

**City of Biddeford
School Committee
April 12, 2022 5:00 PM Little Theater at BHS**

Public Viewing - Public Viewing:

Local Public Access Station

City of Biddeford Website

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/86497411058>

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 558 8656

Webinar ID: 864 9741 1058

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[Further Instructions 4_12_2022.pdf](#)

A. Call to Order:

B. Roll Call:

C. Pledge of Allegiance:

D. Adjustments to Agenda:

E. Consideration of Minutes:

E.1. Minutes 3/23/2022

[Biddeford Minutes 3_23_2022.pdf](#)

F. Consent Agenda:

F.1. Appointments:

Ashley Grob ~ BMS Outdoor Track Head Coach Stipend

Len Dube ~ BMS Boys LAX Coach Stipend

Resignations:

Steve True ~ Ed Tech III (SEL) JFK, BIS

Jodi Jeannette ~ 6th Grade Humanities BMS

Transfers:

Melissa Libby ~ BHS Special Education Resource Teacher ~ BHS FLS Special

Education Teacher

Overnight Field Trips:

APC Overnight Field Trip ~ Adventure Bound Rafting & Campout ~ 8 Students,
Director of APC Tracy Gibson, and APC Teacher Tabatha Frawkins ~ May 14-15th,
2022

Odyssey of the Mind World Finals Iowa ~ 4 Students, Teacher Victoria Salo, Teacher
Suzanne Tighe, Volunteer Elena Everett & Mary Ireland ~ May 24-29th, 2022

[2021-2022 stipend nominations BMS.xlsx - 2021 \(1\).pdf](#)

[2021-2022 stipend nominations BMS.xlsx - 2021.pdf](#)

[Overnight Field Trip Form OM- Google Forms.pdf](#)

[APC Overnight Trip.pdf](#)

G. Superintendent's Report:

G.1. Nursing Overview

[Nursing Update 4.12.22.pdf](#)

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

I. Old Business:

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

J.1. Community School Application

Water Sampling Update

Budget/Revenue Update and Review

First reading of revised policy IKF ~ Graduation Requirements

First reading of policy to adopt tabled on 1/26/2020 ~ GBP-R ~ Paid Earned Leave

Administrative Procedure

[Community School Memo.pdf](#)

[Water Sampling Update.pdf](#)

[Proposed Graduation Requirements .pdf](#)

[GBP-R - Adopt.pdf](#)

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

L. Communications:

M. Executive Session:

N. Adjournment:

Instructions for Public Participation

The Biddeford School Committee will hold a meeting on Tuesday, April 12, 2022, at 5:00 PM.

This meeting will be held in person by the School Committee only in the Little Theater. The meeting for the public will be conducted using [Zoom Webinar](#), a web-based video conferencing tool, under [1 M.R.S.A. § 403-A](#), which authorizes the school department to hold remote meetings during the state of emergency declared by the Governor due to the outbreak of COVID-19.

Topic: Biddeford School Committee Meeting

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<https://us06web.zoom.us/j/86497411058>

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

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Webinar ID: 864 9741 1058

You will not be shown as a meeting viewer on the camera, and your microphone will be muted by default.

What controls should I use to participate in the meeting?

If you would like to participate during the meeting, click the “raise your hand” button at the bottom of the screen at the appropriate time for comment. The host of the meeting will see that you would like to participate and will be able to turn your mic on for you when it is your turn to speak.

If you have joined the meeting by phone only, you will need to use the following codes:

***6-Toggle mute/unmute**

***9-Raise hand**

Do I have to use Zoom to watch the meeting?

No, you will still be able to watch a live stream of the meetings as you usually would on Public Access Channel 1301 or on the city website.

Watch Video: [City of Biddeford Website](#)

Due to the COVID-19 PANDEMIC, the Biddeford School Committee will meet in person but will conduct the public hearing and meeting telephonically. The public will not be allowed to attend the meeting in person. However, the meeting may be viewed live on the City's Public Access Channel or on the City's website: www.biddefordmaine.org, selecting the Government tab and then clicking on “Video/Agendas/Minutes”. Copies of the agenda and minutes are available on the City's website and School website www.biddefordschools.me. Questions or comments may be emailed prior to the meeting to [School Committee Members](#), Superintendent, [Jeremy Ray](#), Assistant Superintendent, [Christopher Indorf](#), or Director of Instruction & Innovation, [Mandy Cyr](#).

Biddeford School Department
Wednesday, March 23, 2022
7:00 pm **Minutes**
School Committee - Little Theater BHS in Person
Public Viewing - Zoom & Public Access

Public Viewing:

Local Public Access Station
City of Biddeford [Website](#)

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/82219293088>

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 646 558 8656 or +1 301 715 8592

Webinar ID: 822 1929 3088

Public Participation - [Further Instructions](#)

- A. Call to Order:** The meeting was called to order at 7:00 pm by Mayor Alan Casavant.
- B. Roll Call:** Alan Casavant, Michele Landry, Amy Grohman, Randy Forcier, Meagan Desjardins, Nate Bean, Rebecca Henry, Jeremy Ray, Chris Indorf, and Mandy Cyr were all present
- C. Pledge of Allegiance:** The pledge was led by Mayor Alan Casavant
- D. Adjustments to Agenda:** None
- E. Approval of Last Meeting's Minutes:** Minutes from [3/9/2022](#) ~ Nate Bean moved to approve the minutes from 3/9/2022, Michele Landry seconded the motion, and all were in favor
- F. Consent Agenda:** ~ Nate Bean moved to approve the consent agenda, Michele Landry seconded, and all were in favor

Nomination:

- a. Jayme Depaolo ~ ELL Teacher BMS ~ Replacing Patsy Gendron

Appointments:

- a. [Athletic Stipends BMS](#)
 - Derek Gaudreau ~ BMS Grade 7 Baseball Coach
 - Nick Reny ~ BMS Grade 8 Baseball Coach
 - Kirsten Pelletier ~ BMS Grade 7 Softball Coach
 - Stephanie Coleman ~ BMS Grade 8 Softball Coach
 - Stephen True ~ BMS Head Outdoor Track Coach
 - Katie Babineau ~ Assistant Coach Outdoor Track
 - Kristy Kendrick ~ Girls LAX Coach
- b. Joseph Marquis ~ Full Time Bus Driver ~ Replacing Richard Tanguay
- c. [Athletic Stipends BHS](#)
 - Erin Martin ~ BHS JV Softball Coach
 - Erin O'Connor ~ BHS JV Outdoor Track Coach
 - Donald Stanhope ~ BHS Varsity Tennis Coach

Resignations:

School Committee Members:

Alan Casavant-Chair	Randy Forcier
Lisa Vadnais-Vice Chair	Meagan Desjardins
Michele Landry	Nate Bean
Amy Grohman	Rebecca Henry

cc: Jeremy Ray- Superintendent
cc: Chris Indorf-Asst. Superintendent
cc: Mandy Cyr- Dir. Instr. & Innov.

- a. Laurie Williams ~ Ed Tech I BHS
- b. Wesley Dunbar ~ Ed Tech II BMS
- c. Kristy Kendrick ~ FLS Teacher BMS

Transfers:

- a. Mindy Smith ~ JFK Pre-K ~ Ed Tech II BHP JFK

G. Superintendent's Report: Good evening, just a few items tonight. You see, tonight we have the first nomination for an ELL Teacher for next year, partially due to principals' hard work in starting that hiring process. I was excited that one came across my desk the other day because finding an ELL teacher in this market has been very difficult for us, so good Job Scott Descoteaux. Our Covid numbers are heading positively, with pools being extremely low. Certainly still want to make sure that if your kiddo is not feeling good, stay home and consult with the school nurse before sending them to school. I want to reiterate that the winter unified basketball season has been great to watch. Seeing their excitement and watching them grow as a team is so great. Hopefully, there will be an expansion of those programs over time that we can serve other seasons as well. Principals and directors are starting to work on schedules for next year. Trying to make sure that as we move into the spring, we have everything worked out and are ready to go this summer. We have been spending time on the budget process. We are still waiting for health insurance rates.

H. Committee Reports:

I. Old Business:

J. New Business:

- a. [BHS Administration Proposal to Amend Graduation Requirements SY22-23](#) ~ Martha Jacques and Elias Fletcher Presenting
- b. [NWEA Winter Testing Update](#)
- c. [Board Approval of Revolving Renovations Grant](#) ~ Nate Bean moved to approve the renovations grant, Randy Forcier seconded, and all were in favor.
- d. [Budget Update and Discussion](#)

K. Public Participation: (3 minutes; any item) Raise digital hand

L. Communications: None

M. Executive Session: None

N. Adjournment: The meeting was adjourned at 7:37 PM. Nate Bean moved to adjourn the meeting, Michele Landry seconded, and all were in favor.

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Signed:
Jeremy Ray ~ Superintendent of Schools

Date: 4/5/2022

School Committee Members:

Alan Casavant-Chair	Randy Forcier
Lisa Vadnais-Vice Chair	Meagan Desjardins
Michele Landry	Nate Bean
Amy Grohman	Rebecca Henry

cc: Jeremy Ray- Superintendent
cc: Chris Indorf-Asst. Superintendent
cc: Mandy Cyr- Dir. Instr. & Innov.

Stipend Position					
FALL	Coach's Name	Stipend	Nominated	Approved by Board	
Head Middle School Football	Gary Pleau	\$6,870.96	7/30/2021	8/11/2021	
Football Assistant	Kelly O'Guinn	\$2,061.29	7/30/2021	8/11/2021	
Football Assistant	Jay Demick	\$2,061.29	7/30/2021	8/11/2021	
Middle School Cross Country Coach	Stephen True	\$1,908.60	8/11/2021	8/25/2021	
Grade 7 Field Hockey Coach	Kirsten Pelletier	\$2,290.32	8/11/2021	8/25/2021	
Grade 8 Field Hockey	Stephanie Coleman	\$2,290.32	8/11/2021	8/25/2021	
7th Grade Boys Soccer Coach	Bob Martens	\$2,290.32	8/11/2021	8/25/2021	
8th Grade Girls Soccer Coach	Sophie Manning	\$2,290.32	8/11/2021	8/25/2021	
8th Grade Boys Soccer Coach	Chris LeSieur	\$2,290.32	8/11/2021	8/25/2021	
Middle School Volleyball	Justine Bouthot	\$2,099.46	8/11/2021	8/25/2021	
Girls Soccer Coach Grades 6 & 7	Kaitlin Babineau	\$2,290.32	9/9/2021	9/22/2021	
Athletic Director	Karl Lebreux	\$10,500.00	9/22/2021	9/22/2021	
WINTER	Coach's Name	Stipend	Nominated	Approved by Board	Background/Experience
Middle School Winter Cheering Co-Coach	Olivia Souliere	\$954.30 (Stipend divided by 2)	10/18/2021	10/27/2021	Former BHS Cheerleader, current Fall Recreation coach
Middle School Winter Cheer Co-Coach	Natalie Hatch	\$954.30 (stipend divided by 2)	10/18/2021	10/27/2021	Former BHS Cheerleader and current Biddeford Recreation Coach
Grade 7 Boys Basketball	Derek Gaudreau	\$3,053.76	10/18/2021	10/27/2021	Former travel coach and Current BPS Employee
Boys Basketball Grade 8	Kelly O'Guinn	\$3,053.76	10/18/2021	10/27/2021	Volunteer coach last season and current BMS Football Assistant
Grade 7 Girls Basketball	Melody Michaud	\$3,053.76	10/18/2021	10/27/2021	Current BMS coach
Grade 8 Girls Basketball	Don Stanhope	\$3,053.76	10/18/2021	10/27/2021	Current BMS teacher and former coach in the Bangor School System
Third Team Boys Basketball BMS	Richard Shumate	\$1,160.00	11/5/2021	11/10/2021	Coach from 2019 season
BMS Wrestling Head Coach	Jimmy Smith	\$2,672.04	1/10/2022	1/12/2022	Varsity Assistant and current middle school coach
Middle School Indoor Track Head Coach	Mike Hallett	\$2,481.18	1/10/2022	1/12/2022	Current Middle School coach
Middle School Indoor Track Assistant Coach	Derek Gaudreau	\$1,488.71	1/10/2022	1/12/2022	Ed Tech at BPS, current 7th grade basketball coach
Middle School Indoor Track Assistant Coach	Katie Babineau	\$1,488.71	1/10/2022	1/12/2022	BMS Intern and Girls Soccer coach
Unified Basketball Head Coach	Kristy Kendrick	\$1,908.60	1/10/2022	1/12/2022	Current coach for BMS/BHS and Teacher at BMS
Unified Basketball Assistant BMS	Nicole Walker	\$1,145.16	1/10/2022	1/12/2022	Current assistant for the middles school and the high school
SPRING	Coach's Name	Stipend	Nominated	Approved by Board	Background/Experience
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Girls LAX Coach	Kristy Kendrick	\$2,481.18	3/14/2022	3/23/2022	Current LAX Coach and BMS Teacher
Outdoor Track Head Coach	Ashley Grob	\$2,290.32	3/31/2022		Former Track Athlete and current staff at BMS
Boys LAX Coach	Len Dube	\$2,481.18	3/31/2022		Current BHS Volunteer
Non Athletic Stipends	Recommended	Stipend	Nominated	Approved by Board	Background/Experience
IA Equipment Maintenance	Raymond Sampson	\$1,907.00	2/11/2022	2/9/2022	
Yearbook	Anne Marie Duguay	\$2,272.00	2/11/2022	2/9/2022	
Math Curriculum Leader	Linda Descoteaux	\$1,617.00	2/11/2022	2/9/2022	
Science Curriculum Leader	Chelsea Brittain	\$1,617.00	2/11/2022	2/9/2022	
ELA Curriculum Leader	Susanna Sharpe	\$1,617.00	2/11/2022	2/9/2022	
Social Studies Curriculum Leader	Emily Kahn	\$1,617.00	2/11/2022	2/9/2022	
Jazz Instructor	David Stebbins	\$2,414.00	2/11/2022	2/9/2022	
Choral Instructor	Tammy Carusone	\$1,704.00	2/11/2022	2/9/2022	
Drama Instructor	Colleen Hatt	\$852.00	2/11/2022	2/9/2022	
Drama Instructor	Robert Petit	\$852.00	2/11/2022	2/9/2022	
Instrumental Instructor	Amy Delorge	\$2,414.00	2/11/2022	2/9/2022	
Civil Rights	Samara Yandell	\$852.00	2/11/2022	2/9/2022	
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Drama Instructor	Robert Petit	\$852.00	2/11/2022	2/9/2022	
Instrumental Instructor	Amy Delorge	\$2,414.00	2/11/2022	2/9/2022	
Civil Rights	Samara Yandell	\$852.00	2/11/2022	2/9/2022	
Civil Rights	Gustavo Gomez	\$852.00	2/11/2022	2/9/2022	

Overnight Field Trip Form

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).

The respondent's email (vsalo@biddefordschools.me) was recorded on submission of this form.

Name of Event: *

Odyssey of the Mind World Finals

Please give a brief description of your field trip: *

We will be traveling to compete against teams around the world. We will be flying to Iowa as a group and stay together the whole time. Team members and coaches will stay in dorm rooms and eat all meals in the cafeterias on campus.

Date of Event: *

May 24-29, 2022

Teacher in Charge: *

Victoria Salo, Suzanne Tighe

Class/Group Attending: *

BHS OM team

Address & phone number where group can be reached: *

Iowa State University. contact Vicki Salo or Suzanne. - Cell phones given to Superintendent

Number of students attending trip: *

4

School *



BHS



BRCOT



BIS



BPS



JFK



DAYTON



APC



ADULT ED



Other: _____

Number of staff/teachers required: (1 staff/teacher per every 25 students) *

1

Number of chaperones required: (1 chaperone per every 8 students): *

1

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.) Number of Female Chaperones required:

1 for 4 female students

Co-ed Overnight field trip, you must ensure that both genders are proportionally represented. (example-for every 8 male students, there will be 1 male chaperone, etc.) Number of Male Chaperones required:

0 for no males

Names of Chaperones:

Elena Everett, Mary Ireland

Completed volunteer forms required for chaperones *



Yes



No



Doesn't apply. No Chaperones needed

Signature of Building Administrator (please type in name):

Date received by Superintendent:

MM DD YYYY

/ / 4/1/2022

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

April 12, 2022

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

Approved by the Board:

☐ Yes

☐ No

This form was created inside of Biddeford School Department.

Google Forms

Overnight Field Trip Form

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).

The respondent's email (tgibson@biddefordschools.me) was recorded on submission of this form.

Name of Event: *

A Weekend of Rafting and Camping to cap off the High School year

Please give a brief description of your field trip: *

Adventure Bound Rafting & Campout, formerly called Spring Thing, is a great way for high schools to celebrate the end of the school year with other Outdoor Clubs from across Maine. Outdoor Clubs are invited to camp out at Adventure Bound for 1 or 2 nights and spend the weekend exploring the area around The Forks, where the Dead and Kennebec Rivers come together. On Saturday, clubs can choose from various activities designed by our Youth Advisory Council such as hiking, canoe expeditions, SUP excursions. In the evening, cook delicious meals over your camp stoves, play fun games, swim in the pool, access the climbing wall or cozy up to the campfire and eat s'mores. We finish up the weekend with a full-day whitewater rafting adventure on the Kennebec River, including a barbecue lunch.

Date of Event: *

May 14-15th, 2022

Teacher in Charge: *

Tabatha Frawkins and Andrew Burnell

Class/Group Attending: *

Leadership class

Address & phone number where group can be reached: *

DOWN EAST RAFTING INC. , D.B.A. ADVENTURE BOUND P.O. BOX 88 1094 US ROUTE 201, CARATUNK,
MAINE 04925 Tabatha Frawkins personal cell-APC cell phone (Tracy Gibson)

Number of students attending trip: *

8

School *

☐ BHS

☐ BRCOT

☐ BIS

☐ BPS

☐ JFK

☐ DAYTON

☒ APC

☐ ADULT ED

☐ Other:

Number of staff/teachers required: (1 staff/teacher per every 25 students) *

2

Number of chaperones required: (1 chaperone per every 8 students): *

2 (the chaperones are the same as teachers)

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.) Number of Female Chaperones required:

1 female

Co-ed Overnight field trip, you must ensure that both genders are proportionally represented. (example-for every 8 male students, there will be 1 male chaperone, etc.) Number of Male Chaperones required:

1 male

Names of Chaperones:

Tabatha Frawkins and Andrew Burnell

Completed volunteer forms required for chaperones *

☐

Yes

☐

No

☒

Doesn't apply. No Chaperones needed

Signature of Building Administrator (please type in name):

Tracy Gibson

Date received by Superintendent:

MM DD YYYY

/ / 3/28/2022

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

April 12, 2022

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

Approved by the Board:

☐

Yes

☐

No

This form was created inside of Biddeford School Department.

Google Forms

MEMO

TO: School Committee
FROM: Jeremy Ray, Superintendent of Schools
RE: Nursing Overview: COVID Stats
DATE: April 12, 2022

Below are charts with the total COVID positive cases and pooled testing results- broken down by week and school from the start of the school year.

TOTALS BY SCHOOL (9/3/21-4/9/22):

School	Number of Student Positive Cases	Number of Staff Positive Cases	Number of Positive Pools
JFK	77	23	15
BPS	94	28	21
BIS	102	22	29
BMS	155	27	22
BHS/APC/COT	234	43	31
Other Depts	0	23	0
TOTALS	662	166	118

WEEKLY TOTALS (9/3/21-3/19/22):

Dates	Positive Cases Total	Positive Pools
9/10/2021	2	0
9/17/2021	6	0
9/24/2021	5	0
10/1/2021	7	0
10/8/2021	5	1
10/15/2021	8	1
10/22/2021	9	1

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10/29/2021	10	3
11/5/2021	6	0
11/12/2021	8	3
11/19/2021	9	0
11/26/2021	9	0
12/3/2021	17	5
12/10/2021	27	4
12/17/2021	36	10
12/24/2021	29	0
12/31/2021	32	0
1/7/2022	120	11
1/14/2022	169	26
1/21/2022	117	20
1/28/2022	43	4
2/4/2022	40	5
2/11/2022	39	8
2/18/2022	27	9
2/25/2022	13	0
3/4/2022	10	1
3/11/2022	2	1
3/18/2022	3	2
3/25/2022	6	1
4/1/2022	5	0
4/8/2022	9	2
TOTALS BY WEEK	828	118

MEMO

TO: Jeremy Ray, Superintendent
FROM: Wendy LeBlanc, Student Services, BPS
CC: Mandy Cyr, Director of Instruction
DATE: April 8, 2022
RE: **Community School RFP**

The Maine Department of Education, in alignment with Title 20A Chapter 333, has distributed a request for proposals (RFP) for the development of a comprehensive plan designation of community schools. A community school offers comprehensive services through community-based organizations to support the education, development, health, and wellness of our families and community beyond school hours. If awarded, the Biddeford School Department would receive up to \$50,000 for working towards the identified goals based on a needs assessment.

Goals

Biddeford School Department supports the exploration of identifying Biddeford Primary School as being a Community School. The community school goals identified as high priority are:

1. Facilitating the coordination and integration of programs and services operated by community-based organizations, nonprofit organizations, and state, local and tribal governments.
2. Ensuring that children have the physical, social-emotional well-being to come to school ready to engage in the learning process every day.
3. Improving the coordination and integration, accessibility, and effectiveness of services for children and families, partially for students attending high poverty schools, including high poverty rural schools.
4. Engaging the business community and other organizations as partners.

Next Steps

- Board of Action approval for establishing Biddeford Primary School as a new Community School.
- Identify and collaborate with potential community-based organizations.
- Submit Community Schools RFA# 202202018 application no later than April 28, 2022.

To: Biddeford School Committee
From: Jeremy Ray
Date: April 8, 2022
Re: Water Sampling Update

Maine Law LD 153 requires statewide testing for lead in all school water sources. As with most schools in Maine constructed decades ago, pipes, solder, and brass fixtures can be a potential source of lead so any water used for drinking or cooking purposes has been sampled. Maine's drinking water threshold is no more than 4 parts per billion (ppb); whereas the federal threshold is 15 ppb. Testing in Biddeford Schools was completed during the February vacation. Preliminary test results were received throughout the first week of April, [results](#) have been posted on the Biddeford School Department Website and shared directly with staff and parents. The water supply at all Biddeford Schools is a public utility supplied by the Maine Water Company.

The Biddeford School Department has developed the following [mitigation plan](#) to address the levels of lead in certain fixtures throughout the district.

- Remove all fixtures above 4 ppb from service
- Schedule a flush and retest of all fixtures above 4 ppb
- Added water sources in schools/areas that are needed (portable drinking fountains)
- Determine the number of fixture changes that would be replaced if retest results are above 4 ppb
- Posted results at schools and notified families via email

Resources

[Press Herald article on lead results in schools](#)

[Maine CDC Information Sheet](#)

[EPA Flyer](#)

[Biddeford Schools Water Sampling Results](#)

GRADUATION REQUIREMENTS

The Superintendent, or other designee, shall be responsible for making accurate information concerning diploma requirements available to incoming students and their parents prior to the start of their ninth grade school year. A copy of this policy will be available online.

- I. The students of the class of 2023 must successfully complete a total of 27 credits of which 17 ½ (seventeen and one-half) are specified by Maine Law and the Biddeford School Committee. They are:**

- 1. English/language arts - 5 credits;**
- 2. Mathematics - 4 credits;**
- 3. Social Sciences - 3 credits, including one credit of U.S. History;**
- 4. Science - 3 credits, (minimum of one life science and physical science required);**
- 5. Fine Art - 1 credit;**
- 6. Health - ½ credit; and**
- 7. Physical education - 1 credit.**

The students of the class of 2024 and moving forward must successfully complete a total of 30 credits of which 20 ½ (twenty and one-half) are specified by Maine Law and the Biddeford School Committee. They are:

- 1. English/language arts - 6 credits;**
- 2. Mathematics - 6 credits;**
- 3. Social Sciences - 3 credits, inducing one credit of U.S. History;**
- 4. Science - 3 credits, (minimum of one life science and physical science required);**
- 5. Fine Art - 1 credit;**
- 6. Health - ½ credit; and**
- 7. Physical education - 1 credit.**

- ~~I. The student must successfully complete a total of 24 credits of which 15 ½ (fifteen and one-half) credits are specified by Maine law and the Biddeford School Committee. They are:~~

- ~~1. English/language arts—4 credits;~~
- ~~2. Mathematics—3 credits;~~
- ~~3. Social Sciences—3 credits, including one credit of U.S. History;~~
- ~~4. Science—3 credits, (minimum of one life science and physical science required);~~
- ~~5. Fine arts—1 credit, which may include art, music, forensics, drama or computer graphics (Note: Forensics is part of the state law);~~
- ~~6. Health—½ credit; and~~
- ~~7. Physical education—1 credit.~~

- II. In addition, the School Committee requires that all students participate in at least one non-academic, extracurricular activity such as a school club, sports, school aide positions or community service. Students must clear their activity through their guidance counselor/activities director.
- III. The remaining credits may be selected by the student based upon the student's interests, abilities, and the requirements of the field that the student plans to enter upon graduation.
- IV. A student who is deficient in these requirements may meet these requirements through a post-secondary course, a State-approved adult education course, a State-approved summer school program, or a distance learning or correspondence course approved by the school principal in advance of registration. The student may participate in the next regular graduation ceremony following successful completion of the requirements.
- V. A student who leaves Biddeford High School to attend an accredited, degree-granting institution of higher education may upon satisfactory completion of the freshman year be awarded a high school diploma, provided that the student has notified the principal at the time of the early admission.
- VI. **ADDITIONAL CONSIDERATIONS APPLICABLE TO THE AWARDING OF STANDARDS-BASED DIPLOMAS**
 - A. Transfer Students: For students who transfer to Biddeford High School from another state, **territory, or country**, or from an educational program that is not required to meet the content standards of the system of Learning Results, the Biddeford High School principal, along with a team of teachers, shall determine the value of the student's prior educational experience towards achieving the standards in a manner consistent with the school unit's Local Assessment System and applicable School Committee policies.
 - B. Students Receiving Special Education Services: Students who successfully meet the content standards of the Learning Results, as specified in the goals and objectives of their Individual Education Plans (IEP), will be awarded diplomas.
 - C. Early Awarding of Diplomas: A student who has met the State's and the School Committee's diploma requirements in fewer than four years of high school may be awarded a diploma.
 - D. Extended Study: Students are eligible for extended years of study to complete the requirements of a diploma **by providing a free, appropriate public education until their 22nd birthday. if they have not reached the age of 20 at the start of the school year.** Students eligible for extended years of study may be referred to adult education or other resources suitable to young learners. Extended study for students with disabilities shall be specified in the student's Individual Education Plan.
 - E. Participation in Graduation Ceremony: A student must complete all requirements for a high school diploma in order to participate in graduation exercises.
 - F. Credit Recovery: All courses completed with the assistance of credit recovery programs may be applied towards credit completion and graduation.

Legal Reference: 20-A MRSA § 4722, **5201**
CH. 127. § 7 (Maine Dept. of Ed. Rules)
Administrative Letter #1, Maine Dept. of Education, 1/21/21

Cross Reference: ILA – Testing/Assessment

Adopted: May 9, 1995

Revised: March 25, 1997; April 27, 1999, March 9, 2004, March 13, 2007, January 25, 2011,
October 14, 2014, July 12, 2016, _____

EARNED PAID LEAVE ADMINISTRATIVE PROCEDURE

This procedure implements Maine's Earned Paid Leave (EPL) Law, 26 MRSA §637. The law takes effect on January 1, 2021.

This law requires Maine employers with more than 10 employees to provide earned paid leave that is accrued based on hours worked. EPL may be used for any purpose.

All EPL shall run concurrently with any other type of paid leave for which the employee is eligible such as sick time, vacation time, personal time, or other types of paid time off.

All employees must follow the school's procedure for requesting and or accounting for paid leave.

A. ACCRUAL OF EARNED PAID LEAVE

1. Effective January 1, 2021, employees shall accrue one hour of EPL for every 40 hours worked beginning with the first day of employment up to a maximum of 40 hours per year. Exempt employees e.g. teachers and administrators will be presumed to work 40 hours per week.
2. Employees may not use EPL until they have been employed for 120 calendar days. In addition, EPL cannot be used before it is earned and must be used in one-hour increments.
3. The designated year for the purposes of accrual and use of earned paid leave time off shall be the employee's contract year.
4. Up to 40 hours of unused accrued EPL may be carried over to the next designated contract year. However, the amount of leave that an employee may accrue in that year will be reduced by the number of hours used in the prior year. For example, if an employee carries over 8 hours of EPL from one year to the next, the employee shall only be eligible to earn 32 hours in the second designated
5. End-of-employment payout of benefit time will be based on the existing personal, sick, PTO, or vacation time policies.
6. The school will not pay any Maine Paid Leave time, accrued at 1 hour per 40 hours worked, for temporary, coaching, or substitute employees at the end of employment.
7. Earn paid leave may not be used to extend an employee's employment beyond the last day actually worked.

8. If an employee returns to work within one year of leaving, the accrued remaining earned paid leave will be reinstated.
9. The Human Resources Office will request appropriate documentation demonstrating the necessity of using EPL for unplanned purposes if the employee's request for such leave is 3 consecutive days or more.

B. NOTICE REQUIREMENTS

Notice requirements differ between leave for planned purposes and leave for unplanned emergency purposes.

- a. **Planned purposes:** Employees shall provide at least four weeks' advance written notice to their supervisor to use for a purpose that can be planned. Such purposes include but are not limited to weddings, social events, vacations, or recreational activities. In general, planned EPL should not be used for more than three consecutive workdays.

No planned, earned paid leave time may be used by school-year employees to extend a school holiday or break and will be limited each day to:

- 1 employee in the Transportation Department
- 3 academic employees in each school location
- 1 Nutrition employee in each school location
- 1 Custodial employee in each school location

- b. **Unplanned/emergency purposes:** EPL may be used for an emergency, illness or injury, or other sudden necessity. The employee does not have advance notice beyond the employees' control to Schedule and is otherwise unforeseeable. Examples include but are not limited to sudden illness or injury, motor vehicle accident, unanticipated child care closure, or residential issues such as burst pipes. In such cases, the employee is required to notify their supervisor as soon as is practicable in the circumstances.

Legal Reference: 26 MRSA § 637
Maine Dep't of Labor Bureau of Labor Standards Rule Ch. X

Cross-Reference: GBN–Family and Medical Leave
GBO–Family Sick Leave

Adopted: _____