

# MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 1

Castle Hill - Chapman - Mapleton - Presque Isle - Westfield

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79 Blake Street, Suite #1 • P.O. Box 1118 • Presque Isle, Maine 04769-1118

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July 1, 2016

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

A. Inspection of Records

Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected in the presence of school staff. Parents/eligible students may obtain copies of education records at a cost of \$3.00 for the first page and .50/per page thereafter.

B. Amendment of Records

Parents/eligible students may ask MSAD #1 to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

C. Disclosure of Records

MSAD #1 must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances as permitted by law or regulations as summarized below.

1. Directory Information

MSAD #1 designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received, and photographs and videos relating to the student participation in school activities open to the public (except photographs and videos on the internet). Parents/eligible students who do not want MSAD #1 to disclose directory information must notify the school Principal in writing by September 15<sup>th</sup> or within thirty (30) days of enrollment, whichever is later. This opt-out request will remain in effect unless and until it is rescinded.

2. Military Recruiters/Institutions of Higher Education

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and MSAD #1 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. Parents/eligible students who do not want MSAD #1 to disclose this information must notify the school Principal in writing by September 15<sup>th</sup> or within thirty (30) days of enrollment, whichever is later.

3. School Officials with Legitimate Educational Interests

Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by MSAD #1 as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom MSAD #1 has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and volunteers who are under the direct control of the School Department with regard to education records.

4. Health or Safety Emergencies

In accordance with federal regulations, the 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 and safety of the student or other individuals without prior written consent.

5. Other School Units

As required by Maine law, MSAD #1 sends student 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).

6. Other Entities/Individuals

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

D. Complaints Regarding School Department Compliance with FERPA

Parents/eligible students who believe that MSAD #1 has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

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

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Assistant Superintendent for Business  
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July 1, 2016

Dear Parent, Guardian, or Staff Member,

I am writing about three subjects that can affect children's health in school: pests, pesticides and your right to know.

## **Pest Control**

Because pesticides pose health risks, MSAD#1 uses an alternative approach rather than merely applying pesticides. Control of insects, rodents and weeds at our schools focuses on making the school building grounds an unfavorable place for pests to live and breed. Through maintenance and daily cleaning, we will reduce or eliminate available food and water sources and hiding places for pests. We will also routinely monitor the school areas to detect pest problems and prevent the pests from becoming established. Some techniques we will use for grounds include mowing, aerating and over-seeding. Techniques for buildings include cleaning, sanitation, pest exclusion, proper food storage, pest removal and, as a last resort, pesticides. These approaches are often called Integrated Pest Management (IPM)

## **Pesticide Use**

Sometimes pesticide use may be necessary to control a pest problem. When that happens, MSAD#1 will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites and parents, guardians and staff will have the right to know.

## **Your Right to Know**

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the schools. Notification will be given at least five (5) days before planned pesticide applications, so long as the IPM Coordinator is notified in writing that an individual wants to be notified. Pesticide application notices will be posted in the Main Office area of our schools and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no health risk of exposure to children or staff.

MSAD#1 also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the District's Integrated Pest Management Policy and the Pesticides in Schools Regulation (CMR 01-026 Chapter 27) by contacting our IPM Coordinator, Robert P. Gagnon, at 764-0848, Ext. 1100.

For further information about pests, pesticides and your right to know, please contact the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM web site at [www.thinkfirstspraylast.org/schoolipm](http://www.thinkfirstspraylast.org/schoolipm)

Sincerely,



Robert P. Gagnon  
MSAD#1 I.P.M. Coordinator

# AHERA

## ANNUAL NOTIFICATION OF BUILDING OCCUPANTS

### 20116/17 SCHOOL YEAR

Mandated by the Federal Asbestos Hazard Emergency Response Act (AHERA) of 1986 MSAD No.1 is required to give annual notification to building occupants of Asbestos Containing Building Material (ACBM).

During July of 1998, an asbestos identification and evaluation survey was conducted at all MSAD No.1 schools. The survey was completed by Balsam Environmental Consultants, Inc. in accordance with requirements of the EPA Asbestos Hazard Emergency Response Act, 40 CFR 763.

The survey of the schools began with a thorough on-site inspection of each facility to identify and assess the condition of ACBM. Two types of ACBM were identified, thermal system insulation in the form of pipe covering & boiler lagging and miscellaneous materials such as floor tiles.

The condition of the ACBM found in all facilities were in good condition and were recommended that monitoring under an operation (O&M) program shall be taken as the appropriate response action. The Environmental Protection Agency does not recommend removal of ACBM if it is in good condition and remains undamaged.

Three-year re-inspections of all schools required by AHERA have been completed as follows:

- April 1991, completed by Division of Safety & Environmental Services
- April 1994, completed by Northern Environmental Services
- February 1997, completed by Dames & Moore Group
- February 2000, completed by Dames & Moore Group
- February 2003, Eastern Skies Environmental Services
- February 2006, Eastern Skies Environmental Services
- February 2009, Eastern Skies Environmental Services
- February 2012, Eastern Skies Environmental Services
- February 2015, Eastern Skies Environmental Services

All re-inspections indicate that remaining ACBM material conditions are generally unchanged and continued monitoring under the schools O&M program is the appropriate response action.

A written plan for the management of these materials has been developed. The plan as well as the technical data and previous abatement projects is available for inspection at each school administrative office during regular business hours.

The Asbestos Coordinator and Designated Person for MSAD No.1 is Robert P. Gagnon, Operations Supervisor and can be reached at 764-0848 for further information.