

City of Biddeford
School Committee
April 10, 2018 4:00 PM Little Theater at BHS

- A. Call to Order:**
- B. Roll Call:**
- C. Pledge of Allegiance:**
- D. Adjustments to Agenda:**
 - D.1. ADDENDUM
[Addendum.pdf](#)
- E. Consideration of Minutes:**
 - E.1. Meeting minutes 3/27/18
[Meetingminutes3:27:18.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. 1. Motion to approve the start times for Pre-K 2018-2019 school year.
 - 2. Second reading of revised policies:
 - EEAF-R – Charter/Trip Regulations
 - EEAF-R2 – Overnight Field Trips
 - EEAF-R3 – Overnight Field Trip Form
 - EEAEFA – Video Surveillance on School Property
 - EEAEFA-R – Video Camera Use on School Property Admin
 - EEAEF – Video Cameras on Transportation Vehicles
 - EFC – Free and Reduced-Price Meals
 - EFC-R – Charging for Student Meals
 - Administrative Regulation
 - Information
 - EFCB – Flavored Milk
 - JRA – Student Educational Records and
 - JICC – Student Conduct on School Buses
 - IHBAC – Child Find
 - EDC – Authorized Staff Use of School Property
 - EEAF-Special Use of School Buses
 - 3. Second reading deleted policy:
 - 4. Second reading adopted policies:
 - KBF-E2-Title 1 Parent Involvement Policy

[Pre-K Presentation handout.pdf](#)

[Policies2ndreading.pdf](#)

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

K. Resignations: Accepted by the Superintendent

K.1. Resignations:

Matthew McDonald-Ed Tech II-BPS-End of school year

Lyn Drapeau-Grade 4 Teacher BIS-Retiring end of school

year

L. Nominations:

M. Appointments:

M.1. Appointments:

Don Perreault-7th Grade Softball Coach-BMS

[SoftballStipend.pdf](#)

N. Transfers:

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

P. Communications:

Q. Executive Session:

R. Adjournment: - *School Committee Members: Alan Casavant, - Chair, Brianna Gilbert, Tony Michaud - Vice Chair, Heather Mills, Dennis Anglea, Karen Ruel, Crystal Blais, Lisa Vadnais*

Student Members: Cassie Riley - BHS, Washima Fairoz - BHS

Biddeford School Department

Tuesday, April 10, 2018

4:00pm

Little Theater BHS

ADDENDUM

K. Resignations, Nominations, Appointments & Transfers:

Appointments:

Richard Kimball Jr. – Payroll Specialist-To replace Diana Pinard who is retiring.

School Committee Members:

Alan Casavant-Chair	Vassie Fowler
Tony Michaud-Vice Chair	Dominic Deschambault
Dennis Anglea	Karen Ruel
Crystal Blais	Lisa Vadnais

Student Members:

Washima Fairouz-2018
Jenna Delorenzo-2018
cc: Jeremy Ray- Superintendent
cc: Chris Indorf-Asst. Superintendent

Biddeford School Department

Tuesday, March 27, 2018

7:00pm

Little Theater BHS

Minutes

- A. **Call to Order:** Meeting was called to order at 7:00pm
- B. **Roll Call:** Tony Michaud, Dennis Anglea, Crystal Blais, Vassie Fowler, Dominic Deschambault, Karen Ruel, Lisa Vadnais, Jeremy Ray, Chris Indorf, and Washima Fairoz were all present.
- C. **Pledge of Allegiance:** Pledge of Alligance was led by Tony Michaud
- D. **Performance:** BIS Select Chorus performed
- E. **Adjustments to the Agenda: ADDENDUM**
- F. **Approval of Last Meeting's Minutes:** 3/19/18 – Dennis Anglea moved, Crystal Blais seconded, and all were in favor.
- G. **Student Rep Reports:** Biddeford High School had a walk out on March 15th in honor of the 17 students who were shot in Florida. The Biddeford School Department hosted another Biddeford Rising Event at the Middle School on March 21st.
- H. **Superintendent's Report:** Jeremy Ray shared that we are finishing up the MEA testing and SAT's for the Junior's at the High School in the next week. On Tuesday, March 20th the budget was shared with the city council. They had a few questions but it went fairly well. The local Mill rate has been raised which isn't good news for us. Maine School Management wants people to call legislators and share what this impact means. Jenn Normand and Jeremy Ray went to Augusta to testify for school administrative districts. He believes that Pilot sites will be formed. June 18th will be the last day of school.
- I. **Committee Reports: Finance/Building & Grounds, Curriculum, Policy:** Curriculum met last week K-5, 6-12 will meet tomorrow at BIS. Policy met two weeks ago and we have a flight of policies to read this evening.
- J. **Old Business:**
- K. **New Business:**
 - 1. Presentation on Pre-K times and year of review by Lindsey Nadeau. ~ Pre-K students arriving same time as Kindergarten next year. We are paying for extra runs now. This would allow for us to place an extra aid on the bus and raise our numbers. Proposed times for 2018-2019: 7:45-10:30 am session (breakfast) 11:45-2:10 pm session (lunch)

School Committee Members:

Alan Casavant-Chair	Vassie Fowler
Tony Michaud-Vice Chair	Dominic Deschambault
Dennis Anglea	Karen Ruel
Crystal Blais	Lisa Vadnais

Student Members:

Washima Fairoz-2018
 Jenna Delorenzo-2018
 cc: Jeremy Ray- Superintendent
 cc: Chris Indorf-Asst. Superintendent

2. First reading of revised policies:
 - EEAF-R** – Charter/Trip Regulations
 - EEAF-R2** – Overnight Field Trips
 - EEAF-R3** – Overnight Field Trip Form
 - EEAEFA** – Video Surveillance on School Property
 - EEAEFA-R** – Video Camera Use on School Property Admin
 - EEAEF** – Video Cameras on Transportation Vehicles
 - EFC** – Free and Reduced-Price Meals
 - EFC-R** – Charging for Student Meals Administrative Regulation
 - EFCB** – Flavored Milk
 - JRA** – Student Educational Records and Information
 - JICC** – Student Conduct on School Buses
 - IHBAC** – Child Find
 - EDC** – Authorized Staff Use of School Property
3. First reading deleted policy:
 - EEAF-Special Use of School Buses**
4. First reading adopted policies:
 - KBF-E2-Title 1 Parent Involvement Policy**
 - JLCB-R** – Immunization Requirements

The policies were all taken as a flight. Dennis Anglea moved, Crystal Blais seconded and all were in favor.

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

1. Laurie Bruce-BMS-Ed Tech II ~ Jeremy Ray accepted
2. Kathleen Lambert-BPS 3rd Grade Teacher-Retiring end of school year
 ~ Jeremy Ray accepted

Appointments:

1. Erica Letellier-Girls Lacrosse Coach-BMS Stipend ~ Dennis Anglea moved, Crystal Blais seconded and all were in favor
2. George Lawson – Junior Varsity Boys Lacrosse – BHS Stipend ~
 Dennis Anglea moved, Crystal Blais seconded, and all were in favor.

M. Public Participation (3 minutes; any item) ~ Dominic Deschambault

School Committee Members:

Alan Casavant-Chair	Vassie Fowler
Tony Michaud-Vice Chair	Dominic Deschambault
Dennis Anglea	Karen Ruel
Crystal Blais	Lisa Vadnaïs

Student Members:

Washima Fairouz-2018
 Jenna Delorenzo-2018
 cc: Jeremy Ray- Superintendent
 cc: Chris Indorf-Asst. Superintendent

congratulated the Boys Hockey team on a great season.

N. **Executive Session:** None

O. **Adjournment:** Meeting was adjourned at 7:30pm. Dennis Anglea moved, Crystal Blais seconded, and all were in favor.

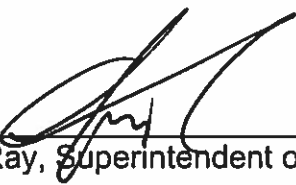
ADDENDUM Minutes

J. Old Business:

1. 2nd reading – Overnight field trip to France (4/12/18-4/19/18) – Teacher in charge Andrew Reddy-BHS – Dennis Anglea moved, Crystal Blais seconded, and all were in favor.
2. 2nd reading – Overnight field trip to NYC (4/12/18-4/15/18) – Teacher in charge Chris Ferrell – Dennis Anglea moved, Crystal Blais seconded, and all were in favor.
3. 2nd reading – Overnight field trip to Disney Softball Spring Training (4/11/18-4/18/18) – Coach in charge Mike Fecteau. – Dennis Anglea moved, Crystal Blais seconded, and all were in favor.

L. Resignation:

3. Eileen Worthley-Special Education Teacher BPS-Retiring end of school year. – Resignation accepted by Jeremy Ray.

Signed:  _____
Jeremy Ray, Superintendent of Schools

Date: 4/4/18

School Committee Members:

Alan Casavant-Chair	Vassie Fowler
Tony Michaud-Vice Chair	Dominic Deschambault
Dennis Anglea	Karen Ruel
Crystal Blais	Lisa Vadnais

Student Members:

Washima Fairouz-2018
Jenna Delorenzo-2018
cc: Jeremy Ray- Superintendent
cc: Chris Indorf-Asst. Superintendent



Biddeford Public Pre-K Change in time Proposal

Very successful first year

First Trimester scores: 42% letter ID, 62% Number ID

Second Trimester scores: 62% letter ID, 68% Number ID

(These scores are based on the Early Childhood Standards/expectations set by the State of Maine)

Recent State Review in February

Planning for Kindergarten transitions

Registrations 2018-2019

Steps for next year

Current Times for 2017-2018:

8:45-12:00 AM Session (Lunch)

1:15-3:30 PM Session (Snack)

Proposed Times for 2018-2019:

7:45-10:30 AM Session (Breakfast)

11:45- 2:10 PM Session (Lunch)

Reasons for the switch:

- Parent Feedback
- Nursing & Social Worker Coverage
- Better times for 4 year old children

CHARTER/TRIP REGULATIONS

The following is a list of guidelines that must be followed by staff, students, coaches and/or chaperones during charters/trips. **Expectations for bus behavior, whether on regular bus routes, to and from extracurricular events, or field trips should be communicated to students through the student handbook, athletic/extracurricular code of conduct, or in the context of specific trips.**

- A. There shall be at least one staff member present on board (teacher and/or coach) per bus.
- B. ~~If there is more than one staff/chaperone present on a charter/trip, one must sit in the back of the bus and one sit in the front of the school bus to monitor student behavior.~~
- C. The responsibility for monitoring and managing student behavior on a charter/trip lies with the staff/chaperones. If the behavior of students/adults becomes a safety concern for the school bus driver, he/she has the authority to take steps to ensure the safety of the passengers.
- D. All passengers must wear appropriate footwear. Metal cleats or ice skates are not to be worn on the school bus.
- E. The passengers on a school bus are responsible for the cleanliness of the bus. All school buses will be equipped with at least one trash container, with additional liners available if a bag becomes full.
- F. No eating or drinking is allowed on school buses. However, drivers may use discretion in allowing eating and drinking on the bus when a trip lasts more than two hours, one way.
- G. If inclement weather occurs during a trip/charter, the school bus driver will take steps to ensure the safety of all passengers. This may include returning to Biddeford earlier or later than scheduled.
- H. **ALL** passengers must follow all rules posted on the school bus.
- I. A passenger manifest listing all passengers per bus must be submitted to the building administrator prior to departure.
- J. All School buses ~~may be~~ are equipped with **a sound system**. ~~with an AM-FM radio.~~ The volume **must** be adjusted to a level that allows safe operation of the school bus by the driver, and is set at the discretion thereof. Passengers with phones, mp3 players, etc. personal stereos must use headphones.

- K. It is the responsibility of the staff/chaperones/coaches to know the above guidelines and to review them with all persons participating in the trip/charter.

Violation of the above guidelines may result in loss of future bus privileges.

Adopted: April 27, 1999

Revised: _____

OVERNIGHT FIELD TRIPS

When students are engaging in school-sponsored overnight field trips, they are responsible to the Biddeford School Department. School personnel assigned to their supervision serve *in loco parentis*.

A fully completed and signed Overnight Field Trip Form (Policy EEAF-R3) must be submitted to the Superintendent to place on an agenda for a First and Second Reading approval by the Biddeford School Committee.

The following is a list of guidelines that must be followed by Building Administrators/Field Trip Coordinator(s) when requesting approvals for overnight field trips:

- A. Provide the minimum number of chaperones as follows:
 - 1. 1 staff/teacher per every 25 students
 - 2. 1 chaperone per every 10 students
- B. 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.)
- C. **First Reading:** A presentation will be made to the Biddeford School Committee (no less than twenty-eight (28) days prior to the event) on the overnight field trip by the Building Administrator/Field Trip Coordinator(s). The Biddeford School Committee will be provided with the information contained in this policy at this reading. A preliminary vote to approve the overnight field trip will be taken.
- D. **Second Reading:** The final presentation to the Biddeford School Committee (no less than fourteen (14) days prior to the event), will include the official chaperone list, alternates list, and any additional information requested by the Biddeford School Committee from the First Reading. A vote to approve the overnight field trip will be taken.
- E. Completed volunteer forms that have been approved by the Building Administrator will be required on overnight trips for chaperones who are not staff members of the Biddeford School Department.
- F. Overnight field trip permission and medical release forms must be signed by parent/guardian and student.
- G. On the date of departure, a passenger manifest, listing of all passengers per vehicle, must be submitted to the building administrator.

- H. The Building Administrator shall have the right, after conferring with the field trip coordinator(s) and the student, to exclude a student from the activity if said student's prior demonstrated behavior is deemed to pose a risk to the success or safety of the field trip.
- I. Cancellation Policy: The Superintendent and the Biddeford School Committee reserve the right to cancel an approved overnight field trip up until the time of departure. In the event of a cancellation, the school system is not responsible for any expenses incurred. The individuals coordinating the trip need to ensure that all parties are aware of this policy.

NOTE: While the above policy is the expected practice, The School Committee recognizes that occasionally, a last-minute opportunity or rescheduled event requires more immediate consideration than the timeline detailed in this policy. In such a case, the Superintendent may serve as the School Committee's proxy, but shall inform the Committee of his disposition on the matter within 48 hours. ~~and consult with the Committee if at all possible.~~

Cross Reference: EEAF-R3, Biddeford School Department Overnight Field Trip Form
GBEEB, Employee/Volunteer-Student Relationships
IJOC, School Volunteers
IJOC-R, School Volunteers Administrative Regulation
IJOC-E1, Volunteer Agreement Form
IJOC-E2, School Volunteers Authority to Release Information

Adopted: January 25, 2005

Revised: July 8, 2008, July 23, 2013, May 9, 2017, _____

OVERNIGHT FIELD TRIP FORM

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

Name of Event: _____ Date(s) of Event: _____

Teacher in Charge: _____ Class/Group Attending: _____

Address & phone number where group can be reached: _____

A. The minimum number of chaperones: 1 staff/teacher per every 25 students | 1 chaperone per every ~~8~~ 10 students

_____ # of students attending trip _____ # of staff/teachers required _____ # of chaperones required

**For any co-ed overnight field trip, you must ensure that both genders are proportionally represented.
(example – for every 8 10 female students, there will be 1 female chaperone, etc.)**

_____ # of female chaperones required _____ # of male chaperones required

Names of Chaperones (attached separate sheet if necessary):

B. Completed volunteer forms required for chaperones.

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)

C. Date Received by Superintendent: _____

D. First Reading: Initial presentation to school committee. Must be no less than 28 days prior to event.

_____ 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 14 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: EAAF-R2, Overnight Field Trips

Adopted: July 23, 2013

Revised: May 9, 2017, _____

VIDEO SURVEILLANCE ON SCHOOL PROPERTY

The Biddeford School Committee recognizes the school's continuing responsibility to maintain order and an appropriate learning environment in and around schools to ensure the safety of staff and students. After carefully balancing the need for safety with student and staff interests in privacy, the Biddeford School Committee supports the use of video surveillance cameras on school grounds and in areas of common use within buildings. Areas of common use include but may not be limited to parking lots, school entrances, hallways, cafeterias, libraries and gymnasiums. In an effort to maintain order and school safety, the cameras may be used to monitor activity during the school day and monitor activities in and around the school property at any time.

~~Notice of use of video cameras for safety and security purposes will be provided to students, parents and staff in appropriate handbooks on an annual basis.~~ Appropriate signage, indicating the use of video cameras, will be displayed outside and within Biddeford School Department buildings.

Violations of Biddeford School Committee policies / procedures and school rules viewed or recorded on the video surveillance system shall be addressed in accordance with the applicable School Committee policies and/or school rules. In addition, evidence of illegal activities may be referred to law enforcement authorities. (In regard to such video recordings, the school system will comply with all applicable provisions of state and federal law concerning staff and student records).

The Superintendent is responsible for the development of administrative procedures regarding the use of the video surveillance system. Such procedures will provide a process for review when significant violations of the staff or student discipline / conduct code occur. Procedures will also address monitoring of cameras and requests to view video recordings, retention of video recordings, the security of video cameras and recordings, the school official(s) responsible for purchase, installation, maintenance, and replacement of equipment, and scheduling and placement of cameras.

Cross Reference: EEAEFA-R – Video Surveillance on School Property Administrative Procedure
 EEAEF – Video Camera Use on School Vehicles
 JRA – Student Educational Records

Adopted: January 8, 2013

Revised: _____

VIDEO CAMERA USE ON SCHOOL PROPERTY ADMINISTRATIVE PROCEDURE

The Biddeford School Department shall comply with all applicable state and federal laws related to video recordings when, as determined by the Biddeford School Department and in accordance with law, such recordings are considered for retention as a part of the student's behavioral record. Such records will also be subject to established Biddeford School Department policies and procedures regarding confidential student records including access, review and release of such records.

NOTICE

- A. ~~The Biddeford School Department will annually provide a copy of policy EEAEFA to students, parents and staff.~~
- B. The following notice will be placed on all school buildings: "This building is equipped with a video/audio monitoring system."

USE

- A. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.

VIEWING REQUESTS

- A. Requests in writing for viewing video records will be limited to the school administrator, parent/guardian or student 18 or older, or others with a direct interest in the proceeding as determined by the Superintendent.
- B. Requests for viewing may be made through the Superintendent's Office within 14 days of the incident.
- C. Only the portion of the video recording concerning a specific incident(s) will be made available for viewing.
- D. Approval/denial of a viewing request will be made in writing to the requesting individual(s) within five (5) days of receipt of request.
- E. Video recordings will be made available for viewing within three (3) school days of the request approval.

VIEWING

- A. Actual viewing will be permitted at school-related sites only, including the Transportation Office, schools, Central Office, or as otherwise required by law.
- B. All viewing will be ~~done~~ in the presence of the school administrator/Superintendent designee.
- C. A written log will be maintained including the date and individuals viewing the video recording, reason, the date the recording was made.
- D. Video recordings remain the property of the School Department and may be reproduced only in accordance with the law and Biddeford School Department policies and procedures.
- E. Superintendent will designate access privileges to administrators.

Adopted: January 8, 2013

Revised: _____

VIDEO CAMERA USE ON SCHOOL VEHICLES

The Biddeford School Committee recognizes the Biddeford School Department's responsibility to maintain order on school buses and other vehicles used to transport students to ensure the safety of staff and students. After carefully balancing the need for discipline and safety with students' interests in privacy, the Biddeford School Committee supports the use of video cameras on school vehicles. In an effort to reduce student behavior violations, the cameras will record student behavior during transport to and from school and co-curricular activities.

When the resulting video recordings are used as a basis for **student** discipline, parent/guardian(s) will be notified in writing and given the opportunity to view the video recording of their child. Students in violation of school discipline and conduct codes shall be dealt with in accordance with established Biddeford School Committee policy, administrative guidelines and school practices.

Notice of use of video cameras for disciplinary purposes in school vehicles will be provided to all students, parents and staff on an annual basis. Moreover, notice that video observation may take place will be posted in each transportation vehicle.

~~All video recordings will be maintained by the Superintendent / designee. The Superintendent / designee may provide access to video recordings only upon request by a Biddeford School Department administrator.~~

Any recording used in a disciplinary proceeding will be retained as part of a student's disciplinary record, being disposed of as other such documentation except when special circumstances warrant longer retention. In regard to such video recordings, the school system will comply with all applicable provisions of state and federal law concerning student records.

While the intent of this policy is primarily to inform the riding public of the Biddeford School Committee's use of video cameras, the Biddeford School Department expressly reserves the right to preserve and use video files in investigations of staff conduct. Absent a warrant or court order, video may be surrendered to law enforcement officials during a criminal or accident investigation at the discretion of the Superintendent.

Video recordings may be viewed by students and/or parents under the supervision of a Biddeford School Department administrator. Only segments of the video recordings relevant to the student conduct will be reviewed.

The Superintendent will be responsible for the development of administrative procedures regarding review of video recordings made on school transportation vehicles. Such regulations will provide a process for review when significant violations of the student discipline/conduct code occur. Procedures will also address the retention of video tapes, the security of video cameras and recordings, specifying the school official(s) to be responsible for purchase, installation, maintenance, and replacement of equipment, scheduling and placement of cameras on transportation vehicles, requests for viewing and any necessary follow-up.

Cross Reference: EEAEF-R - Video Camera Use on School Vehicles — Administrative Procedure
 JK – Student Discipline
 JRA – Student Records

Adopted: January 8, 2013

Revised: _____

FREE AND REDUCED PRICE MEALS

The Biddeford School Department shall take part, as feasible, in the National School Lunch and Breakfast Programs and other food programs, which may become available to assure that all children for whom the School Committee is responsible shall have the opportunity to receive proper nourishment.

Parents shall be advised that this program is available and eligibility criteria shall be made public.

In accordance with the guidelines for participation in these programs and in accordance with the wishes of the School Committee, no child who a teacher believes is improperly nourished shall be denied a free lunch, breakfast or other food simply because proper application has not been received from his/her parents/guardians. No student is to be denied food as a disciplinary measure.

It shall be school policy that when school lunch/breakfast is desired, payment is expected on that day or in advance by/for pupils not eligible for free meals. Should there be any difficulty in obtaining such payment, the matter is to be resolved by direct contact with the parent (or student, if emancipated). The maximum allowed "on account" for purchase of hot lunch/breakfast shall be three (3) days, and no credit shall be allowed after May 1. All outstanding student accounts are expected to be paid prior to the end of the academic year.

Students whose Family is determined to be homeless or who is an unaccompanied homeless youth shall automatically be eligible to receive free access to school nutrition services.

The Superintendent/designee shall implement and communicate, as appropriate, regulations, which conform with state and federal requirements and the intent of this policy regarding participation in programs for free/reduced price meals and supplementary food.

Legal Reference: **McKinney-Vento Homeless Assistance Act (42 U.S.C 11431 et seq.) 20-A MRSA § 6601 et seq.**

Adopted: March 22, 1994

Revised: April 27, 1999, January 10, 2006, _____

BIDDEFORD SCHOOL DEPARTMENT

CHARGING FOR STUDENT MEALS ADMINISTRATIVE REGULATION

1. The Charging of Student Meals Administrative Regulation will be published on every menu during the months of September and October. It will appear on other months if needed.
2. If a child carries a balance exceeding three days, the child will be given a complimentary meal as determined by the food service supervisor.
3. Each school will maintain records that track the charging of meals for each student in that building.
4. Notification to parents will be as follows:
 - a. Policy is posted ~~on menus periodically~~ **online; this regulation is posted on at least fall menus.**
 - b. At the time of the first Charged Meal, the student will be told to tell his/her parent that the money is due the next day.
 - c. At the time of the second Charged Meal, the student will be given a note for the parent requesting the balance be paid. **The third meal shall consist of a sandwich, milk, veggie, & fruit.**
 - d. At the time of the third Charged Meal, the student will receive a copy of the Charging Policy with a note detailing dates that meals were charged as well as the meals that will be served to their child until the balance is paid.
 - e. If a student receives a complimentary meal because he/she has exceeded the charging allowance, the food service staff will notify the food service supervisor and the building principal. The building principal and/or food service supervisor will contact the parents.
5. **No charging is permitted for a la carte items.**
6. **The Biddeford School Department utilizes PayPams online payment system. The system helps parents track their children's/child nutrition choices, and payment or balances.**

Reference: EFC, Free and Reduced Price Meals

Adopted: January 10, 2006

Revised: _____

FLAVORED MILK

Skim, 1% low-fat, whole plain milk and ~~low-fat~~ skim flavored milk shall be allowed as part of the federally/state subsidized school lunch and breakfast programs of the Biddeford School Department.

Adopted: April 27, 1999

Revised: _____

BIDDEFORD SCHOOL DEPARTMENT

STUDENT EDUCATIONAL RECORDS AND INFORMATION

The Biddeford School Department shall comply with the Family Educational Rights and Privacy Act (“FERPA”) and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and information.

The Biddeford School Department designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to school attendance and participation in school activities (except photographs and videos on the Internet). The Biddeford School Department may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

Military Recruiters/Higher Education Access to Information

Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the Biddeford School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent.

Health or Safety Emergencies

In accordance with federal regulations, the Biddeford School Department may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

Information on the Internet

Under Maine law, The Biddeford School Department ~~shall not~~ may publish on the Internet any information that identifies a student, including but not limited to the student’s likeness or photo, full name, age, ~~photograph~~, personal biography, ~~e-mail address, home address, date of birth, social security number and parents’ names~~, without additional ~~written~~ parental consent beyond FERPA “opt-out” forms distributed by schools each fall.

Transfer of Student Records

As required by Maine law, the Biddeford School Department sends students’ education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

Designation of Law Enforcement Unit

The Biddeford School Committee hereby designates the Biddeford Police Department as Biddeford School Department's law enforcement unit.

Administrative Procedures and Notices

The Superintendent is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. ~~Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations. A copy of this policy shall be posted in each school and be included in all school handbooks.~~

Legal Reference: 20 U.S.C. § 1232g; 34 C.F.R. Part 99, as amended
 20 U.S.C. § 7908
 20-A M.R.S.A. § 6001, 6001-B
 Maine Department of Education Rules, Chapters 101 and 125

Cross Reference: JRA-E – Annual Notice of Student Education Records and
 Information Rights
 JRA-R – Education Records and Information Administrative
 Procedure

Adopted: April 27, 1999

Revised: August 10, 1999, December 13, 2005, July 12, 2011, _____

STUDENT CONDUCT ON SCHOOL BUSES

The law does not relieve parents of students from the responsibility of supervision before the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Once a student boards the bus—and only at that time—does he/she become the responsibility of the school system. Such responsibility shall end when the student is delivered to the authorized bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the School Committee requires students to conduct themselves in the bus in a manner consistent with established standards for classroom behavior.

In cases when a student does not conduct him/herself properly on a bus, such instances are to be brought to the attention of the building Principal/**designee** by the bus driver. The building Principal/**designee** will inform the parents immediately of the misconduct and request their cooperation in checking the student's behavior.

Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the Principal/**designee**. In such cases, the parents involved become responsible for seeing that their child gets to and from school safely.

Legal Reference: 20-A MRSA § 5401 **(AMD. 2015)**

Cross Reference: JICC-R - Student Conduct on School Buses Administrative Regulation
JICC-E – Bus Report Form

Adopted: March 17, 1993

Revised: April 27, 1999, _____

CHILD FIND

The Biddeford School Department seeks to ensure that all children within its jurisdiction who are school-age, ~~five~~ **four** through the school year in which they turn 20, and who are in need of special education and supportive assistance, including homeless children, state wards, state agency clients, students who have been suspended or expelled, children attending private schools receiving home instruction, children incarcerated in county jails, children who have the equivalent of 10 full days of unexcused absences or seven consecutive school days of unexcused absences during a school year, highly mobile children (including migrant or homeless), and children who are suspected of being disabled and in need of special education and supportive assistance even though they are advancing from grade to grade are identified, located, and evaluated.

The Biddeford School Department's Child Find responsibility shall be accomplished through a unit-wide process which, while not a definitive or final judgment of a student's capabilities or disability, is a possible indicator of special education needs. Final identification of students with disabilities and programming for such students occurs only after an appropriate evaluation and a determination by the IEP Team.

This Child Find process shall include obtaining data on each child through multiple measures, direct assessment, and parent information regarding the child's academic and functional performance, gross and fine motor skills, receptive and expressive language skills, vision, hearing and cognitive skills. The Biddeford School Department may schedule Child Find activities during its annual **Pre-k** and kindergarten enrollment to assist in planning for necessary special education and related service at the start of the school year. ~~If screening occurs in the spring prior to school entry, the Biddeford School Department will refer the child to the regional Child Development Services (CDS) site within 10 school days.~~

If the Child Find process indicates that a student may require special education and supportive services in order to benefit from regular education, the student shall be referred to the IEP Team to determine the student's eligibility for special education services.

School staff, parents, or agency representatives or other individuals with knowledge of the child may refer children to the IEP team if they believe that the student, because of a disability, may be in need of special education and supportive services in order to benefit from regular education. Such a referral should follow the **District's** ~~school unit's~~ pre-referral and referral policy.

Legal Reference: 34 C.F.R. § 300.111 (2006)
Maine DOE Rule Ch. 101 § IV(2) (July 2011) **(August 2017)**

Adopted: April 27, 1999

Revised: May 22, 2012, _____

AUTHORIZED STAFF USE OF SCHOOL PROPERTY

Staff members who sign out materials and equipment for personal or classroom use are responsible for those materials and may be required to pay the replacement or repair costs for loss or damage. Staff members who habitually lose, damage or fail to return materials may be denied access to materials.

Teachers signing out classroom collections are responsible for maintaining accurate records and for ensuring that all materials are returned. **Items such as tools, laboratory equipment, athletic equipment, laundering, cleaning or food preparation equipment, computers, or peripherals may only be used for their intended purpose. Should any question arise as to what else might be covered in this provision, employees should consult with the Superintendent, with whom the final decision rests.**

Cross Reference: GCSA-Employee Use of School-Issued Computers,
Devices and the internet.

Adopted: March 17, 1993

Revised: April 27, 1999, _____

SPECIAL USE OF SCHOOL BUSES

~~School buses may be used to transport students for field trips and extracurricular activities in accordance with School Committee policies, applicable administrative regulations and budgetary limitations.~~

~~All policies and regulations pertaining to student conduct on school buses shall also apply to special trips. Chaperones shall be responsible for maintaining order on the buses. There must be at least one chaperone for every fifteen (15) students.~~

~~All transportation arrangements for special trips shall be made through the Dispatch Supervisor to the Superintendent's Office.~~

~~Bus drivers on special trips must follow pre-approved routes and may not make unscheduled stops or detours. Drivers shall notify the Superintendent/designee in case of emergency or undue delay.~~

Cross Reference: JICC – Student Conduct on School Buses
EEAF-R - Charter/Trip Regulations

Adopted: January 13, 1993

Revised: April 27, 1999

Deleted: _____

BIDDEFORD SCHOOL DEPARTMENT

TITLE I PARENT INVOLVEMENT POLICY – SCHOOL LEVEL
JOHN F. KENNEDY MEMORIAL SCHOOL
~~KINDERGARTEN CENTER~~

The John F. Kennedy Memorial School ~~Kindergarten Center~~ school policy has been developed jointly through the district's Title IA Parent Advisory Committee which consists of the parents/guardians of students participating in the Title I programs in the Biddeford School District. It includes a "School-Parent Compact" that outlines the manner in which parents, school staff, and students will share the responsibility for improved student academic achievement. The building principal/designee will be responsible for distributing this policy to parents/ guardians of students participating in the school's Title I programs.

I. PARENT INVOLVEMENT MEETINGS

The John F. Kennedy Memorial School ~~Kindergarten Center~~ shall convene an annual meeting at a convenient time to which all parents/guardians of participating children shall be invited and encouraged to attend to inform them of the school's participation under Title I, explain the right of parents to be involved, and to encourage their involvement in the planning, review, and improvement of the school's Title I programs and parent involvement policy.

The John F. Kennedy Memorial School ~~Kindergarten Center~~ will offer at least three (3) other meetings during the school year, held at various times in the morning or evening for parents/guardians of students participating in Title I programs.

The John F. Kennedy Memorial School ~~Kindergarten Center~~ principal/designee will:

- A. Invite parents/guardians of participating children to review Title I information, including Compacts and Policies, on an individual basis with the child's teacher and/or principal;
- B. Introduce the representative(s) on the Parent Advisory Committee;
- C. Provide an overview of Title I and the programs the school provides under Title I during Open House and Parent/Teacher Conferences;
- D. Explain the rights of parents/guardians to be involved in developing and reviewing the school's parent involvement policy, including the School-Parent Compact;

- E. Provide a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
- F. Give parents/guardians an opportunity to ask questions and engage in informal discussion about student achievement and school performance;
- G. Respond to requests from parents for opportunities for regular meetings to formulate suggestions and to participate (as appropriate) in decisions relating to the education of their children;
- H. Invite parents/guardians to serve on the Parent Advisory Committee and/or other school or district-level Title I committees;
- I. Invite parents/guardians to participate in the planning, review, and improvement of programs under Title I and the school-parent involvement policy and establish a schedule for this activity;
- J. With the input of parents/guardians, establish a process by which an adequate representation of parents/guardians can be assured;
- K. Describe the process by which parents/guardians may express concerns and complaints if they are dissatisfied with the Title I program;
- L. Engage school-based parent organizations in outreach to parents/guardians of students participating in Title I.

II. SCHOOL-PARENT COMPACT

The John F. Kennedy Memorial School ~~Kindergarten Center~~ School-Parent Compact describes how parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will develop a partnership to help children achieve the State's academic achievement standards.

- A. The Biddeford ~~Kindergarten Center~~ is responsible for providing a high-quality curriculum and instruction in a supportive and effective learning environment that enables students served under Title I to meet the State's academic achievement standards.

- B. Parents/guardians will be responsible for supporting their children's learning by:
1. Monitoring their children's attendance;
 2. Providing assistance and encouraging their children to complete homework assignments;
 3. Encouraging their children to ask for help from teachers or classroom aides (ed techs, volunteers) when needed;
 4. Talking with their children about the school day;
 5. Reading to or with their children;
 6. Monitoring and limiting their children's television watching;
 7. Volunteering in the classroom and for school-related activities such as field trips (~~School see Handbook, page 10 under Communication~~);
 8. Participating, as appropriate, in decisions related to the education of their children (RTI, SAT Team); and
 9. Enrolling their children in extracurricular and age-appropriate, community-based, after-school activities.
- C. The John F. Kennedy Memorial School ~~Kindergarten Center~~ will address the importance of communication between parents and teachers on an ongoing basis by:
1. Scheduling one or more parent-teacher meetings annually for parents/guardians of elementary school level students during which the Compact may be discussed as it relates to the individual child's achievement;
 2. Providing frequent reports to parents/guardians on their children's progress through Weekly Folders (see Handbook ~~page 9~~);
 3. Providing parents/guardians with reasonable access to staff to discuss issues related to their children's learning;

4. Giving parents the opportunity to observe classroom activities (i.e., Open House, classroom visits, also see Handbook ~~page 9~~);
5. Welcoming parents as volunteers in the classroom (see #7 above); and
6. Providing adequate supervision and feedback for parents/guardians who volunteer.

Legal Reference: 20 U.S.C. § 6318

Adopted: _____

BIDDEFORD SCHOOL DEPARTMENT
REQUEST FOR STIPEND APPOINTMENT APPROVAL

Date: April 2, 2018 **School:** Biddeford Middle School

Building Administrator: Scott Descoteaux

Stipend Position Title: 7th grade softball coach

Position Responsibilities: To teach proper sportsmanship. Teach respect towards umpires and opponents

To teach the value of hard work

To prepare the girls for the next level

To foster a fun, learning environment

Stipend Dollar Amount: \$2272

Anticipated Amount of Time

Number of students participating: Approx. 13

Number of days per week: 5

Number of weeks per season/school year: 10

Number of hours per session: 1.5

Total hours for season/school year: 75

Recommended Employee: Don Perreault

Background/Experience: Former Little League softball coach

Former volunteer coach Biddeford Middle School
