Change: April 7th and May 12 will be teacher inservice days instead of early release
Region Two FY21 School Calendar

**H - SCHOOL HOLIDAYS**

- July 4 - Independence Day
- September 7 - Labor Day
- October 12 - Indigenous Peoples Day
- November 11 - Veterans Day
- November 26 - Thanksgiving Day
- December 25 - Christmas Day
- January 1 - New Year’s Day
- January 18 - Martin Luther King, Jr. Day
- February 15 - Presidents’ Day
- April 19 - Patriots’ Day
- May 31 - Memorial Day

- OHSA 30 Training – August 24 – 28
- Open House - August 26
- 1st Student Day – August 31st (White Day)
- Workshop Days – Aug. 26, Oct. 9, Nov. 6, March 18, 19
- College Career Fair – October 2
- Region Two Early Release – Dec. 23rd (11:30)
- Skills USA State Competition – March 18, 19
- Region Two Program Advisory Dinner/Meeting April 15
- Region Two Completer Banquet – May 18
- Last Student Day – June 10

This color = colors days - no colors = white days
V = vacation student days
O = OSHA 30
W = workshop days
T = Trimester ranking period end date

Cooperative Board Approved – January 14, 2020
<table>
<thead>
<tr>
<th>GRADE 6</th>
<th>ROOM #’S</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RACHEL</td>
<td>CARMICHAEL</td>
<td>221</td>
</tr>
<tr>
<td>DARCY</td>
<td>LOROM</td>
<td>220</td>
</tr>
<tr>
<td>MELISSA</td>
<td>MARINO</td>
<td>215</td>
</tr>
<tr>
<td>JILL</td>
<td>PORTER</td>
<td>216</td>
</tr>
<tr>
<td>CASSIE</td>
<td>QUELLETTE</td>
<td>219</td>
</tr>
<tr>
<td>ZOE-ANN</td>
<td>RYDER</td>
<td>110A</td>
</tr>
<tr>
<td>CHRIS</td>
<td>LEE</td>
<td>223</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRADE 7</th>
<th>ROOM #’S</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>JULI</td>
<td>DICKISON</td>
<td>214</td>
</tr>
<tr>
<td>MICHELLE</td>
<td>HATHAWAY</td>
<td>213</td>
</tr>
<tr>
<td>MELISSA</td>
<td>GOODWIN</td>
<td>212</td>
</tr>
<tr>
<td>KATIE</td>
<td>WRIGHT</td>
<td>227</td>
</tr>
<tr>
<td>SANDRA</td>
<td>STRAUBEL</td>
<td>211</td>
</tr>
<tr>
<td>CORINNE</td>
<td>NADEAU</td>
<td>209</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRADE 8</th>
<th>ROOM #’S</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>LADERICKA</td>
<td>SEWELL</td>
<td>321</td>
</tr>
<tr>
<td>CHELEY</td>
<td>WEEKS</td>
<td>318</td>
</tr>
<tr>
<td>BOB</td>
<td>RICHARDSON</td>
<td>208</td>
</tr>
<tr>
<td>MARK</td>
<td>FICHTER</td>
<td>225</td>
</tr>
<tr>
<td>EVAN</td>
<td>CLARK</td>
<td>334</td>
</tr>
<tr>
<td>RENAE</td>
<td>FOLEY</td>
<td>210</td>
</tr>
</tbody>
</table>
2020/21

HIGH SCHOOL ADVISOR LIST

GRADE 9
Chris Bossie
Cathy Torchia
Jeremy Sjoberg
Nan Mills
Danielle Thibodeau

GRADE 10
Shelly Bouchard
Jim Castner
Heather Fagnant
Carrie Fichter
Craig Fournier
Heather Quimby

GRADE 11
Kevin Mania
Kristin Supa
Lura Griffin
Ann Kreysigg
Mike Hannigan
Linda Peters

GRADE 12
Traci Storti
Kris Schools
Willard/Graham
Heather Mitchell
Mark Graybill
Mike Kenney
HMHS Bell Schedule - Grade 6

8:09        First Warning Bell
8:14        Second Warning Bell
8:15-8:18   Homeroom
8:20-8:57   First Period
8:57-9:37   Second Period
9:37-9:52   Advisory
9:52-10:32  Third Period
10:32-11:12 Fourth Period
11:12-11:52 Fifth Period
11:52-12:50 Sixth Period

6th Lunch 12:30-12:50
12:52-1:30  Seventh Period
HMHS Bell Schedule- Grade 7

8:09       First Warning Bell
8:14       Second Warning Bell
8:15-8:18  Homeroom
8:18-8:55  First Period
8:55-9:35  Second Period
9:35-9:50  Advisory
9:50-10:30 Third Period
10:30-11:10 Fourth Period
11:10-11:50 Fifth Period
11:50-12:50 Sixth Period
          7th Lunch 12:10-12:30
12:50-1:30 Seventh Period
HMHS Bell Schedule- Grade 8

8:09         First Warning Bell
8:14         Second Warning Bell
8:15-8:18    Homeroom
8:18-8:53    First Period
8:53-9:33    Second Period
9:33-9:48    Advisory
9:48-10:28   Third Period
10:28-11:08  Fourth Period
11:08-11:48  Fifth Period
11:50-12:50  Sixth Period
           8th Lunch 11:50-12:10
12:48-1:30   Seventh Period
2020-21 Two Hour Delay Schedule MS

10:09
10:14
10:15-10:36
10:36-10:57
10:57-11:19
11:19-11:40
11:40-12:40
  6th Lunch 11:40-12:00
  7th Lunch 12:00-12:20
  8th Lunch 12:20-12:40
12:40-1:05
1:05-1:30

First Bell
Warning Bell
First Period
Second Period
Third Period
Fourth Period
Fifth Period
Advisory/Indoor Recess 12:00-12:20
Advisory/Indoor Recess 12:20-12:40
Advisory/Indoor Recess 11:40-12:00
Sixth Period
Seventh Period
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:09</td>
<td>First Bell</td>
</tr>
<tr>
<td>8:14</td>
<td>Warning Bell</td>
</tr>
<tr>
<td>8:15-8:18</td>
<td>Homeroom</td>
</tr>
<tr>
<td>8:20-8:38</td>
<td>Period 1</td>
</tr>
<tr>
<td>8:40-8:58</td>
<td>Period 2</td>
</tr>
<tr>
<td>9:00-9:18</td>
<td>Period 3</td>
</tr>
<tr>
<td>9:20-9:38</td>
<td>Period 4</td>
</tr>
<tr>
<td>9:40-9:58</td>
<td>Period 5</td>
</tr>
<tr>
<td>9:58-10:02</td>
<td>Snack</td>
</tr>
<tr>
<td>10:04-10:22</td>
<td>Period 6</td>
</tr>
<tr>
<td>10:24-10:40</td>
<td>Period 7</td>
</tr>
<tr>
<td>10:42-10:52</td>
<td>Grade 6 Lunch</td>
</tr>
<tr>
<td>10:52-11:02</td>
<td>Grade 7 Lunch</td>
</tr>
<tr>
<td>11:02-11:12</td>
<td>Grade 8 Lunch</td>
</tr>
</tbody>
</table>
Houlton High School Bell Schedule

8:09  Freshman & Sophomore Warning Bell (move from advisory)

8:10  Junior and Senior Warning Bell (move from advisory)

8:14  Second Warning Bell

8:15-9:25  First Block

9:25-9:40  Advisory

9:40-10:50  Second Block

10:50-12:20  Third Block

  First Lunch  11:10-11:30

  Second Lunch  11:30-11:50

12:20-1:30  Fourth Block
2020-21 Two Hour Delay Schedule HS

10:09  First Bell
10:14  Second Warning Bell
10:15-11:00  First Block
11:00-12:05  Second Block
    First Lunch  11:00-11:20
    Second Lunch 11:20-11:40
12:05-12:50  Third Block
12:50-1:30  Fourth Block
1:30  Dismissal
2020-21 Early Release Schedule HS

8:09 First Bell
8:14 Warning Bell

8:15-8:56 Block 1

9:00-9:41 Block 2

9:45-10:22 Block 3

10:24-11:12 Block 4

11:15-11:30 Advisory/High School Lunch (Everyone reports to advisory. Those who want lunch may go get it. No one, except seniors, will be dismissed until 11:30AM)

**Dismissal for grades 6-12 will be at 11:30.**
**SAD #29 School Policies & Procedures**

**Vision Statement:**

The Educational Community of SAD #29 encourages the growth, high aspirations, and quality standards of its students and staff. We respect responsible decision-making and risk taking, value individual differences, and recognize that learning never ends. In SAD #29, educators take pride in the achievement of our community and provide an open and safe environment, and nurtures positive self-esteem and fosters mutual respect. Students are problem solvers who take ownership of their own learning. As an integral part of the educational process, parents and caregivers also accept the responsibility for supporting their child’s efforts to be successful. The educational community shall work together toward quality education.

**SAD #29 Belief Statements:**

All Students need to take responsibility for their own learning, with support from parents, community, and school staff.

All students are capable of learning and deserve an atmosphere that accepts and values differences.

All students need to be lifelong learners, problem solvers, and risk takers.

All students need to communicate effectively.

All students need to become responsible, respectful, members of their community.

All students will strive to achieve common district standards.

**SAD #29 Guiding Principles:**

As a result of the support of parents, community, and school staff, each student will leave Houlton Jr-Sr. High School as:

- A creative problem solver and risk taker.

- A clear and effective communicator.

- A self-directed, lifelong learner.

- A responsible, respectful member of the community.

- A collaborative worker who demonstrates a positive work ethic.
Attendance Policy:

The Board of Education believes that it is the shared responsibility of the schools and the home to see that all students attend school on a regular basis. Regular school attendance is vital to the academic achievement of the student and to the development of positive habits of punctuality and attendance. The State Department of Education and the School Board of SAD #29 consider only the following as legal excuses for missing school:
1. Personal illness.
2. Appointment with a health professional that cannot be made outside the regular school day.
3. Observance of recognized religious holidays when the observance is required during the normal school day.
4. Planned absences for personal or educational purposes, which have been approved in advance.
5. Emergency family situations.

Any student absent from school for any reason is expected to report to the office upon his/her return to complete an absence slip and to provide the school with a written excuse from his/her parent or guardian. Please call the office before 9:00 a.m. to inform us if your child is going to be absent for any reason. This procedure provides the school and the parent/guardian with the whereabouts of the student at all times.

Dismissals:

Dismissals are allowed only in situations when it is unavoidable to miss school. In order to be dismissed, a student must bring a note to the office prior to the start of the school day or have a parent/guardian call the Main Office and inform them of the dismissal.

Tardiness:

A sincere effort should be made to be in school on time. In order to ensure punctuality, the school must set penalties for unexcused tardiness. Any student arriving late for school must report to the office with a note from his/her parent/guardian excusing the tardiness. Excessive tardiness will be dealt with by the administration in the form of detention or suspension.

The Family Educational Rights and Privacy Act:

This act allows you to inspect and review educational records on your child maintained by the school or district. Schools must comply with your request within a reasonable time frame (not more than 45 days). Someone must explain the records to you if asked. You may request copies of your child’s records. You may request in writing to have material in your child’s records removed or amended, stating why. The school can refuse to remove material, at which point you have the right to request a Due Process hearing. M.S.A.D. #29 must send educational records to a school which your child transfers, and has the right to release records without your written consent to schools where your child is transferring; to state or federal investigating agencies; to respond to a subpoena; or if there is a health or safety emergency. A complete copy of the district’s policy can be obtained from building principals, the superintendent, or the director of special education.
Section 504 of the Rehabilitation Act of 1973

This ensures your child's right to the full range of special accommodations and services necessary for student with special needs to participate in and benefit from public education programs and activities. Key to the requirement is that all handicapped students be provided a free and appropriate public education (FAPE). It requires identification, evaluation, provision of appropriate services and procedural safeguards. Decisions about 504 eligibility and services must be documented in the student's file and reviewed periodically.

Under section 504 the parent or guardian must be provided with notice of the actions affecting the identification, evaluation, or placement of the student. They are entitled to an impartial hearing if they disagree with the district's decision.

It is important to remember that some students have physical or mental conditions that limit their ability to access and participate in educational programs to which they are entitled. Their rights are protected under section 504. Section 504 is not an aspect of special education. A student may have a health problem that is considered a handicap because it substantially limits his/her ability to function in school. BUT that student may not be eligible for special education services because he/she does not need specially designed instruction. For example, a student in a wheelchair may require specially designed ramps, etc. in order to access the regular classroom, but does not need special instruction in order to learn.

Under 504 it is the responsibility of the general public education system to meet the needs of such students. Section 504 protects all handicapped students, defined as those having any physical or mental impairment that substantially limits one or more major life activities, including learning. Building principals and superintendents of schools are responsible for its implementation within districts. It is the 504 officer's responsibility to oversee the process for implementation, and to ensure that procedural safeguards are in place.

The 504 officer for M.S.A.D. #29 is Marion Gartley. Her office phone is 532-7950.

Special Education:

The Individuals with Disabilities Act (IDEA) defines as eligible only students with certain specified types of disabilities, and who, because of those conditions, need special education. Special education means that a student requires specially designed instruction.

If you believe your child has a disability and needs either special accommodations, special education or related services, a referral should be made. The referring person should be familiar with the student and be able to pinpoint areas of concern. It may be helpful to remember that we are looking for difficulties or deficits that interfere with your child's ability to learn in a regular classroom and/or to make satisfactory progress in the general curriculum.

Behavioral Expectations:

We firmly believe that all students, teachers, parents and administration should work together to make our school both safe and pleasant. Discussion and honest exchange of opinions in an atmosphere of mutual respect can resolve many difficult situations. Our school is one where every student should have an opportunity to learn and grow to the best of their ability. Students at Houlton Jr.-Sr. High School are expected to conduct themselves appropriately at all times, meaning respecting the rights and safety of others.
Nutrition Standards

The MSAD #29 school community will create an environment for staff and students that supports healthy, lifelong eating habits. The district will ensure that reimbursable school meals meet the program requirements and nutrition standards found in federal regulations. The district will monitor all food and beverages sold or served to students, including those available outside the federally regulated child nutrition programs to ensure that they meet specific guidelines required by MSAD#29 Nutrition Education.

Nutrition education promotes healthy eating practices and nutrition education topics will be integrated within the comprehensive health education program. All students Pre-K to 9 shall receive nutrition education as part of the district’s Comprehensive School Health education curriculum, which is aligned to Maine’s Learning Results, to develop the knowledge and skills needed to adopt healthy eating behaviors. Nutrition information and education shall be offered throughout the school campus including but not limited to school dining areas and classrooms. Nutrition education shall also be made available to parents/guardians and the community.

Physical Education and Physical Activity Opportunities

All Grade K-10 students will have the opportunity to participate regularly in supervised, organized and unstructured physical activities to maintain physical fitness. Recognizing that physical education is a crucial and integral part of a child’s education, the district along with the community will provide opportunities to ensure that students engage in healthful levels of physical activity to promote and develop overall wellness. Physical education classes shall equip students with the knowledge, skills, and values necessary for lifelong physical activity and fitness.

Student and Staff Wellness

The district supports healthy lifestyles for students and staff. The MSAD#29 Wellness Team will provide programs to address the physical, social, spiritual, emotional and mental well-being of all members of the school community. Each school in the district will provide an accessible and productive work environment.

Monitoring and Evaluation of the Wellness Policy

The Superintendent will enlist the support of all administrators and staff members in the district to ensure compliance of this policy. In addition, specific groups within the school community will assist the Superintendent in monitoring this policy. The Food Services Director will be responsible for USDA regulations within school food programs and vending machines. A designated Wellness Team member at each school will monitor all other food offered, using the guidelines outlined in the administrative rules of this policy. Potential issue(s) will be brought to the attention of the School Health Coordinating Team or the Wellness Team, which will then be brought to the Superintendent for resolution. The superintendent will appoint an evaluation team to annually review compliance and assess current nutrition, physical activity and other wellness programs for students and staff. A report will be given to the Superintendent, highlighting both successes and areas that need improvement. This may result in the revision of nutrition and physical activity policies and programs to better promote the health of students and staff in the district.

The students, staff and community will be informed about the local Wellness Policy on an annual basis. This policy was developed by a Wellness Policy Committee made up of: the Superintendent, School Food Services Director, School Health Coordinator, two Physical Education teachers, two Wellness Team members, community members/parents and a high school student.

First reading at School Board Meeting: May 1, 2006 Adopted: June 6, 2006
**Vending Machines:**

MSAD#29 prohibits the sale of soft drinks and other junk food as defined below in all student-accessed vending machines.

**Soft drinks** – includes regular and low-calorie carbonated soft drinks, carbonated fruit juice drinks, and sweetened and unsweetened carbonated water.

**All junk food** – defined as food of minimal nutritional value:

(a) in the case of artificially-sweetened foods, a food which provides less than 5% of the Reference Daily Intake (RDI) for each of eight specific nutrients per serving;
(b) in the case of all other foods, a food which provides less than 5% of the RDI for each of eight specific nutrients per 100 calories and less than 5% of the RDI for each of eight specified nutrients per serving.

The eight nutrients to be assessed are protein, vitamin A, vitamin C, niacin, riboflavin, thiamin, calcium, and iron. AND:

(c) provides more than 35% by weight of sugar (excluding sugar found naturally in fruit and dairy products) OR
(d) provides more than 30% of total calories from fat (excluding fat from nuts, seeds, and peanut butter) OR
(e) provides more than 10% of calories from saturated fat.

**Fundraising:**

The school administrator must approve all fundraising projects. All projects are encouraged to meet the same standards as those for vending machines. Non-food fundraising projects are encouraged. Food items sold must not compete with the National School Lunch or Breakfast Program, that is, they cannot be sold during the school day.

**Bake Sales:**

There will be no bake sales during the school day.

**Physical Education and Physical Activity Opportunities**

Age appropriate physical education shall be offered to students in the district. In addition, physical education topics shall be integrated into the curriculum when appropriate. The district shall implement a quality physical education program that addresses the following:

**Curriculum:**

Has a curriculum aligned with the Maine Learning Results.

Equips students with the knowledge, skills, and attitudes necessary for lifelong physical activity.

Influences personal and social skill development.

**Opportunities:**

Offers weekly instructional periods of physical education.

Has a teacher to student ratio consistent with those of the other subject areas and/or classrooms.

Provides facilities to implement the curriculum for the number of students served.

Has enough functional equipment for each student to actively participate.

Builds students' confidence and competence in physical abilities.
Includes students of all abilities.

The District should offer daily opportunities for unstructured physical activity, commonly referred to as recess, for all students in Grades K-6. Recess should be in addition to physical education class time and not be a substitute for physical education. Each school shall provide proper equipment and a safe area designated for supervised recess in the elementary setting.

First reading at School Board Meeting: May 1, 2006 Adopted: June 6, 2006

**Weapons Policy**

In an effort to ensure a safe environment for students and employees, possession or use of a weapon in a school building is prohibited. An individual found to be in possession of a weapon on school premises before, during or after school or at any school-sponsored activity is subject to administrative and legal action. Administrative action will include suspension/expulsion.

**Drug and Alcohol Policy**

There will be no possession or consumption of alcohol or drugs on the school grounds. No student shall be allowed to remain on school property under the influence of alcohol or drugs. Any student violating the drug and alcohol rules shall face immediate suspension. Notification of parent/guardian and/or appropriate authorities will also take place.

**Sexual Harassment Policy**

The School Board of SAD # recognizes the right of all personnel, both students and employees, to perform in an atmosphere free of intimidation, ridicule, hostility and offensiveness. In order to help ensure such an atmosphere, SAD #29 students and employees shall refrain from harassment of any nature, and for the purposes of this policy, particularly that which is of sexual nature. Acts of this nature are in direct violation of SAD #29 policy and illegal under relevant State and Federal Statutes.

**Student Parking**

Grade 11 and 12 students can park their cars in designated areas on school grounds. Students must observe all traffic laws as well as any other rules imposed by the school. Any student who disobeys any of the rules will be issued a verbal warning. If a second warning is issued, the student may not bring their vehicle on school grounds for thirty days. A third warning will result in loss of parking privileges for the remainder of the school year.

**Personal Appearance**

Dress should be comfortable and appropriate for the learning situation rather than distracting or disruptive to others in the educational process. No clothing advertising drugs, alcohol, tobacco or with profanity will be permitted. Hats are not to be worn in the office, classroom, cafeteria, or auditorium.
Student Council

Your Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the Council are your representatives and have direct access to the school administration.

Dances

School clubs and organizations may sponsor dances throughout the school year. Such events must be approved by the Student Council and cleared by the Principal. All school rules apply; any high school student who leaves the dance will not be readmitted. Junior High students are not allowed to leave the dance once they have entered.

Honor Roll

All students who receive an average of 85 or higher in all academic subject areas are eligible for the honor roll. Students who receive an average of 90-92 will receive high honors. Students who receive an average of 93 or higher in all academic subjects will receive highest honors. Those students who receive all A's in every academic subject will receive the principal's award. The Principal's Award is presented publicly once a year at the National Honor Society's Academic Awards Night. The Principal's Award also is presented at the academic recognition assembly at the end of the year. Other recognition will be given to seniors who have achieved an average of 85 or higher for four years.

Honor Parts for Graduation

To be eligible for honor parts, a student must have received credit for at least 50% of his/her credits in the College Preparatory Program.

Insurance

All students participating in shop, extra-curricular activities, including sports, band and other activities requiring travel must be covered by Student Accident Insurance and/or family health and accident insurance as a prerequisite to participation in such activities.

Library

The library is open each school day from 8:00 a.m. to 3:30 p.m. The library rules are as follows: quiet must be maintained, books and magazines must not be defaced or damaged in any way, books must be returned after a two week period or a fine will be levied. The library is not to be used as a study hall; students reporting to the library need to sign in, take a seat quietly and start working. The librarians are in charge of the library and are entitled to the same respect as any classroom teacher.
Make-up Work

Whenever an absence from school occurs, it is expected that some work will have to be made up. For unplanned absences (illness or emergency at home) the student has one day for every day out to complete the work. For planned absences (appointments with health professionals, religious holidays) the student should see teachers ahead of time to get assignments. The work is due upon the student's return to school.

Suspension

In the event a student is suspended, that student must come to school each day of his/her suspension between 3:00 and 3:30 p.m. to pick up his/her assignments and pass in completed work.

Middle School Philosophy

Houlton Junior High has been working to achieve a middle school approach in grades 6, 7 and 8. This means that the teachers and students in these grades have been given more freedom to develop their programs and activities independently from the high school. As part of this process, corridor A is designated as the middle school area and is reserved solely for grades 6, 7 and 8. High school students should remain out of the junior high section. Please use the cross corridor to travel between high school classes and Region Two Applied Technology classes. Due to the unique developmental stages of the middle school student, behavior consequences may vary and will be determined at the discretion of the administration.

Valuables

Any student in possession of a sum of money or other valuable items should not bring them to school. If they must be brought to school, these items may be put in the office until the end of the day. Do not leave money or other valuables in lockers even if the locker is locked. The school cannot be responsible for the loss of money or valuables.

Telephone Use

There is a phone located inside the main office for student use when not in class. Students wishing to use the office phone during class time must have a legitimate reason and must obtain a pass from the classroom teacher. Students may use the office phone after school as well.

School Buses

While riding on a school bus, the student is to abide by the same rules that apply to the school building. Bus drivers are in charge of all buses. Students who misbehave or refuse to obey the bus driver will lose their privileges for a time period.
Fire Drills

Fire drills are held at regular intervals throughout the school year. Procedures are posted in all classrooms.

Medication

School personnel will not issue any medication to students. If it is necessary for a student to take any form of medication at school, a signed statement from a parent/guardian must be on file. The student is to go to the nurse office for medication.

Visitors

Parents are encouraged to visit the school at any time. Students are not encouraged to bring visitors to the school; however, any visitor must be registered in the office and have permission to visit the school. Students having visitors are responsible for the conduct of the visitor.

MSAD # 29 Tobacco Use Policy

Tobacco is the number-one killer and is the leading cause of preventable death in Maine. In order to reduce the high incidence of tobacco use in northern Maine, to promote health and safety of all students and employees, and to promote the cleanliness of all facilities, the Directors of MSAD# 29 prohibits smoking, the distribution and sale of tobacco products in school buildings, on school grounds, on school buses and at school-sponsored functions at all times by all persons. Violation of this policy will be considered a serious offense.

In addition, students are further prohibited from possessing tobacco products in school buildings, on school grounds, on buses and at school-sponsored functions at all times. Students are also prohibited from wearing, and/or displaying any type of tobacco promotion materials.

Tobacco prevention education will be incorporated into the district's Pre-K to 12 comprehensive health curriculum as part of the Maine Learning Results, so that all students will be aware of the consequences of use/non-use of tobacco products.
RSU 29 PEST MANAGEMENT NOTIFICATION

RSU 29 uses an Integrated Pest Management (IPM) approach to the control of insects, rodents, microorganisms, weeds and other pests in school buildings and on school grounds. IPM combines a variety of methods for managing pests including monitoring, improved sanitation and food storage practices, pest exclusion and removal, biological control, and pesticides. The objective of the IPM program is to provide effective pest control while minimizing pesticide use.

Pesticides

Non-chemical pest management methods will be implemented whenever possible. However, sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the least hazardous effective pesticide feasible.

Notification

When required by law, parents/guardians and school staff will be notified at least five days* in advance if specific pesticide applications. When required by law, pesticide application notices will be posted in school and on school grounds.

Notification need not be given for pesticide applications recognized by law or regulations to pose little or no risk of exposure to students or staff.

A copy of the school system’s IPM/Pest Management policy is available for review in the school office. The school also keeps records of prior pesticide applications and the pesticides used. You may review these records, a copy of the policy and Maine’s “Pesticides in Schools” regulation (Chapter 27 of the Department of Agriculture Board of Pesticides Control “Standards for Pesticide Applications and Public Notification in Schools”) by contacting our IPM Coordinator Fred Pelletier at 532-6551.

For further information about pests, pesticides and notification you may contact the Board of Pesticides Control at 207-287-2731
ANNUAL NOTIFICATION
OF
ASBESTOS-CONTAINING BUILDING MATERIALS
IN
RSU 29 FACILITIES
August 20, 2020

TO: All RSU 29 employees, parents and guardians and residents

All schools/buildings (with the exception of Houlton Southside School, which is asbestos free) in RSU 29 have been inspected for the presence of Asbestos Containing Building Materials (ACBM's). A written plan for the management of the asbestos containing materials has been developed. This plan, noting the type, location, condition, and appropriate maintenance action of the ACBM's, is available for inspection at the office of the Superintendent and in each Principal’s Office. Copies may be requested at a cost of $1.00 per page.

The following are maintenance activities that occurred:

- periodic surveillance on December 12, 2019 at Houlton High School
- periodic surveillance on December 12, 2019 at Houlton Elementary School

- periodic surveillance on June 15, 2020 at Houlton High School
- periodic surveillance on June 19, 2020 at Houlton Elementary School

The following activities are planned for the coming 2020-21 year; the semi-annual periodic surveillance in December 2020 and June 2021.

For further information contact Ellen Halliday, Superintendent at 532-6555, ext. 1.
TO: Administration, Teachers, Parents and Eligible Students

FROM: Superintendent Ellen Halliday

DATE: August 20, 2020

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years of age or older ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect the student's education records within 45 days of the school department receives a request for access. Parents or eligible students should submit to the school principal or superintendent a written request that identifies the record(s) they wish to inspect. The principal or superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. They should write the school principal or superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school department decides not to amend the record as requested by the parent or eligible student, the school department will notify the parent or student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school department as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school department has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school department discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Education records must be sent to any school administrative unit to which a student applies for transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school department to comply with the requirements of FERPA. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202

(5) The school department has designated the following information about students as directory information:

a. Name
b. Participation in officially recognized activities and sports;
c. Height, weight, and grade of members of athletic teams;
d. Awards received; and
e. Photograph relating to school attendance and participation in school activities

(6) Parents of students or eligible students have the right to refuse to let the school department designate any or all of the types of information about the student as directory information by notifying the school department in writing by July 1 for the upcoming school year or within 30 days after enrollment, whichever is later, with respect to information about the student for that and subsequent school years. Any such notice should be sent to Superintendent of Schools at PO Box 190 - Houlton, ME 04736. Absent such notice, the school department may disclose directory information about students.
FAQ: FERPA and Online Learning

FERPA: Family Educational Rights and Privacy Act

This is a federal law that protects the privacy of student educational records. Primarily, this law relates to the right to privacy of students and families to protect specific information in the educational record that is considered personal and private (PPI). Schools can disclose what is considered directory information. There is a school authority exemption to FERPA, in that the district can determine those individuals who have a legitimate interest to review or access student educational records.

Educational records: records directly related to the student and are maintained by the educational institution. (Normally, we think of this as the student cumulative file.)

Difference between directory information and PPI: Generally, directory information is the basic information that schools do not consider private and personal information — for example, student names, grade levels, school building, classroom teacher; whether or not they are on the honor roll or are members of an extracurricular team, etc. are considered directory. Data that is specific, private information to a particular student like social security numbers, grades in a course, NWEA scores, medical conditions, disciplinary records, and etc. are considered PPI.

Directly related vs. incidentally related: Educational records that are directly related to a student are records like grades, evaluation results, disciplinary records, etc. In terms of photo or video, directly related records would be visuals that are focused on particular student/s and that have particular contextual situations that would make these visuals relevant to the educational record of those students. For example, hallway security cameras pick up video of students during the day. This video is not part of a particular student educational record unless there is a particular event of interest recorded that includes that student. So, if a fight broke out in the hallway between three students, the video of that event becomes part of the educational record of those students. The rest of the video of that hallway -- normal, uneventful video -- is incidental and is not part of the educational record.

So how is this related to online learning?

Most of the federal guidance around FERPA and online learning is focused on the use of the applications/software/hardware that is utilized for instruction. The primary concern is that the use of un-secure applications will share sensitive PPI from a school system to third parties. The district maintains the primary responsibility for digital security for the hardware and software that it maintains and supports. Additionally, the educational record is, by definition, maintained by the district.
Remote Learning and Use of Video in the Classroom

The most common concern is that the use of video in the classroom is a FERPA violation. The short answer to this is that the practice of using video in the classroom for remote learning is not a violation of FERPA.

Can FERPA be violated through the improper use of video? Yes, the same way that FERPA could be broken in any classroom by the exposure of student PPI to individuals who have no legitimate interest in the educational record. For example, if a teacher read aloud through the student roster and exposed the medical conditions of each student to the rest of the classroom, that is a violation of FERPA -- with or without video.

Normal classroom interactions typically only reveal directory information to other relevant individuals -- other students, staff members, or volunteers. The use of video for instruction to remote students is an appropriate use of video for educational purposes to relevant individuals. Classroom video should not be streamed to the Internet at large. The video stream must be limited to relevant individuals. Any recorded video must also be limited to those with access to the Google Classroom or other secure, district-approved applications or sites.

What about parents/guardians who might view the video?

The fact that a parent/guardian of the student may view the classroom through the video is not a violation of FERPA in and of itself. Parents may not record and share video of the classroom to the Internet since that could be a violation of FERPA. Parents/guardians who are enrolling their child in remote learning must sign an agreement that specifies the prohibition on sharing classroom video.

What about the video as educational record?

The classroom video is part of the educational record for any students for whom that video becomes directly related. Typically the video would become directly related to a student’s educational record if the video is used for disciplinary purposes, shows illegal activity, or shows a health emergency or attack.

Best practices

Here is a quick review of best practices around remote learning, video, and the concern about violations of FERPA:

- Be mindful not to reveal PPI in classrooms (virtual or not)
- Use approved applications for streaming classroom video
- Store video on GAFE or private YouTube channel
- Keep focus of video on instruction not on students

• Make the use of video, streaming or recorded, purposeful. Do not stream or record unstructured time
• Inform parents that they cannot record and post video lessons (see remote learning agreement)

If you have further questions or concerns, contact your building principal.

RSU 29
Media Release Opt-Out Form

**Please sign and return this form only if you DO NOT want your child to be photographed or filmed by media outlets or other organizations for use in print, television or internet publications.**

Dear Parent or Guardian,

There are times when our school and students may be featured in various media. As a public school, representatives from the media may wish to photograph, videotape, and/or interview students in connection with school programs or events for printed/online publications, newsletters, news releases, website stories, videos, social media, and other publications. News reporters, photographers and/or crews from TV, radio stations, or newspapers may wish to photograph or film students in relation to a story about our schools. When this happens, student names and/or grades may be included in the report.

If you choose to opt-out, we will make every effort to honor your request, however, please be aware that there may be circumstances when your child may be photographed or filmed beyond our control. Please discuss your wishes with your child so that s/he knows if you do not want your child to be photographed, filmed or have their name listed in print.

Beginning with the 2020-21 school year, RSU 29 has implemented an “opt-out” media procedure. This means that unless your child’s school has a signed Media Release Opt-Out Form on file, your child’s photo/image/interview may be used in any of the prior stated media capacities. If you want us to add your student’s name to the school’s “Opt-Out List,” please provide the following information:

Student’s Name: ______________________ School: ______________________

Print Name of Parent/Guardian: ________________________________________

Date: ______________________

Telephone Number of Parent/Guardian: ______________________

NOTE: If opted out, a student’s “no media” status remains active throughout his/her enrollment at school. To change this status, a parent/guardian must notify the main office.