City of Biddeford
School Committee
October 22, 2019 7:00 PM Little Theater at BHS

A. Call to Order:
B. Roll Call:
C. Pledge of Allegiance:
D. Adjustments to Agenda:
D.1. ADDENDUM
Addendum10:22:19.pdf
E. Consideration of Minutes:
E.1. Minutes 10/8/19
Minutes10:8:19.pdf
F. Student Rep Reports:
G. Superintendent's Report:
H. Committee Reports: Finance/Building, Grounds; Curriculum; Policy; Waterhouse Advisory Committee
I. Old Business:
I.1.
- 2nd reading of policy BEDB ~ Agenda Preparation and Dissemination
- 2nd reading of policy BEDBA ~ Agenda Format
- 2nd reading of overnight field trip BMS ~ Ecology School in Poland, Maine ~ Teacher in charge is Tammy Lavigne

BEDB.pdf
BEDBA Agenda Format copy.pdf
EcologySchool.pdf

J. New Business: Public participation opportunity after each item listed below (3 minutes per item)
J.1. 1st reading of policies:
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
- 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:

- 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

Granicuspolicies.pdf
Demographics, Programming, Spending - City Council oct 15.pdf

K. Resignations: Accepted by the Superintendent

K.1. Resignation:

- Linda Patterson ~ Lunch/Recess Aide BPS ~ Resignation

L. Nominations:

M. Appointments:

M.1. Appointment:

- Brett Pierce ~ Ed Tech II BMS ~ Replacing Amber Huff

Addendum:

- Jodi Kimball Anderson ~ Administrative Assistant Special Education BIS ~ Replacing Tracy Gagnon
- Ron Cote ~ 7th Grade Boys Basketball Coach BMS Stipend

boysbball7.pdf

N. Transfers:

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

P. Communications:

Q. Executive Session:

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

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

Biddeford School Department
Tuesday, October 22, 2019
7:00 pm
Little Theater BHS
ADDENDUM

L. Resignations, Nominations, Appointments & Transfers:

Appointment:

- Jodi Kimball Anderson ~ Administrative Assistant Special Education BIS ~ Replacing Tracy Gagnon
- Ron Cote ~ 7th Grade Boys Basketball Coach BMS Stipend

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

Student Members:
Emily Boilard
Abigayle Michaud

cc: Jeremy Ray- Superintendent
cc: Chris Indorf-Asst. Superintendent

Biddeford School Department
Tuesday, October 08, 2019
4:30 pm
Little Theater BHS
Minutes

A. Call to Order: Meeting was called to order at 4:30pm 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 of allegiance was led by Alan Casavant
D. Adjustments to the Agenda: ADDENDUM
E. Approval of Last Meeting's Minutes: 9/24/19 ~ Tony Michaud moved to approve the minutes from 9/24/19, Dominic Deschambault seconded, and all were in favor.
F. Student Rep Reports: None
G. Superintendent's Report:

- The National Merit Scholarship Corporation (NMSC) recently announced BHS Senior Seth Harding among the National Merit Scholarship Commended Students. Harding is among 34,000 Commended Students throughout the nation being recognized for their academic promise.
- Homecoming is this weekend. It kicks off with the Lady Tigers Soccer game vs. Cheverus at 3:45pm, followed by the Football vs. Cheverus game at 7:00pm. The half-time show will feature the Marching Band returning from a 10-year hiatus and the community will enjoy fireworks donated by Central Maine Pyrotechnics.
- The schools are focusing on Fire Safety this week.
- Real Estate Guide.

H. Committee Reports: Policy Committee
I. Old Business:
J. New Business:

- Biddeford Primary School Student Learning Presentation ~ Margaret Pitts spoke about personalized learning and had a parent share her positive thoughts on it.

1st Reading of Policies:

- BEDB ~ Agenda Preparation & Dissemination ~ Tony Michaud moved, Dennis Anglea seconded, and all were in favor.
- BEDBA ~ Agenda Format ~ Tony Michaud moved, Nate Bean seconded, and all were in favor.

L. Resignations, Nominations, Appointments & Transfers:
Appointments:

- Lisa Bedard ~ Food Service Worker ~ Replacing Linda Patterson ~ Dennis Anglea moved, Tony Michaud seconded, and all were in favor
- Brianne McInnis ~ Ed Tech II BPS ~ Replacing Alicia Fisher ~ Tony Michaud moved, Dennis Anglea seconded, and all were in favor.

- Jonathan Kinney ~ Custodian ~ Replacing Michael Little ~ Dennis Anglea moved, Tony Michaud seconded, and all were in favor.
- Veronica Wakefield ~ Custodian ~ Replacing Tracey Ross who moved up to full time ~ Tony Michaud moved, Dennis Anglea seconded, and all were in favor.
- Dolores Bedard ~ Food Service Worker ~ Replacing Lisa Bedard who moved to another position in the district ~ Tony Michaud moved, Dennis Anglea seconded, and all were in favor.

M. Public Participation (3 minutes; any item)

N. Communications:

O. Executive Session:

P. **Adjournment:** Tony Michaud moved to adjourn the meeting at 4:50pm, Dominic Deschambault seconded, and all were in favor.

Biddeford School Department
Tuesday, October 08, 2019
4:30 pm
Little Theater BHS
Minutes

Q. Resignations, Nominations, Appointments & Transfers:

Resignation: ~ Resignation was approved by Superintendent

- Tracy Gagnon ~ Special Education Administrative Assistant BIS

Nomination:

- Gary Pleau ~ Special Education Teacher ~ Replacing Erin O'Connor ~ Tony Michaud moved, Dennis Anglea seconded, and all were in favor.

Appointments:

- Joshua Wynne ~ Custodian ~ Replacing Craig Moulten ~ Tony Michaud moved, Dennis Anglea seconded, and all were in favor.
- Kelly Robinson ~ Custodian ~ Replacing Tracey Ross ~ Tony Michaud moved, Dennis Anglea seconded, and all were in favor.
- Linda Patterson ~ Lunch/Recess Supervision Aide ~ Replacing Ann Blais ~ Tony Michaud moved, Dennis Anglea seconded, and all were in favor.
- Clarence Hollman ~ Civil Rights Advisor Stipend ~ Tony Michaud moved, Dennis Anglea seconded, and all were in favor.

Signed: Date: 10/16/19

School Committee Members:

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

Student Members:

Emily Boilard
Abigayle Michaud

cc: Jeremy Ray- Superintendent
cc: Chris Indorf-Asst. Superintendent

AGENDA PREPARATION AND DISSEMINATION

The Superintendent shall prepare agendas for all School Committee meetings in consultation with the School Committee **Vice** Chair and other members of the administrative staff as appropriate.

Agenda items may be suggested by any School Committee member, staff member, student or citizen of Biddeford. In order for an item to be considered for placement on the agenda, it must be submitted in writing to the Superintendent no later than noon on the Wednesday preceding the meeting date. The person making the request must be prepared to present the item at the School Committee meeting. The Superintendent/ School Committee **Vice** Chair shall make the final determination regarding items to appear on the agenda.

The agenda and supporting materials shall be distributed to School Committee members sufficiently in advance of the School Committee meeting to permit careful consideration. The agenda and appropriate materials shall also be made available to the press, citizens, staff and student organizations, and others upon request.

Cross Reference: BEDBA – Agenda Format
BEDH – Public Participation at School Committee Meetings

Adopted: December 16, 1992

Revised: April 27, 1999, _____

AGENDA FORMAT

In order to provide reasonable notice of the business to be conducted and to achieve consistency in the order of its meetings, the Biddeford School Committee has adopted the following agenda format for its regular and special meetings. Additions and/or adjustments to the agenda for a particular meeting may be made during that meeting in accordance with Biddeford School Committee policy. The agenda format may be altered only by a majority vote of the Biddeford School Committee and in a manner consistent with its policy adoption process.

BIDDEFORD SCHOOL DEPARTMENT
DATE (2nd and 4th Tuesdays) **(2nd Tuesday 4:30 P.M. and 4th Tuesday 7:00 P.M.)**
REGULAR SCHOOL COMMITTEE MEETING
7:00 P.M. – Little Theater at BHS

The order of business at regular School Committee meetings shall be as follows:

A. Call to Order
B. Roll Call
C. Pledge of Allegiance
D. Adjustments to the Agenda
E. Consent Agenda
F. Consideration of Minutes
G. Student Rep Reports
H. Superintendent's Report
I. Committee Reports
J. Old Business
   1. _____
   2. _____
K. New Business
   1. _____
   2. _____
   3. _____
   4. _____
   5. _____
L. Resignations—Nominations—Appointments—Transfers
M. Public Participation (3 minutes; any item)
M Communications
N. Executive Session
O. Adjournment

Members of the audience are invited to speak on a topic that is introduced during the course of the meetings, in accordance with the Biddeford School Committee's policy on Public Participation at Biddeford School Committee Meetings (BEDH).

Cross Reference: BEDB – Agenda Preparation and Dissemination
BEDH – Public Participation at School Committee Meetings

Adopted: April 27, 1999

Revised: July 12, 2011, May 8, 2012, January 14, 2014, _____

NEPN/NSA Code: EEAF-R3

OVERNIGHT FIELD TRIP FORM

☐ BHS/ (9-12) ☐ BRCOT (9-12) ☑ BMS (6-8) ☐ BIS (4-5) ☐ BPS (1-3) ☐ JFK (Kindergarten)

Name of Event: Ecology School **Date(s) of Event:** Oct. 30 - Nov 1

Teacher in Charge: Tammy Lavigne **Class/Group Attending:** Team Baxter

Address & phone number where group can be reached: 640 Main st. Poland, ME 283-9951

A. The minimum number of chaperones: 1 staff/teacher per every 25 students | 1 chaperone per every 8 students

70 # of students attending trip 3 # of staff/teachers required 8-9 # of chaperones required

For any co-ed overnight field trip, you must ensure that both genders are proportionally represented. (example – for every 8 female students, there will be 1 female chaperone, etc.)

4 # of female chaperones required 4 # of male chaperones required

Names of Chaperones (attached separate sheet if necessary): See list at bottom of confirmed parents

Tammy Lavigne, Megan Pelletier, Parents - TBD, Colleen Hatt, Mike Ruel, * See separate sheet

B. Completed volunteer forms required for chaperones.

Parent Volunteer Forms -> not yet filled out

Volunteer forms completed, verified and approved by Building Administrator for every chaperone that is not a staff member of the Biddeford School Department. ◉ Yes ☒ No

(Signature of Building Administrator) (Date) 9-10-19

C. Date Received by Superintendent: _____

D. First Reading: Initial presentation to school committee. Must be no less than 90 days prior to event.

9/24/19 Date for presentation to the Biddeford School Committee.

E. Second Reading: Final presentation, include official chaperone list, alternates and additional information. Must be no less than 30 days prior to event.

_____ Date for final presentation to the Biddeford School Committee.

F. On the date of departure, a passenger manifest, listing of all passengers per vehicle, must be submitted to the building administrator (Manifest must be kept on file in the main office of appropriate school building).

Cross Reference: EEAF-R2, Overnight Field Trips

Adopted: July 23, 2013

Confirmed parent volunteers:
Maria White
Jeremy Goulet
Christine Goulet
Daniel Hatt

September 12, 2019

Dear Parents,

I hope your child is talking about Team Baxter's big adventure to the Ecology School in Poland, Maine. This trip is a unique opportunity for your child to attend 3 days of ecology education. It is a 3 day, 2 night adventure with accommodations at the Poland Spring Resort, The Maine Inn. We will leave from BMS on Wednesday, October 30th at 9:30 AM and return on Friday, November 1st at 1:30 PM.

We would like to invite you to a quick presentation on Friday, September 20th in the PAC. We hope to answer questions you might have. Students have been given a packet with permission slips, health forms and a packing list (They should plan to dress for the outside (sweatshirts, coat, hat, mittens, and boots).

All of their clothing and bedding should be brought in on the morning of the trip, to the PAC. **Please deliver medication in their original containers, with only the amount needed, to school on Tuesday, October 29th.**

The cost of the trip is $10 to cover transportation costs. Permission slips & paperwork must be in by October 22nd.

We look forward to sharing this awesome experience with your child. If you have any questions or concerns, please contact one of us at 282-6400.

Please fill out the bottom portion for our records.

Sincerely,

Team Baxter

****

I _____ give my child _____

(Parent signature) (Child's name)

permission to attend the Ecology School field trip on October 29-31, 2018.

FAMILY AND MEDICAL LEAVE

The Biddeford School Department shall comply with all applicable provisions of the federal Family and Medical Leave Act of 1993 (FMLA), the Maine Family Medical Leave Law, and any other School Committee policies and collective bargaining agreements regarding family and medical leave.

The Superintendent is responsible for implementing administrative regulations to comply with this policy.

Legal Reference: 26 USC § 2601 et seq.
29 CFR Part 825
26 MRSA § 843 et seq.

Cross-Reference: GBN-R1 - Family and Medical Leave Act Administrative Regulation
GBN-R2 – Maine Family Medical Leave Administrative Regulation

Adopted: March 14, 1995

Revised: April 27, 1999

Reviewed:_____

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's intent is to make explicit its intolerance for conduct that constitutes not only patently improper interactions with students, but also "grooming" and other boundary-blurring behaviors that can lead to more egregious conduct.** 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 that 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 **should** 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, **The Maine Department of Education** 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
Revised: _____

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, **sibling** 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.

For the purpose of this procedure, "sibling" means a sibling of an employee who is jointly responsible with the employee for each other's common welfare as evidenced by joint living arrangements and joint financial arrangements.

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 evidence 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 statues, 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, **sibling,** 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 certificalion 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:_____

TOBACCO USE AND POSSESSION

In order to promote the health and safety of all students staff, and visitors and in compliance with applicable state and federal laws, the Biddeford School Committee, prohibits smoking and the use of all other tobacco products in school buildings, and other school unit facilities, on school buses and on school grounds at all times by all persons, including students and employees.

In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings, facilities and on school grounds and buses during school-sponsored events and at all other times. Advertising in school buildings, at school functions, and in school publications is also prohibited.

Employees and all other persons are also strictly prohibited, under law and this School Committee's policy, from selling, distributing or in any way dispensing tobacco products to students.

Signs will be posted on school grounds and in school buildings indicating that the School Department is a non-smoking zone and that smoking is not permitted on any school grounds.

All of these prohibitions shall apply to electronic cigarettes and other devices designed to deliver nicotine through inhalation or "vaping", or used to stimulate smoking.

Legal References:	22 MRSA §§ 1578-B, 1580(A)(3) Me. PL 470 (An Act to Reduce Tobacco Use By Minors) 20 USC 6081 (Pro-Children Act of 1994)
Cross Reference:	JICA – Student Dress JL – Student Wellness KF – Community Use of School Facilities KHB – Sponsorship-Revenue Enhancement
Adopted:	November 20, 1991
Revised:	October 28, 1992; April 27, 1999, October 11, 2005 July 24, 2007, November 10, 2015
Reviewed (no changes):	October 8, 2013

TOBACCO/ELECTRONIC CIGARETTES/PARAPHERNALIA USE AND POSSESSION ADMINISTRATIVE REGULATION

The purpose of the following administrative regulation is to effectuate the mandates imposed by the various federal and state laws in addition to this Biddeford School Committee's "Tobacco/Electronic Cigarettes/Paraphernalia Use and Possession" policy. It also applies to other devices designed to deliver nicotine through inhalation or "vaping," or used to simulate smoking. This policy applies to athletic venues, including Waterhouse Field and Biddeford Ice Arena

I. PROHIBITED CONDUCT

A. **Students:** The use, possession, sale, dispensing or distribution of tobacco products, electronic cigarettes and paraphernalia, by all students is prohibited in school buildings and facilities, during school-sponsored events, on school grounds and buses, and at all other times.

B. **Employees and All Other Persons:** The use of tobacco products, electronic cigarettes and paraphernalia, by employees and all other persons is prohibited in school buildings, facilities and on school buses during school-sponsored events and at all other times on school grounds.

In addition, employees and all other persons are strictly prohibited, under law and this Biddeford School Committee's policy/administrative regulations, from selling, dispensing or distributing tobacco products, electronic cigarettes and paraphernalia to students.

II. ENFORCEMENT

In order to enforce the tobacco products policy, the following guidelines shall be utilized by the Principal/Program Director/Designee (heretofore., "Principal") of a school in which prohibited conduct occurs. The Principal shall report any violations of this policy/procedure, as promptly as practicable, to the Superintendent.

A. Student Violations

The Superintendent or designee shall develop age-appropriate disciplinary guidelines for students violating this policy/administrative procedure, which shall be attached to this administrative procedure.

B. Student Referral to Law Enforcement Agency

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.

C. Other Persons in Violation

All other persons violating this policy, e.g., employees, visitors, shall be immediately directed to cease violative behavior. In addition, all persons suspected of selling, distributing or in any way dispensing tobacco products to students shall be referred to a law enforcement agency.

Any employee subject violating this policy shall be to appropriate disciplinary measures.

III. PREVENTION/EDUCATION

The school unit will provide students with information and activities focused on educating students about tobacco products, electronic cigarettes and paraphernalia and preventing their use. Programs shall teach students that the use of tobacco, electronic cigarettes and paraphernalia is harmful; how to resist peer pressure; and address the legal, social and health consequences of tobacco, electronic cigarettes and paraphernalia abuse.

This Biddeford School Committee's policy ADC and corresponding disciplinary actions for infractions of this policy shall be printed in employee and student handbooks. Parents/guardians shall be able to access the Committee's Tobacco policy and administrative procedure on the school website.

Related Policy: ADC – Tobacco Use and Possession
JICA – Student Dress

Legal References: 20 USC § 6081 (Pro-Children Act of 1994 – Goals 2000)
22 MRSA § 1578-B
Me. PL 470 (An Act to Reduce Tobacco Use by Minors)

Adopted: January 11, 2000

Revised: July 24, 2007, December 10, 2013, April 12, 2016, January 8, 2019

SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS

It shall be the policy of the Biddeford School District to strive to assist personnel in every way possible to adjust to their positions and to perform their duties satisfactorily. Every reasonable effort shall be made to avoid dismissing personnel at any level.

The School Committee has the legal responsibility for dismissal of personnel, in accordance with state and local regulations. Dismissal requires two-thirds vote of the full School Committee membership.

No employee shall be dismissed except for just and reasonable cause and only after an investigation has been conducted and written and signed charges have been filed with the School Committee. The School Committee, if it decides to proceed on the charges, shall notify the employee in writing of the charges brought against him/her and shall provide an opportunity for a hearing.

The School Committee, upon recommendation by the Superintendent, has the right to suspend an employee against whom formal charges have been filed, until such time as a decision has been rendered. Suspension requires a majority vote of the full School Committee membership, and shall be without loss of pay if the employee is cleared of the charges.

Adopted: April 27, 1999

BIDDEFORD SCHOOL DEPARTMENT

COMMUNITY USE OF SCHOOL FACILITIES

Definition

The terms "School Facilities" and "School Property" incorporate buildings, grounds, parking lots, playing fields and fixed equipment within the jurisdictional control of the Biddeford School Department.

General

Users shall be permitted and encouraged to use school facilities for worthwhile purposes when such use does not interfere with school programs.

Approval

The Superintendent is authorized to approve and schedule the use of school facilities by non-school organizations in accordance with established regulations. These regulations shall provide for: timely applications; uses which do not interfere with educational or extracurricular programs; setting appropriate fee schedules and the acceptance of appropriate responsibility and liability by the user.

Guidelines for Use of School Facilities (Non-School Sponsored)

A. A certificate of insurance shall be required as appropriate.
B. Alcoholic beverages shall not be brought onto school property. **The possession or consumption of alcoholic beverages, illegal drugs, or tobacco- including e-cigarettes and vaping products are prohibited on any school property.**
C. **No weapons of any kind are allowed on or in any school building or property, including parking lots.**
D. School facilities shall not be used for any illegal purposes.
E. A Facility Use Agreement shall be required.
F. Initial application shall be processed through the Building Principal. The Office of the Superintendent shall determine final approval on all applications.
G. Repeat use may be denied to any group which has not demonstrated appropriate conduct and care.
H. Animals are not allowed on school property or in any building, with the exception of certified service dogs, or with prior approval from the Superintendent of Schools.
I. Food, and or beverages, may not be sold or served without prior permission. Areas of serving may be restricted and food service personnel may need to be present (per Superintendent's guidelines).
J. One or more school custodians must be present, at least 1 hour prior, and 1 hour after, theater events.

Facility use may be granted without rental fees, as follows:

A. Non-profit educational, recreational, cultural and fraternal organizations with a significant number of members who are community residents;
B. Non-profit groups presenting cultural, educational or recreational programs which are beneficial to local citizens; and
C. Municipal-sponsored groups and organizations.

School staff and other groups engaging in non-school sponsored activities, may pay in advance on a multi-increment scale which reflects higher amounts for users engaging in a profit-making enterprise.

The following shall be requested of any group **The following shall be requested of all groups**:

~~A.~~ Reimbursement for incidental expenses (utilities, etc.).
~~B.~~ A deposit with the application, refundable after leaving the facility in satisfactory condition.
C. Reimbursement for property damage and any cleaning and repair costs. **Reimbursement costs, payable to the Biddeford School Department, for any school property or technical equipment, stage damage(including AV equipment, curtains, or fixed property) and any excessive cleaning and or repair costs.**
D. Reimbursement for custodian or other staff costs when necessary.
E. The group may not use nails, tacks, screws, glue, permanent tapes or other fastenings that may deface school property, including walls, stages, prosceniums, and any other fixtures.
F. The number of tickets sold shall not exceed the seating capacity of the theater.
G. Publicity of the event shall not be offensive and shall clearly identify the events sponsor(s).
H. No school property may be moved or used without Theater Manager permission.
I. The applicant may have access to the facility only during the times stated in their application.
J. The applicant must report any damages to the Theater Manager immediately. All areas will be inspected by the Theater Manager or custodial personnel after the event. The applicant shall pay any damages and/or costs incurred in returning the theater/facility to its pre-event condition.
K. The theater manager and/or authorized school personnel reserves the right to revoke an application/group at any time if the applicant fails to comply with these rules, and fees will not be refunded.
L. Failure to comply with this Use Policy may prevent group from using school facilities. Upon request, the Biddeford School Committee may review the decision to revoke or deny a permit. The School Committee's decision shall be final.

Fees for Rental of Equipment:

A. Renter must be at least 21 years of age and assumes responsibility for appropriateness of activity, supervision and adherence to all policies.
B. Buildings and Equipment Security is the responsibility of the user/renter. School

equipment and/or furnishings may be moved only with prior approval and must be returned to their original locations prior to departure.

C. Non-school activities are not covered by the school insurance policies. Groups/organizations must obtain their own liability coverage for risks associated with said activity(ies) and must provide, upon application, a certificate of insurance naming the Biddeford School Department as the insured. Facility use may require additional support and/or custodial supervision and require the user to cover those additional costs.

D. Use of **PAC or Little Theater AV, sound reinforcement, music equipment, LCD projectors, lighting, must be specifically requested on the application form.** school equipment must be specifically requested in writing. Where rules so specify, no item of equipment may be used except by a qualified operator. Respect for equipment, the facility and grounds are expected at all times. If damage occurs, please report it to the custodian on duty and the person responsible for assigning that facility. Any damage will be charged to the user renter.

E. Groups shall be adequately supervised by an adult(s) at all times. The name of that person(s) should be stated on the request form. Report all accidents or injuries to the person responsible for assigning the facility.

F. Clean up is the responsibility of the user/renter. The facility and/or grounds should look as good as, if not better than, it looked when you entered it. All trash should be deposited in the appropriate trash receptacles. If appropriate clean up is not done, a clean up fee will be charged to the organization.

G. All organizations wishing to use kitchen facilities will be charged the cost of having at least one food service employee on duty.

H. Security officers may be required at the discretion of the administration. **City of Biddeford police officers may be required at the discretion of the Theater Manager, and any Superintendent's guidelines.**

Cancellation of Event:

The Biddeford Superintendent of Schools or his/her designee has sole authority to determine whether school facilities should be closed for reasons of public safety. Notification will be made as soon as possible. Contracts in force for periods during which the school is closed for reasons of public safety are canceled automatically without penalty to either party. However, every effort will be made to reschedule any canceled event to a mutually acceptable date. The Superintendent reserves the right to reschedule any event that he/she believes is in conflict with the needs of the Biddeford School Department or the City of Biddeford.

BIDDEFORD SCHOOL DEPARTMENT

Long-Term Use

Long-term facilities use will be considered to be two or more successive weeks. Long-term rental of facilities will be considered after it is first ascertained that there will be no detriment to existing or future programs from this use. If space is available without detriment, space may be rented to

groups whose activities are consistent with the school's educational mission and other activities taking place in the building. Therefore, service agencies, educational groups, and youth oriented activities would have preference. The Superintendent of Schools, after consultation with the school administration, will determine the approval/denial of long-term requests.

The primary use of our school facilities are for the education of our students with that stated there may arise the situation that requires the Superintendent to schedule a student event on a scheduled long-term rental date causing the long-term renter to reschedule his/her function to another date.

Cross Reference: ADC – Tobacco Use and Possession

Adopted: August 1988

Revised: April 27, 1999, February 12, 2013,_____

Biddeford Performing Arts Center & Little Theater
Community Use

Definition
The term "Biddeford Performing Arts Center" (PAC) and "Little Theater" incorporates the auditorium, any areas of public assembly, and fixed equipment within the Biddeford Middle School or Biddeford High School that is within the jurisdictional control of the Biddeford School Department.

General
Users shall be permitted and encouraged to use the PAC provided they have limited interference with school programs.

Approval
The Superintendent's Office is authorized to approve **or deny** and schedule the use of the PAC by non-school organizations in accordance with established regulations. Schedules may be adjusted based on unforeseen events. These regulations shall provide for: timely applications; uses which do not interfere with educational or extracurricular programs; setting appropriate fee schedules and the acceptance of appropriate responsibility and liability by the user.

Guidelines for Use of PAC (Non-School Sponsored)
A. A certificate of insurance shall be required as appropriate.
B. **Food and or beverages may not be sold or served without prior permission. Areas of serving may be restricted and food service personnel may need to be present.**
C. Alcoholic beverages and **drugs** shall not be brought onto school property.
D. Tobacco use shall not be allowed on school property **including electronic cigarettes. Refer to Policy ADC**
E. The PAC shall not be used for any illegal purposes.
F. A Facility Use Agreement shall be required.
G. Initial application shall be processed through the Theater Manager. The Office of the Superintendent shall determine final approval.
H. Repeat use may be denied to any group that has not demonstrated appropriate conduct and care.
I. **One or more school custodians must be present at all times.**

PAC use may be granted without rental fees, as follows:
A. School-sponsored groups and organizations.
B. Municipal-sponsored groups and organizations.

These groups will be responsible for any custodial and Public Safety fees.

PAC use may be granted with discounted rental fees, as follows:
A. Non-profit educational, recreational, cultural and fraternal organizations with a significant number of members who are community residents;
B. Local non-profit groups presenting cultural, educational or recreational programs which are beneficial to local citizens;

These groups will be responsible for any custodial and Public Safety fees.

The following shall be requested of any group:

A. Reimbursement for incidental expenses.
B. A deposit with the application, refundable after leaving the facility in satisfactory condition.
C. Reimbursement for property damage and any cleaning and repair costs.
D. Reimbursement for custodian or other staff costs when necessary.

Fees for Rental of Equipment

A. Renter must be at least 21 years of age and assumes responsibility for appropriateness of activity, supervision and adherence to all policies.
B. Buildings and Equipment Security is the responsibility of the user/renter. School equipment and/or furnishings may be moved only with prior approval and must be returned to their original locations prior to departure.
C. Non-school activities are not covered by the school insurance policies. Groups/organizations must obtain their own liability coverage for risks associated with said activity(ies) and must provide, upon application, a certificate of insurance naming the Biddeford School Department as the insured. PAC use may require additional support and/or custodial supervision and require the user to cover those additional costs.
D. Use of PAC equipment must be specifically requested in the reservation form. Where rules so specify. All equipment must be used by qualified operators. Respect for equipment and the facility is expected at all times. If damage occurs, please report it to the Theater Manager. Any damage will be charged to the user/renter.
E. Groups shall be adequately supervised by an adult(s) at all times. The name of that person(s) should be stated on the reservation form. Report all accidents or injuries to the Theater Manger.
F. Clean up is the responsibility of the user/renter. If appropriate clean up is not done, a clean up fee will be charged to the organization.
G. All organizations wishing to use kitchen facilities will be charged the cost of having at least one food service employee on duty.
H. Security officers may be required at the discretion of the Theater Manger.

Cancellation of Event:

The Biddeford Superintendent of Schools or his/her designee has sole authority to determine whether school facilities should be closed for reasons of public safety **or in the event of an emergency.** Notification will be made as soon as possible. Contracts in force for periods during which the school is closed for reasons of public safety are canceled automatically without penalty to either party. However, every effort will be made to reschedule any canceled event to a mutually acceptable date. The superintendent reserves the right to reschedule any event that he/she believes is in conflict with the needs of the Biddeford School Department or the City of Biddeford.

Long-Term Use

Long-term PAC use will be considered to be two or more successive weeks. Long-term rental of the PAC will be considered after it is first ascertained that there will be no detriment to existing or future programs from this use. If space is available without detriment, space may be rented at the discretion of the Superintendent. The Superintendent of Schools, after consultation with the school administration, will determine the approval/denial of long-term requests.

The primary use of the PAC is for the education of our students and community. There may arise the situation that requires the Superintendent to schedule a student event on a scheduled long-term rental date causing the long-term renter to reschedule his / her function to another date.

Cross Reference: JICJ – Student Use of Cell Phones and Other Electronic Devices

Approved: February 12, 2013
Revised: _____

K CHASSE COMPS FROM AREA SCHOOLS

NEPN/NSBA CODE: KF-R

SCHOOL FACILITIES FEE SCHEDULE

A. **School / Student / City Activities** – These activities may include, but not be limited to, school sponsored events, scholarship fund raisers, Biddeford activities, city government (local caucuses/elections), Community Service Groups, Public Safety, Public Works, Fire, Police, City Council, Planning Board, Scouts, Special Olympics, Recreation Department, etc. Biddeford Booster Groups / PTA / PTO / PTSA are placed in the School/Student/City Activities or Non-Profit columns, depending on the reason for use.

B. **Non-Profit** – These are individuals, businesses, charities (Cancer Society, Heart Association, Red Cross), Religious, Civil Emergency, etc.

C. **Government** – These are Immigration and Naturalization, Law Enforcement, Motor Vehicle, National Guard, Other Recreation Departments, Political Parties, School Association, Schools, and State Government.

D. **For Profit** – These are individuals, businesses, etc.

School Facility Description/Location	A. School/Student Activity	B. Non-Profit	C. Government	D. For Profit
Additional Space (Foyer, Halls)	No Charge	$50	$50	$75
All Purpose Rooms	No Charge	$75	$75	$150
Cafeteria (BHS)	No Charge	$125	$125	$300
Classrooms & Cafeteria (BHS/BMS)	No Charge	$125	$125	$300
Classrooms & Cafeteria (Elementary)	No Charge	$100	$100	$200
Concession Stands	No Charge	$50	$50	$75
Waterhouse Field Complex without lights	No Charge	$250	$250	$500
Waterhouse Field Complex with lights	No Charge	$350	$350	$600
Steve White Gym/Middle School	No Charge	$75	$75	$150
Tiger Gym	No Charge	$100	$100	$200
Elementary Gyms	No Charge	$75	$75	$125
Locker Rooms (High School)	No Charge	$50	$50	$100
Television Production	No Charge	$150	$150	$250
Parking Areas	No Charge	$100	$100	$200

All fees are based on a four (4) hour (minimum); after each four (4) hour period another fee will be charged on a pro-rated hourly basis.

Upon approval by the Superintendent, this section to be completed by the Biddeford School Department Business Office.

FEES (Please make checks(s) payable to the Biddeford School Department. Thank you.)

$ _____ per hour/event @ _____ hours Total $ _____

☐ One Time ☐ Monthly Fee$ _____ Total $ _____

☐ Custodian Required $18.19 per hour/event @ _____ hours Total $ _____
(1/2 hour before/1 hour after)

☐ Proof of Liability Insurance is required. Event Total $ _____

☐ Deposit Required. Amount $ _____ Deposit Due Date: _____

Adopted: April 27, 1999

Revised: February 12, 2013

BIDDEFORD SCHOOL DEPARTMENT

NEPN/NSBA Code: KF-2R

Biddeford Performing Arts Center & Little Theater

Fee Schedule

A. School / Student / City Activities: These activities may include, but not be limited to, school sponsored events, Biddeford activities, City government, Recreation Department, Community Service Groups, Public Safety, Public Works.

B. School-Sanctioned Organizations: These are groups associated with the School Department, including Booster groups. The final determination of these groups will be made by the Superintendent.

C. Non-Profit: This is a registered 501c3 Non- Profit organizations.

D. For Profit: These are individuals, businesses, etc.

Fees	A.	B.	C.	D.
PAC	No Charge	No Charge	$500	$800
Little Theater	No Charge	No Charge	$300	$600
Technical Director	No Charge	$25/hr	$25/hr	$25/hr
Stagehands	No Charge	$20/hr	$20/hr	$20/hr
Ticketing Fee	No Charge	No Charge	No Charge	$2/ticket
Follow Spot	No Charge	$50/spot	$50/spot	$50/spot
House Manager	No Charge	$125/day	$125/day	$250/day
Custodian	No Charge	Prevailing Rates	Prevailing Rates	Prevailing Rates
Merchandise	No Charge	No Charge	25% of gross	25% of gross
Projector	No Charge	$50/day	$50/day	$100/day
Lighting Design	No Charge	No Charge	No Charge	$100
Public Safety	No Charge	Prevailing Rates	Prevailing Rates	Prevailing Rates

NOTE:

- Rental Rate is per day from 8:00 a.m. – midnight.
- A 50% reduction for rental on non-performance days.
- All per hour rates are a 4 hour minimum.
- A $400 fee is applied to a 2nd show in one day for PAC; a $250 fee is applied to a 2nd show in one day for Little Theater.
- Police are required if deemed necessary by the Biddeford School Department.
- The PAC and Little Theater staff will make a determination regarding personnel after reviewing your production needs.

Approved: February 12, 2013

BIDDEFORD SCHOOL DEPARTMENT

From Doug

BIDDEFORD PERFORMING ARTS CENTER & LITTLE THEATER
2019-2020 USE FEES & RATES

FACILITY/LOCATION/DESCRIPTION	GROUP 1: School Groups/Rec Dept./ City/Gov't/ PublicWorks	GROUP 2: BSD School Department/ Booster Groups/Benefactors	GROUP 3: All Non-Profit Organizations	GROUP 4: All For-Profit Businesses, etc.
PAC- MIDDLE SCHOOL	NO CHARGE	NO CHARGE	$500, $250 FOR 2ND SHOW SAME DAY	$800, $400 FOR 2ND SHOW SAME DAY
LITTLE THEATER@ HIGH SCHOOL	NO CHARGE	NO CHARGE	$300, $150 FOR 2ND SHOW SAME DAY	$600, $300 FOR 2ND SHOW SAME DAY
HOUSE MANAGER	NO CHARGE	N/C, EVENT MAY DICTATE FEES	$150/ DAY	$250/DAY
CUSTODIAL CREW	NO CHARGE	$21.16/HR PER CREW MEMBER	$21.16/HR PER CREW MEMBER	$21.16/HR PER CREW MEMBER
TECHNICAL/SOUND/LIGHTING	NO CHARGE	N/C, EVENT MAY DICTATE FEES	$40/HR	$40/HR
STAGE CREW	NO CHARGE	NO CHARGE	$25/HR	$25/HR
LCD PROJECTORS	NO CHARGE	NO CHARGE	$50 PER DAY	$100 PER DAY
FOLLOW SPOT OPERATOR	NO CHARGE	NO CHARGE	$50 PER EVENT	$50 PER EVENT
BIDDEFORD POLICE OFFICER	NO CHARGE	PREVAILING CITY RATES	PREVAILING CITY RATES	PREVAILING CITY RATES
MERCHANDISE	NO CHARGE	NO CHARGE	NO CHARGE	10-25% OF GROSS SALES??
ADDITIONAL SPACES:				
CAFETERIA/CLASSROOMS	NO CHARGE	NO CHARGE	$125	$300
LOBBY-FOYER-HALLWAYS	NO CHARGE	NO CHARGE	$50	$75

Do we actually do this?

NOTES:

GROUP 1: ALL BSD SCHOOLS, BRVTC, APC, ALL CITY GOVT/ACTIVITES/COMMUNITY GROUPS/SCOUTS/PTA

GROUP 2: ALL GROUPS ASSOCITATED WITH THE SCHOOL DEPT. GROUPS REPRESENTING CHARITIES. FINAL DETERMINATION IS MADE BY THE SUPERINTENDENT

GROUP 3: THIS MUST BE A REGISTERED 501c3 NON-PROFIT ORGANIZATION/BUSINESS. PROOF OF LIABILITY INSURANCE IS REQUIRED.

GROUP 4: THESE INCLUDE ALL INDIVIDUALS AND BUSINESSES/ORGANIZATIONS THAT OPERATE FOR PROFIT. PROOF OF LIABILITY INSURANCE IS REQUIRED.

- DAILY RENTAL RATE IS BASED ON 7AM-10PM
- ALL PER HOUR RATES ARE BASED ON A 4 HOUR MINIMUM
- BIDDEFORD POLICE ARE REQUIRED, IF DEEMED NECESSARY BY BIDDEFORD SCHOOL DEPT
- THEATER STAFF WILL DETERMINE NEEDED PERSONNEL COVERAGE UPON REVIEWING GROUPS PRODUCTION NEEDS

Biddeford School Department

Demographics, Academics, Partnerships, and Spending

Commitment to Students

Pre-K-12 School/District Goals

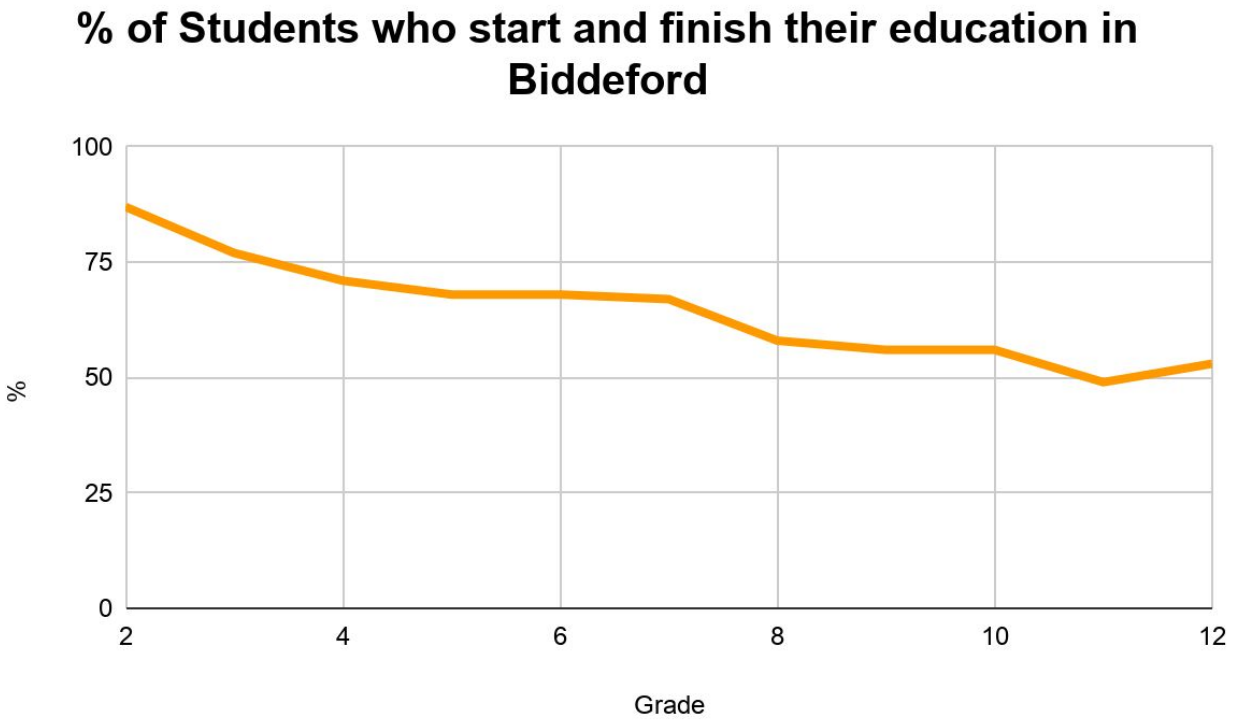
- 100% of staff will be Trauma Informed by June 2020
- 5% increase in STAR Math and ELA from Spring 2019 - Spring 2020
- Continued work with personalized learning inclusive of RTI and rigorous learning opportunities
- Addressing mental and physical health needs in our community
- Continue to seek partnerships and shared services when beneficial to our community

Student Demographics

	2019-2020	2018-2019
Enrollment	2456	2417
F/R Lunch Rate	52.6%	55%
Special Education Rate	480 / 19.5%	463 / 19.1%
ELL Rate	197 / 8%	204 / 8.4%
Languages	25+	25+
Pre-K Students	104	94
Homeless Students	54	60
Vocational Students (Multiple Communities)	341	302

Ever Changing Student Population

Grade 2	87%
Grade 3	77%
Grade 4	71%
Grade 5	68%
Grade 6	68%
Grade 7	67%
Grade 8	58%
Grade 9	52%
Grade 10	56%
Grade 11	49%
Grade 12	53%



Legislation

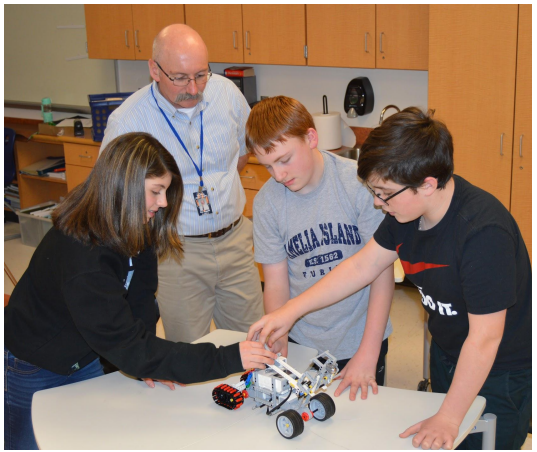
- 90 new laws this session
  - Vaping on School Grounds
  - Sunscreen
  - Certification
  - Funding
  - Changes to Teacher Evaluation
  - Reduced Lunch Costs
  - Food Shaming
  - Pay Averaging
  - Return to Two-Year Probationary Period

Programs to Support Students/Community

- Locker Project and Back Pack Program
- United Way of York County
- Biddeford Rising
- Cartmill Trust
- Biddeford Education Foundation
- Biddeford Ready
- Engine
- Community Bike Center
- Partnerships with Biddeford/Saco Rotary
- “Knit Whits” at APC
- Community Lunch Mentors at BPS
- Biddeford Recreation Department
- Children’s Collaborative (SMAC)

New Academic Programs

- STEM Academy/Project Lead the Way
- Pre-K
- Plumbing and Heating
- Emergency Medical Services
- Expanded Medical Vocation Options
- Career Exploration
  - Internships/Apprenticeships
- Expanded Music & Arts (i.e. Marching Band)
- Student Centered Learning



Academic Improvements

- Working towards greater aligned K-12 curriculum
- Integration of personalized learning philosophy and meeting students at their instructional level
- Instructional strategists in Math and ELA K-5 to help support teachers with curriculum implementation
- Intentional use of data to drive academic improvement goals in each building.
- New math program K-8 selected by Math Review Committee to address academic achievement
- 4 years of consecutive improvement in all subjects areas on the MEA tests (closing the gap that exists between our students and state averages)
- BHS SAT Scores in Reading are at a **10 Year High**

Social Emotional Learning

- Grant for Professional Development by TREE
- Site Visits to other schools
- Resiliency Coordinators
- Exploring Therapy Dogs for Elementary Schools
- Quiet/Comfort Spots Established in Classrooms
- Professional Development in the Mindfulness approach
- Second Step Social Emotional Learning Curriculum

Grants and Donations

- Grants: 26 for a total of $675,195
- Waterhouse Renovation
  - Raised $350,512
- Biddeford Education Foundation [501(c)(3) for academics] re-established in 2016. Raised $111,257
- **Total Cash & Pledges raised since 2016**
  - **$1,156,137** *(excludes Title funding and State and Federal grants)*

Shared Services with Dayton

- Dayton Administrative Services
  - $766,379
- Tuition (Including Special Education)
  - $374,157
- Shared Staff, Purchasing, Technology
  - $181,890
- **Total 6-Year Revenue/Savings: $1,322,426**

Education Service Center

- Southern Maine Administrative Collaborative (SMAC)
  - Speech and Language Services for CDS (6 SLP's over 100 children served each week)
  - CDS/Homeless Transportation
  - Creation of a Special Purpose Pre-School for children who need a high level of support
  - Transportation services for Acton School Department (3 Year Contract)
  - Professional Development Services

Education Service Center Continued....

2 Year Funding

Additional State Funding/EPS: $125,110

Executive Director, Financial Software: $335,073

(5) New State Funded School Buses: $450,000 (subsidy over 5 years)

Budget Increases and Percentages

Staff Salary and Benefits	71%
System Admin Salary and Benefits	2%
Debt Service	10%
Facility and Maintenance	6%
Transportation (no salary and benefits)	1%
All Other	10%

11-12	14.14% (High School Bond)
12-13	3.79%
13-14	5.66%
14-15	.54%
15-16	2.56%
16-17	0%
17-18	-2.23%
18-19	.08%
19-20	1.41%

Over EPS Spending Amounts

SAU name	Amount Over/Under EPS	State Share
Biddeford	$298,113.00	37.4
Sanford	$1,225,458.00	75.07
Westbrook	$2,815,473.56	48.24
OOB	$4,178,353.00	18.12
Bonney Eagle	$4,450,888.00	50.57
Massabesic	$4,651,193.00	42.32
Gorham	$6,036,573.00	58.59
South Portland	$7,022,965.00	17.56
Wells	$7,296,565.00	9.49
Windham	$7,454,286.00	40.2
Cape Elizabeth	$7,502,343.00	9.46
Kennebunk	$8,025,988.00	17.34
Scarborough	$8,496,087.00	9.61
Falmouth	$8,503,095.00	30.02
Saco	$8,989,405.00	41.88
Portland	$15,857,742.00	16.85

Overall Spending Per Student - Table A

SAU name	Regular Instruction	Special Ed Instruction	CTE Instruction	Other Instruction	Student and Support Staff	System Admin	School Admin	Transportation and Buses	Operations and Maintenance	Debt Service	All Other	Total	Difference	If we spend the same as other SAU's
Saco	$7,786.72	$2,290.09	$0.00	$58.32	$789.32	$273.32	$410.43	$482.49	$665.22	$119.51	$0.00	$12,875.42	-$1,440.08	-$3,500,834.48
Massabesic	$4,936.02	$2,150.49	$15.15	$260.54	$1,196.58	$262.42	$692.10	$1,105.00	$1,888.40	$552.71	$65.02	$13,124.43	-$1,191.07	-$2,895,491.17
Bonney Eagle	$5,134.11	$2,331.96	$231.81	$226.90	$1,330.88	$302.32	$688.98	$799.82	$1,541.74	$622.41	$77.38	$13,288.31	-$1,027.19	-$2,497,098.89
Sanford	$4,727.57	$2,540.06	$764.06	$318.09	$1,129.60	$281.12	$686.93	$568.75	$1,176.50	$1,311.49	$5.53	$13,509.70	-$805.80	-$1,958,899.80
Windham	$5,226.43	$2,274.86	$128.93	$275.29	$1,287.02	$394.48	$840.01	$722.24	$1,656.90	$810.89	$0.00	$13,617.05	-$698.45	-$1,697,931.95
Gorham	$6,035.03	$1,896.75	$156.43	$331.51	$1,095.44	$424.33	$716.41	$653.90	$1,368.59	$1,005.36	$29.99	$13,713.74	-$601.76	-$1,462,878.56
Westbrook	$5,622.33	$1,801.95	$547.86	$317.79	$1,181.30	$510.24	$597.16	$665.35	$2,616.87	$0.00	$0.00	$13,860.85	-$454.65	-$1,105,254.15
Biddeford	$5,330.93	$2,259.21	$946.19	$243.75	$848.02	$369.74	$624.45	$603.96	$1,955.96	$1,128.12	$5.17	$14,315.50	$0.00	$0.00
Portland	$6,303.96	$2,206.10	$119.72	$328.19	$1,447.80	$612.47	$812.37	$455.84	$1,595.05	$666.28	$27.67	$14,575.45	$259.95	$631,938.45
Cape Elizabeth	$7,345.39	$2,009.37	$45.33	$498.76	$1,526.02	$322.05	$859.37	$421.14	$1,892.82	$314.35	$109.89	$15,344.49	$1,028.99	$2,501,474.69
Scarborough	$6,634.06	$2,532.90	$100.04	$358.66	$1,505.47	$347.76	$623.16	$446.68	$1,209.86	$1,914.87	$0.00	$15,673.46	$1,357.96	$3,301,200.76
South Portland	$6,273.74	$3,044.75	$116.49	$292.11	$1,332.17	$494.98	$846.99	$696.87	$1,551.88	$1,439.69	$147.02	$16,236.69	$1,921.19	$4,67[illegible].89
Falmouth	$7,391.16	$2,387.74	$49.93	$451.77	$1,559.91	$405.25	$668.21	$699.94	$1,249.44	$2,092.36	$0.00	$16,955.71	$2,640.21	$6,418,350.51
Kennebunk	$6,430.92	$2,819.82	$22.96	$474.49	$1,361.00	$336.95	$742.72	$1,106.60	$1,756.80	$2,399.17	$54.17	$17,505.60	$3,190.10	$7,755,133.10
OOB	$7,117.04	$3,935.63	$0.00	$496.05	$1,719.19	$772.10	$988.36	$750.80	$1,934.85	$0.00	$0.00	$17,714.02	$3,398.52	$8,261,802.12
Wells	$7,090.23	$2,714.57	$4.72	$661.31	$1,570.30	$578.93	$873.89	$745.87	$1,882.87	$2,278.83	$130.79	$18,532.31	$4,216.81	$10,251,065.11

Overall Spending Per Student w/o Vocational Education - Table B

SAU name	Regular Instruction	Special Ed Instruction	Other Instruction	Student and Support Staff	System Admin	School Admin	Transportation and Buses	Operations and Maintenance	Debt Service	All Other	Total	Difference	If we spend the same as other SAU's
Sanford	$4,727.57	$2,540.06	$318.09	$1,129.60	$281.12	$686.93	$568.75	$1,176.50	$1,311.49	$5.53	$12,745.64	-$623.67	-$1,516,141.77
Saco	$7,786.72	$2,290.09	$58.32	$789.32	$273.32	$410.43	$482.49	$665.22	$119.51	$0.00	$12,875.42	-$493.89	-$1,200,646.59
Bonney Eagle	$5,134.11	$2,331.96	$226.90	$1,330.88	$302.32	$688.98	$799.82	$1,541.74	$622.41	$77.38	$13,056.50	-$312.81	-$760,441.11
Massabesic	$4,936.02	$2,150.49	$260.54	$1,196.58	$262.42	$692.10	$1,105.00	$1,888.40	$552.71	$65.02	$13,109.28	-$260.03	-$632,132.93
Westbrook	$5,622.33	$1,801.95	$317.79	$1,181.30	$510.24	$597.16	$665.35	$2,616.87	$0.00	$0.00	$13,312.99	-$56.32	-$136,913.92
Biddeford	$5,330.93	$2,259.21	$243.75	$848.02	$369.74	$624.45	$603.96	$1,955.96	$1,128.12	$5.17	$13,369.31	$0.00	$0.00
Windham	$5,226.43	$2,274.86	$275.29	$1,287.02	$394.48	$840.01	$722.24	$1,656.90	$810.89	$0.00	$13,488.12	$118.81	$288,827.11
Gorham	$6,035.03	$1,896.75	$331.51	$1,095.44	$424.33	$716.41	$653.90	$1,368.59	$1,005.36	$29.99	$13,557.31	$188.00	$457,028.00
Portland	$6,303.96	$2,206.10	$328.19	$1,447.80	$612.47	$812.37	$455.84	$1,595.05	$666.28	$27.67	$14,455.73	$1,086.42	$2,641,087.02
Cape Elizabeth	$7,345.39	$2,009.37	$498.76	$1,526.02	$322.05	$859.37	$421.14	$1,892.82	$314.35	$109.89	$15,299.16	$1,929.85	$4,691,465.35
Scarborough	$6,634.06	$2,532.90	$358.66	$1,505.47	$347.76	$623.16	$446.68	$1,209.86	$1,914.87	$0.00	$15,573.42	$2,204.11	$5,358,191.41
South Portland	$6,273.74	$3,044.75	$292.11	$1,332.17	$494.98	$846.99	$696.87	$1,551.88	$1,439.69	$147.02	$16,120.20	$2,750.89	$6,68[illegible].59
Falmouth	$7,391.16	$2,387.74	$451.77	$1,559.91	$405.25	$668.21	$699.94	$1,249.44	$2,092.36	$0.00	$16,905.78	$3,536.47	$8,597,158.57
Kennebunk	$6,430.92	$2,819.82	$474.49	$1,361.00	$336.95	$742.72	$1,106.60	$1,756.80	$2,399.17	$54.17	$17,482.64	$4,113.33	$9,999,505.23
OOB	$7,117.04	$3,935.63	$496.05	$1,719.19	$772.10	$988.36	$750.80	$1,934.85	$0.00	$0.00	$17,714.02	$4,344.71	$10,561,990.01
Wells	$7,090.23	$2,714.57	$661.31	$1,570.30	$578.93	$873.89	$745.87	$1,882.87	$2,278.83	$130.79	$18,527.59	$5,158.28	$12,539,778.68

Overall Spending Per Student w/o Vocational Education and Debt Service - Table C

SAU name	Regular Instruction	Special Ed Instruction	Other Instruction	Student and Support Staff	System Admin	School Admin	Transportation and Buses	Operations and Maintenance	All Other	Total	Difference	If we spend the same as other SAU's
Sanford	$4,727.57	$2,540.06	$318.09	$1,129.60	$281.12	$686.93	$568.75	$1,176.50	$5.53	$11,434.15	-$807.04	-$1,961,914.24
Biddeford	$5,330.93	$2,259.21	$243.75	$848.02	$369.74	$624.45	$603.96	$1,955.96	$5.17	$12,241.19	$0.00	$0.00
Bonney Eagle	$5,134.11	$2,331.96	$226.90	$1,330.88	$302.32	$688.98	$799.82	$1,541.74	$77.38	$12,434.09	$192.90	$468,939.90
Gorham	$6,035.03	$1,896.75	$331.51	$1,095.44	$424.33	$716.41	$653.90	$1,368.59	$29.99	$12,551.95	$310.76	$755,457.56
Massabesic	$4,936.02	$2,150.49	$260.54	$1,196.58	$262.42	$692.10	$1,105.00	$1,888.40	$65.02	$12,556.57	$315.38	$766,688.78
Windham	$5,226.43	$2,274.86	$275.29	$1,287.02	$394.48	$840.01	$722.24	$1,656.90	$0.00	$12,677.23	$436.04	$1,060,013.24
Saco	$7,786.72	$2,290.09	$58.32	$789.32	$273.32	$410.43	$482.49	$665.22	$0.00	$12,755.91	$514.72	$1,251,284.32
Westbrook	$5,622.33	$1,801.95	$317.79	$1,181.30	$510.24	$597.16	$665.35	$2,616.87	$0.00	$13,312.99	$1,071.80	$2,605,545.80
Scarborough	$6,634.06	$2,532.90	$358.66	$1,505.47	$347.76	$623.16	$446.68	$1,209.86	$0.00	$13,658.55	$1,417.36	$3,445,602.16
Portland	$6,303.96	$2,206.10	$328.19	$1,447.80	$612.47	$812.37	$455.84	$1,595.05	$27.67	$13,789.45	$1,548.26	$3,763,820.06
South Portland	$6,273.74	$3,044.75	$292.11	$1,332.17	$494.98	$846.99	$696.87	$1,551.88	$147.02	$14,680.51	$2,439.32	$5,929,986.92
Falmouth	$7,391.16	$2,387.74	$451.77	$1,559.91	$405.25	$668.21	$699.94	$1,249.44	$0.00	$14,813.42	$2,572.23	$6,25[illegible].13
Cape Elizabeth	$7,345.39	$2,009.37	$498.76	$1,526.02	$322.05	$859.37	$421.14	$1,892.82	$109.89	$14,984.81	$2,743.62	$6,669,740.22
Kennebunk	$6,430.92	$2,819.82	$474.49	$1,361.00	$336.95	$742.72	$1,106.60	$1,756.80	$54.17	$15,083.47	$2,842.28	$6,909,582.68
Wells	$7,090.23	$2,714.57	$661.31	$1,570.30	$578.93	$873.89	$745.87	$1,882.87	$130.79	$16,248.76	$4,007.57	$9,742,402.67
OOB	$7,117.04	$3,935.63	$496.05	$1,719.19	$772.10	$988.36	$750.80	$1,934.85	$0.00	$17,714.02	$5,472.83	$13,304,449.73

BIDDEFORD SCHOOL DEPARTMENT

REQUEST FOR STIPEND APPOINTMENT APPROVAL

Date: October 20, 2019 **School:** Biddeford Middle School

Building Administrator: Scott Descoteaux

Stipend Position Title: 7th Grade Boys Basketball Coach

Position Responsibilities:
Emphasize good sportsmanship
Teach the fundamentals of the game
Organize practices
Coach games
Supervise athletes daily
Serve as a positive role model

Stipend Dollar Amount: $2793

Anticipated Amount of Time

Number of students participating: 9-10

Number of days per week: 5

Number of weeks per season/school year: 12

Number of hours per session: 1.5

Total hours for season/school year: 90

Recommended Employee: Ron Cote

Background/Experience: Former BHS Teacher/Coach

30 + years of basketball coaching experience