reference: JLF, Reporting Child Abuse and Neglect
JLF-R, Reporting Child Abuse and Neglect Administrative Procedure

Adopted: April 27, 1999

Revised: January 14, 2014, November 10, 2015, _____

VISITORS TO THE SCHOOLS

The School Committee encourages the active interest and involvement of parents and citizens in the public schools. In order to avoid interruption of the instructional program and to promote the safety of students and staff, building principals shall institute administrative procedures concerning visitors to the schools. Such procedures shall be subject to the approval of the Superintendent. It is understood that procedures may vary from school to school due to differing considerations such as the age of the students and building layout and location.

The following general guidelines shall be incorporated in all building-level administrative procedures concerning visitors.

- A. The term “visitor” shall apply to any person on school grounds or in school buildings who is not an employee or student of the school unit.
- B. All visitors shall report to the main office upon arrival at the school. This section shall not apply to parents or citizens who have been invited to the school for an open house, performance or other preplanned school program.
- C. All visitors who wish to visit classrooms, observe aspects of the instructional program or meet with staff members are expected to schedule such visits in advance. Teachers and other staff may not use instructional time to discuss individual matters with visitors.
- D. Individual School Committee members shall follow the same procedures as other visitors, and state whether they are visiting the schools on personal business or in connection with School Committee duties.
- E. Visitors shall comply with all applicable School Committee policies and school rules. Visitors who violate these policies/rules and/or disrupt the safe and orderly operation of the school shall be asked to leave the premises.
- F. The building administrator/designee has the authority to refuse entry to school grounds or buildings to persons who do not have legitimate, school-related business and/or who may disrupt the operations of the schools. This may include, but not be limited to, the news media, profit-making businesses, fundraisers and other organizations seeking access to students and/or staff.

- G. School staff shall report unauthorized persons on school grounds or in school buildings to the building administrator/designee. Unauthorized persons shall be directed to leave the premises immediately.
- H. The building administrator/designee may request the assistance of law enforcement as necessary to deal with unauthorized persons or violations of the law by visitors to the schools.

Cross Reference: BCA – School Committee Member Code of Ethics
EBCA – Crisis Response Plan
ECA – Buildings and Grounds Security
JLIB – Student Dismissal Precautions
JLF – Reporting Child Abuse and Neglect
KIA - Videotaping/Filming Photography of Students
KLG – Relations with Law Enforcement Agencies

Adopted: April 5, 1990

Revised: April 27, 1999, _____

TOBACCO-FREE SCHOOLS: USE AND POSSESSION OF TOBACCO AND ELECTRONIC SMOKING DEVICES

The Board recognizes that research shows that tobacco continues to be the leading cause of preventable disease and death in Maine and the United States, for both users and those exposed to second-hand smoke. The Board is also aware that a growing body of evidence suggests that the chemicals present in the aerosols (“vapor”) produced by electronic smoking devices, may pose significant long-term risks to health, as well the risk of addiction to nicotine.

The Board is committed to providing a safe and healthy environment for students, staff, and visitors to the schools, including members of the community who use school facilities for recreational and other purposes.

To that end, and in compliance with applicable state and federal laws, all persons are prohibited from smoking and tobacco use in school buildings, on any school grounds (including parking lots), on school buses and school-owned or leased vehicles, and at all school sponsored events at all times.

DEFINITIONS:

For the purpose of this policy:

“Tobacco use” means smoking or the carrying or possession a tobacco product (22 MRSA §1578-B (1)(D)).

“Smoking” includes carrying or having in one’s possession a lighted or heated cigarette, cigar or pipe or heated tobacco or plant product intended for human consumption through inhalation whether natural or synthetic in any manner or any form. “Smoking” includes the use of an electronic smoking device (22 MRSA § 1541(6)).

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated chewed, absorbed, dissolved inhaled or ingested by any other means, including but not limited to, a, cigar, hookah, pipe tobacco, chewing tobacco, snuff or snus. “Tobacco product” also means an electronic smoking device and any component or accessory used in the consumption of a tobacco product such as filters, rolling papers, pipes and liquids used in electronic smoking devices whether or not they contain nicotine (22 MRSA § 1551(3)) .

[NOTE: Under P.L. Chapter 61 (2019), “*An Act to Prohibit the Possession and Use of Electronic Smoking Devices on School Grounds*,” “tobacco use” includes “smoking” (as defined in 22 MRSA §1541(6)) and “carrying or having in one’s possession a tobacco product as defined in 22 MRSA § 1551(3).

“Electronic smoking device” is defined more directly elsewhere in Maine law (22 MRSA § 1541(1-A,) as “a device used to deliver nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the device, including, without limitation a device manufactured, distributed, marketed or sold as an electronic cigarette, or so-called vape-pen”].

In enacting P.L. Ch. 308 (2017), “*An Act to Reduce Youth Access to Tobacco Products*,” the Maine Legislature raised the age for sales of tobacco products (including electronic smoking devices) from 18 to 21 (with the exception of persons who had reached 18 years of age as of July 1, 2018).]

“At all times” means 24 hours per day, 354 days a year, including all days when school is not in session and at all functions taking place on school grounds or school maintained or sponsored grounds, including organized non-school-sponsored activities and events and casual recreational uses.]

All persons are prohibited from selling, distributing, or dispensing tobacco products to students in school building, on school grounds or at school-sponsored events at all times.

CONSEQUENCES FOR VIOLATION

STUDENTS:

The Superintendent/designee(s) shall be responsible for developing age-appropriate disciplinary guidelines for students violating this policy and for employing strategies, as practicable, to address prevention, education, and information about community programs for cessation assistance.

The Superintendent or his/her designee reserves the right to refer students to a law enforcement agency, on a case-by-case basis, as he/she may deem necessary. However, the Superintendent/designee shall refer to a law enforcement agency any student reasonably suspected of selling, dispensing or distributing tobacco products or vaping devices/products.

Parents/guardians will be notified of all violations involving their student and action taken by the school.

STAFF:

School unit employees who violate this policy will be subject to appropriate disciplinary measures up to and including dismissal.

Any school unit employee suspected of selling, distributing or in any way dispensing tobacco products or vaping devices/products to students shall be referred to a law enforcement agency.

OTHER PERSONS IN VIOLATION:

All other persons violating this policy, including parents, vendors/contractors, spectators at school events and other visitors shall be asked to refrain from use and reminded of the Board's policy. Persons who do not comply will be asked to leave school grounds. Failure to leave school grounds will be treated as trespassing and law enforcement personnel may be contacted.

Persons suspected of selling, distributing or in any way dispensing tobacco products or vaping devices/products to students shall be referred to an appropriate law enforcement agency.

RESPONSIBILITY FOR ENFORCEMENT

The building principal/designee will be responsible for enforcing this policy at the school level.

NOTICE

Notice of this policy and disciplinary consequences for violations will be posted on the school unit's website and included in the student code of conduct and/or student handbooks and in annual employee communications.

Parents/ guardians shall also be notified in writing of the Board's policy at the beginning of the school year.

ADVERTISING OF TOBACCO PRODUCTS

Advertising of tobacco products is prohibited in school buildings, on school property, and in school publications.

Legal Reference: 22 MRSA §§ 1541, 1551, 1578-B
Me. PL Ch. 61 (2019) (*An Act to Prohibit the Possession and Use of Electronic Smoking Devices on School Grounds*)
20 USC 6081-6084 (*Pro-Children Act of 1994*)

Cross Reference: JICA – Student Dress
JL – Student Wellness
KF – Community Use of School Facilities
KHB – Advertising in the Schools

Adopted: _____

THERAPY DOGS IN SCHOOLS

Definitions

"Therapy animal" means a dog that is a graduate of a program through an assistance dog organization that is a member of Therapy Animals International or a similar nonprofit organization that attempts to select the highest standard of training for dogs for the purpose of emotional support, well-being, comfort, or companionship to school district students. Therapy dogs are the personal property of a school district employee or volunteer and are not owned by the school district. Therapy dogs do not meet the definition of "service dogs" under the Americans with Disabilities Act.

"Therapy animal handler" means an employee of the school district or volunteer who has received training and passed an evaluation from Therapy Animals International or a similar nonprofit organization for handling a specific therapy animal and who will be handling and overseeing care of that specific therapy animal for the entire time the animal is on a District campus.

The District recognizes that specially trained therapy dogs can provide educational benefits for District students. District staff who wish to have therapy dogs made available to students shall submit a plan to the building principal. The proposal shall address all of the following areas:

1. The location for the therapy animal to be kept when the therapy animal is on campus, which must meet all of the following conditions:
 - a. Direct access to the outdoors to permit the therapy animal to enter and exit the building without using the building's interior hallways;
 - b. Free of an intake for the building ventilation system or an independent ventilation system;
 - c. Non-porous surfaces, including carpet-free floors, for easy hair removal, cleaning, and sanitation;
2. The proposed therapy animal or the therapy animal service provider:
 - a. The certification the proposed therapy animal has received, including the training required to receive the certification;
 - b. the credentials of the certification providers ;
 - c. Copy(ies) of the temperance evaluation (s)of the proposed therapy animal;
 - d. The credentials of the temperance evaluator(s);
 - e. Proof Demonstrating the therapy animal is current on all vaccinations;
3. Students:
 - a. The set(s) of students whom the therapy animal is intended to serve;
 - b. Proposed training to be provided to students on the appropriate behavior and treatment of the therapy animal;
 - c. Consequences for inappropriate treatment of the therapy animal;
 - d. The anticipated goals for and intended uses of the therapy animal;
4. The therapy animal's handler must provide:
 - a. The individual(s) who will be responsible for handling the therapy animal;
 - b. Training obtained by the proposed handler(s);
 - c. The credentials of the providers of the handler's training;

- d. Proposed schedule for the handler(s) to provide necessary care for the therapy animal, including exercise, feeding, watering, bodily functions, and any cleanup resulting from caring for the animal; and
 - e. Proof of an insurance policy that provides liability coverage for the therapy animal while on District property.
5. The building principal may reject the proposal if:
- a. The proposal does not meet the requirements of this policy;
 - b. The principal does not perceive any educational benefit to be achieved based on the information contained in the proposal;
 - c. The building principal believes that the time required to meet the needs of the therapy animal is inconsistent with the assigned duties of the school employee(s) proposed as the therapy animal's handler(s); or
 - d. The proposal is otherwise inconsistent with the needs of the school or school building.

The building principal shall submit any proposal the principal desires to be approved to the superintendent, or designee, for final review and approval. If the superintendent, or designee, approves the proposal, the superintendent, or designee, shall submit written approval for an individual documented therapy animal or for a therapy animal service before the individual animal or an animal provided by the therapy animal service may be present on a District campus.

Any approved therapy animal program may have its approval suspended or curtailed, at any time, for any reason. District employees shall not receive any additional pay, stipend, or compensation for providing the therapy animal or for being the handler and/or the owner of the therapy animal. The supervision and care of the approved therapy animal is solely the responsibility of the therapy animal handler(s) when the therapy animal is on a District campus. The therapy animal handler will assume full responsibility and liability for any damage to school district property or injury to district staff, students, or others while the therapy animal is on a District campus. The therapy animal handler must maintain an insurance policy that provides liability coverage for the therapy animal while on District property.

Approved therapy dogs must be clean, well groomed, in good health, house broken, and be current on all vaccinations and immunization. An approved therapy animal shall have appropriate identification identifying it as a therapy animal at all times while on District property. The therapy animal shall be under the control of the therapy animal's handler(s) at all times, which requires the therapy animal be attached to the therapy animal's handler by means of a leash or harness whenever the therapy animal is on District property and outside of its designated room.

The building principal is to receive a verbal report within fifteen (15) minutes of any act of aggression or defensive behavior by the therapy animal towards a human, which includes vocalizations such as growling, or any aggressive or inappropriate behavior by a student directed toward a therapy animal. A full written incident report shall be submitted to both the building principal and the superintendent, or designee, before the close of the following school day. An act of aggression or defensive behavior by a therapy animal shall result in:

- An immediate end of the current student's session with the therapy animal;
- The prohibition of any further interactions between the therapy animal and students for the remainder of the school day; and
- Exclusion of the therapy animal from campus until the superintendent, or designee, completes an investigation and authorizes the therapy animal's return to campus.

If a student demonstrates symptoms of an allergic reaction during or after a session with the therapy animal, the student's parents shall receive written notification of the possibility of their student's allergy and that the student shall not have any future sessions with the therapy animal. If other student' s in the same classroom demonstrate symptoms of an allergic reaction following a student's return to class after a session with the therapy animal, no farther sessions with the therapy animal shall be scheduled for students in that classroom and the parents of a student who demonstrated symptoms of an allergic reaction shall receive written notification of their student's possible allergy.

This policy is not intended to, and does not, allow students, parents, or staff to bring emotional support dogs onto any District campus. Individuals who bring an animal onto a District campus that does not meet the definition of a service animal (which differ from C.T.A. and Emotional Support Animals) or that has not been approved under this policy shall be asked to leave campus. Repeated violations may result in disciplinary or legal action.

Date Adopted:_____

VIDEOTAPING/FILMING/PHOTOGRAPHY OF STUDENTS OR INSTRUCTIONAL SPACES

Videotaping, which shall include the electronic capture or conveyance of digital audio-video, filming, or photographing students while participating in school activities may constitute a disruption in the planned instructional process if it is done without adequate preparation and justification, and may violate the Family Educational and Privacy Act (FERPA) which protects the privacy of parents and students. **Videotaping, filming, or photographing students is expressly prohibited except as described below.**

Parents may elect not to have their child videotaped, filmed or photographed through the use of a parent/guardian form which shall be made available annually, and which is also available in the school office. (See example of form "Videotape/Film/Photograph Permission Form").

Events such as awards assemblies, plays, concerts, athletic contests or similar events which have newsworthy aspects, are open to the public and therefore the media are not intended to be part of this policy. In the event of fire, accident or unusual circumstance, the principal will determine if the public and/or media may be permitted access to the school.

This Policy is not applicable to videotaping, filming and photography which will only be used by school officials with a legitimate educational interest or where the work meets other exceptions to FERPA's disclosure rules. However, videotaping, filming, or photography of any student without the explicit knowledge and permission of the student is expressly prohibited, except where it is done as a direct consequence of security procedures implemented with the express knowledge and approval of the superintendent.

A. Public and Private Producers/Media

Permission for videotape/film producers and/or directors from outside the school district must be secured from the Superintendent of Schools or his/her designee, the affected building principal and the teacher(s) involved. The requestor must provide sufficient reason to justify an intrusion into the school's learning activities.

Before any such permission may be granted, the prospective producer/director must provide the School District with an outline of the intended production and distribution, the production's goals and a description of the treatment, if appropriate, planned to achieve those goals. This outline must be submitted to and approved by the Superintendent's Office in advance of the start of any school videotaping or filming.

The Superintendent or designee will inform the requestor which, if any, students are not to be videotaped, filmed or photographed due to the parent's failure to provide the Permission Form or decision to deny permission. Any approval of a project is conditioned upon the requestor's commitment to film, photograph or videotape only those students whose parents have provided permission for such.

When such permission is granted, a designated liaison will be established by the Superintendent or designee, and this liaison will establish necessary contacts and participate in the project as the Biddeford School District's representative.

As part of the project's permanent documentation, the film/audio/videotape producer will provide the Biddeford School District with one (1) print or electronic copy of the finished production.

B. School Personnel and Parents

Staff members who plan activities which may include their videotaping/filming/photographing of students, will obtain, in advance, approval from the building administrator. A video, film or photograph of students prepared by staff or students which includes students whose parents have not provided permission may not be shown outside of school and may only be shown to school officials with a legitimate educational interest or others for whom consent is not required by FERPA and Board Policy. See Policy on Educational Records, F 3R.

C. Web Publishing of Photographs

Photographs of individual students or groups of students may be published on the school's internet site without student names or other identifying information.

D. Violations

In the event there is an allegation that a student has violated this policy, the Student Conduct and Disciplinary procedures shall apply, including all rights to due process. Any violation by a staff member may be subject to immediate and serious discipline up to and including dismissal, as consistent with the offense.

Legal References: 20 U.S.C. 1232g; 34 C.F.R. part 99, Family Education Rights and Privacy Act of 1974 as amended.

Cross References: EEAEFA-Video Surveillance on School Property
EEAEFA-R – Video Surveillance on School Property Administrative Procedure
KI - Visitors to the Schools

Adopted:_____

To: Mayor Alan Casavant and Biddeford School Committee

From: Jeremy Ray, Superintendent

Date: November 19, 2019

Re: Substitute Pay

Recommended increasing the daily rate for substitute teachers from:

Category	Amount	New Amount
High School Graduate	\$ 75.00	\$ 90.00
2 years college	\$ 75.00	\$ 90.00
4 year degree	\$ 75.00	\$ 90.00
Retired District Teacher	\$ 85.00	\$ 95.00

The pool for substitute teachers is extremely limited at this time. The school department's daily rate is lower than surrounding areas.

	MSAD 6	Saco	RSU 23	RSU 21	Scarborough	S. Portland
High School Diploma	\$ 60.00	\$ 60.00	\$ 77.00		\$ 70.00	
2 years college	\$ 65.00	\$ 70.00	\$ 80.00	\$ 75.00	\$ 70.00	\$ 90.00
4 year degree	\$ 70.00	\$ 80.00	\$ 80.00	\$ 75.00	\$ 70.00	\$ 90.00
Certified Teacher	\$ 75.00	\$ 90.00	\$ 90.00	\$ 75.00	\$ 75.00	\$ 90.00
Retired/District Teacher	\$ 80.00	\$ 90.00	\$ 90.00	\$ 75.00	\$ 75.00	\$ 90.00