



St. Brigid School
Excellence Faith Community

**ANNUAL NOTIFICATION
AS SPECIFIED BY THE ASBESTOS HAZARD EMERGENCY
RESEPONSE ACT**

TO: All Employees and Parents of St. Brigid School
FROM: Pastor and Principal
DATE: September 2023
RE: Presence of asbestos-containing material in the school

St. Brigid School has been inspected for the presence of asbestos-containing material by an accredited AHERA inspector.

A written plan for management of any asbestos-containing materials has been developed and is available for your review. A copy of the plan is available in the Office of St. Brigid School during regular school hours.

Cc: Marianne Pelletier
Superintendent of Maine Catholic Schools



St. Brigid School

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**INTERNAL REVENUE SERVICE
REQUIRED NOTICE OF NON-DISCRIMINATORY POLICY**

TO: All Employees and Parents of St. Brigid School
FROM: Pastor and Principal
DATE: September 2023
RE: Internal Revenue Service Required Notice of Non-Discriminatory Policy

The Roman Catholic Elementary and Secondary Schools within the Diocese of Portland, Maine admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

These do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admission policies, scholarship and loan programs and athletic and other school administered programs.

The above policy is in keeping with Internal Revenue Procedure 75-50 and is in accordance with Section 0602 and 0603.

Cc: Marianne Pelletier
Superintendent of Maine Catholic Schools



St. Brigid School

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Notice Regarding School Integrated Pest Management (IPM) Policies Pest Control 2023-2024

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal, good turf and plant care, and--as a last resort--pesticides. This holistic approach is often called Integrated Pest Management (IPM).

Pesticide Use

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk approach available. If higher risk pesticides must be used, notices will be posted at application sites and advance notice will be sent home with students.

Your Right to Know

Parents, legal guardians, and school staff will be notified about certain pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications during the regular school year. In addition, for pesticides applied anytime during the year, notices will also be posted in the school and on school grounds two working days before until 48 hours after the application. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of pest monitoring, pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM coordinator, _____, at _____.

If you have any questions, please contact _____. For further information about pests, pesticides, and your right to know, call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM web site at www.thinkfirstspraylast.org/schoolipm

Sincerely,

Cc: Marianne Pelletier, Superintendent of Maine Catholic Schools



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ST. BRIGID SCHOOL ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS 2023-2024

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

Inspection of Records

Parents or 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 principal in writing and must identify the record(s) to be inspected. The parent or eligible student will be notified of the time and place where the record(s) may be inspected.

Amendment of Records

Parents or eligible students may ask the school 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 principal in writing, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the principal decides not to amend the record as requested, the parent or eligible student will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

Disclosure of Records

The school must obtain a parent or eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances as permitted by law, which include the following:

- **Directory Information**

The school 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, honors and awards received, and photographs and videos relating to school attendance and participation. Parents or eligible students who do not want the school to disclose directory information must notify the principal in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

- **School Officials with 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 the school, parish or diocese as an administrator, instructor, or support staff member (including health or medical staff); persons or companies contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and members serving on an official board or committee.

- **Other School Units**

As required by Maine law, the school 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).

- **Health or Safety Emergencies**

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

- **Other Entities/Individuals**

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

- **Complaints Regarding School Compliance with FERPA**

Parents or eligible students who believe that the school 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