



FACULTY HANDBOOK

2016-2017

**POLICIES
GUIDELINES
STANDARDS
PROCEDURES**

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**NORTHERN PENOBSCOT TECH REGION III
BOARD BELIEF STATEMENTS**

We are committed to fostering an environment of shared responsibility that will promote high quality education of all students.

We are committed to providing the necessary resources for quality in a fiscally responsible manner.

We are committed to providing educational service to all interested students regardless of gender, race, age and/or physical limitations.

We are committed to raising aspirations by encouraging students to go beyond the traditional programs and to strive for a multi-skilled program of the future.

We are committed to ensuring an active learning environment through ongoing staff development.

We are committed to involving the total team in continuing improvement of relationships between students, board, parents, community, and administration, send schools and staff.

We are committed to emphasizing the importance and reinforcing the dignity of technical work and the value and equality of every individual.

BOARD VISION

Region III Cooperative Board will lead with quality, commitment, and personal advancement in all aspects of education through the 21st century.

BOARD MISSION

It is the mission of the Region III Cooperative Board to instill total quality in all facets of the educational environment fostering life-long learning.

SCHOOL VALUES

ARCH
Accountability
Respect
Commitment to Success
Honesty & Integrity

**SENDING SCHOOL START-UP DATES
INSERVICE & EARLY RELEASE DAYS**
(Subject To Change)

	<i>1st School Day</i>	<i>All Day WS</i>	<i>Early Release Days</i>	
REGION III	08/31/16	08/29/16 08/30/16 10/07/16 11/23/16 03/13/17 06/12/17	09/15/16 10/20/16 11/10/16 12/08/16 12/21/16 02/02/17	03/23/17
MATTANAWCOOK ACADEMY	08/31/16 (Freshman Only) 09/01/16	08/29/16 08/30/16 10/07/16 11/23/16 03/03/17 06/12/17	09/15/16 10/20/16 11/10/16 12/08/16 12/21/16/ 01/12/17	02/02/17 03/23/17
PENOBSCOT VALLEY HIGH SCHOOL	08/31/16	08/25/16 06/08/17	Teacher Thursdays 09/14/16 02/01/17 10/19/16 03/01/17 11/10/16 03/22/17 12/07/16 04/05/17 01/11/17 05/10/17	
LEE ACADEMY	08/31/2016 (New Students) 09/01/2016	08/29/16 08/30/16 10/07/16 11/23/16 03/03/17	09/15/16 10/20/16 11/10/16 12/08/16 01/12/17 02/02/17	03/23/17 05/10/17
SCHENCK HIGH SCHOOL	08/31/16	08/29/16 08/30/16 10/07/16 11/23/16 03/03/17 06/12/17	09/15/16 10/20/16 11/10/16 12/08/16 12/21/16 02/02/17 03/10/17	06/09/17
STEARNS HIGH SCHOOL	08/31/16	08/29/16 08/30/16 10/07/16 03/03/17 06/12/17	09/15/16 10/20/16 11/10/16 12/08/16 12/21/16 02/02/17 03/23/17	* 05/12/17 06/09/17

- 5/12/17 – Stearns Students will stay all day at Region III
- All M.A. students will be dismissed at 1:30 every Friday.

GUIDELINES, POLICIES, AND PROCEDURES:

The course of conduct expected of teachers in their professional and personnel relations should conform to the code of ethics consistent with their professional associates. All instructional personnel should have and keep current a minimum of an American Red Cross First Aid & CPR Certificate. (A higher First Aid Certificate may be required for some positions.)

Instructors shall be responsible for

1. Development of good character, self discipline, and desirable work attitudes among the pupils.
2. The educational advancement and technical and/or skill achievement required of the students in their classes.
3. Protection of the pupil's safety and health.
4. Stressing precautionary safety measures in all technical classes. A section on safety shall be part of the curriculum.
5. Maintaining discipline and good order in the classes and throughout the school building and grounds. Discipline should be administered by teachers just as a kind, firm, and judicious parent would exercise in the home. All cases calling for more serious treatment shall be referred to the Regional Director.
6. Proper protection and care of textbooks, equipment, supplies, and other school property.

LIMITATIONS

Excepting expressed authorization by the Co-Op Board or through the Regional Director a teacher may not

1. Accept as a gratuity any money or goods of value from any pupil under his/her instruction or from any other pupil, parent, or guardian.
2. Participate in charity drives, special observation, or promotional activities as an official representation of the Region.

PERSONAL

School personnel shall conform to generally accepted trade standards relating to dress, integrity, and personal behavior.

ACCOMMODATIONS

Region III is an equal opportunity employer and welcomes into our community people with the ability – with or without accommodations – to do the work for which they are or may be hired. Persons needing accommodations in order to do their work may request accommodations. Reasonable efforts will be made, consistent with the law and consistent with our commitment to inclusion, to grant requests where appropriate.

PROGRAM ADVISORY COMMITTEES

Program Advisory Committees are very important to our school by bringing a connection between the program and the world of work. Effective meetings will yield a wealth of information helping programs remain strong and current. The Cooperative Board has a long history of support for Program Advisory Committees; and at various times in our school's history, these committees have been instrumental in determining a program's future, in equipment purchases, and in new directions for its curriculum. Students benefit directly from participation in the committee and indirectly from the influence the committee has on the program by affording students employment opportunities upon graduation.

REASONS FOR A PROGRAM ADVISORY COMMITTEE

The reasons one has for a Program Advisory Committee (PAC) are essential. It is simplistic to say that the instructor who has a reason to have a committee will have a successful one. But it is probably the one solid fact in the whole advisory committee picture. To quote one instructor, "It will function well when the instructor has a desire to make it work."

Other instructors in Maine have given their reasons for PAC committees. They get:

- advice and assistance
- an interplay with the industry
- help in staying up-to-date
- feedback to the program
- what employers expect of an employee
- support
- public relations
- the potential employer
- the backbone to many new programs

THE REASONS ARE MANY AND DIVERSE

But the bottom line is the effect that a PAC committee can have on shaping and improving the program for the students and, therefore, help them go out on the job with a good chance of success. Put in other terms, the advisory committee involves a key part of the community out there that can help put a technical program in a position of up-to-date training for worthwhile career goals. The committee can also be the means of actually placing graduates on jobs and making those work experiences successful.

In terms of support for a new program or a long-term course, effective PAC's have been a tremendous help. When equipment is needed, when bond issues are being decided, when curricular decisions are being made, when students need to be placed, when the program needs evaluations, when anything is going on that affects that program, the PAC can be there.

Of course, Federal and State leaders are applying the pressure for each technical program to have a functional program advisory committee. In Maine, PAC involvement is required for program approval.

There is a direct relationship between the program's success and program advisory committee success.

MEMBERSHIP

The committee will be as effective as it represents its constituency. In some cases, a geographical distribution is logical; where the occupational community is more compact, this may not be an issue.

Representation of the industry, broadly spread over the facets of that trade, is necessary for perspective. A balance between "big business" and smaller industry also needs consideration. There should also be a balance of males/females from the geographic region we serve.

Employers and employees seem to be vital. Some think that these two categories should make up the bulk (if not all) of the committee. Others think there is a need for representation from the student group.

The typical Northern Penobscot Tech Committee

1 faculty member

1 school administrator

1 post-secondary teacher

1 employee from industry

3 employers from industry

1 student (could be a former student)

1 other (trade, union, government, professionals in other fields, etc.)

Total 9

The Program Advisory Committee members should be appointed for a term of no more than **three years**. In the interest of diversity, you are strongly encouraged to maintain gender equity in the composition of your committee.

NOTE:

1. Each instructor will turn in a list of members to the Director.
2. Each PAC will meet **at least three times per year, the first meeting by October, the second by January, and the third by March. Two of the three meetings must be held at Region III. Minutes will be submitted electronically and will be placed on file in the office.** PAC minutes need to be submitted in a particular format (*see appendix*).
3. Notices of informal meetings should also be filed in the office listing dates, times and who was contacted.
4. The Director will be notified in advance of all Program Advisory Committee Meetings.

AFFIRMATIVE ACTION / SEXUAL HARASSMENT POLICY:

1. GENERAL POLICY STATEMENT

Northern Penobscot Tech Region III offers equal employment and educational opportunities regardless of race, sex, color, national origin, marital status, age, handicap, sexual orientation or religion in accordance with all Federal and State legislation. Inquiries may be made to the Affirmative Action Officers listed below:

Curt Ring, Affirmative Action Officer
Northern Penobscot Tech Region III
35 W Broadway
Lincoln, ME 04457
(207) 794-3004

Or Director, U.S. Dept. of Education
Office for Civil Rights
33 Arch Street, Suite 900
Boston, MA 02110-1491
(617) 289-0111

Or Maine Human Rights Commission
51 State House Station
Augusta, ME 04333-0051
(207) 624-6050

2. PURPOSE

- a. The purpose of a grievance procedure is to provide for prompt and equitable resolutions of student and employee complaints alleging discrimination according to the provisions of Title IX (Civil Rights) Education Amendments of 1972, Affirmative Action, and Section 504 of the Rehabilitation Act of 1973.
- b. Nothing contained in a grievance procedure should be construed as limiting the right of an employee or student having a grievance to discuss the matter informally with any member of the administration and having the grievance adjusted without further intervention provided the adjustment is not inconsistent with the terms of the agreement and the employee or student has been given the opportunity to express their views. Further, the procedure should not interfere with the employee's or the student's access to any other grievance procedure as established by law, such as State collective bargaining laws or State and/or local anti-discrimination laws or regulations. Title VI covers race, color, national origin, ancestry and limited English proficiency education, Title IX covers sexual harassment in education and employment and Section 504 covers handicap accessibility to educational programs.

3. NONDISCRIMINATION/EQUAL OPPORTUNITY GRIEVANCE PROCEDURE

- a. Any employee or student who has a grievance concerning any alleged discrimination has a right to be heard by those persons in Region III who have the necessary authority to remedy the grievance.
- b. The Affirmative Action Officer is the grievance counselor for the Region and is available to help the employee or the students prepare and present the grievance.

Every attempt will be made for the aggrieved person to settle the grievance involved in an informal manner. If the issue cannot be settled informally, the grievance will be referred to the Affirmative Action Committee for review and referral to the next level.

- c. The grievance should be presented in writing to the Director or the Affirmative Action Officer within **five school days** of the time the grievant knew of the incident, but no later than 120 days from when the incident occurred. The grievant has five working days to file with the Director, five working days to receive the Director's response, five working days for an appeal to the Cooperative Board and five working days to receive a response from the Cooperative Board. If the aggrieved employee or student is not satisfied with the decision of the Director or Affirmative Action Officer, an appeal in writing may be made to the Cooperative Board. Cooperative Board members will then consider the grievance in an executive session at its next regular meeting. If the aggrieved person is not satisfied with the decision of the Cooperative Board, then said aggrieved person may request arbitration.
- d. Students or employees may at any time refer a grievance to the Regional Officer for Civil Rights or the Maine Human Rights Commission. Addresses for these organizations are available from the business manager.
- e. Nothing in this grievance procedure shall be construed to disallow or discourage access to the courts if the aggrieved student or employee wishes to use the courts rather than this grievance procedure. The student or employee is free to seek remedy in the court at any time.
- f. At any time a grievant may choose to refer the grievance to State and Federal Agencies, namely (in order of referral):

State Agency:

Maine Human Rights Commission
51 State House Station
Augusta, ME 04333-0051
(207) 624-6050

Federal (Regional) Agency:

Director, U.S. Dept. of Education
Office for Civil Rights/ED
5 Post Office Square
Boston, MA 02109-3921
(617) 289-0111

Federal (National) Agency:
Director, Office of Civil Rights
U.S. Department of Education
Washington, D.C. 20201

It is also the policy of Northern Penobscot Tech Region III that all our employees and students should be able to enjoy a work environment free from all forms of discrimination, including sexual harassment. It is expressly against school policy for any employee or student to make unwelcome sexual advancements or requests for sexual favors or to engage in any other physical or verbal conduct of a sexual nature when (1) submission to such conduct is made an express or implicit condition of employment or grade; or (2) submission to or rejection of such conduct is used as a basis for personal decisions affecting the individuals who submits or rejects; or (3) such conduct has the purpose or effect of interfering with an employee's or student's work performance or creates an intimidating, hostile, or offensive working or learning environment. Conduct that is harassing to other employees and students will not be tolerated. Such conduct, whether committed by supervisors, teachers, non-supervisory personnel or non-employees, is prohibited. An employee or student who believes that he or she has been or is being subjected to harassing acts or conduct should bring such acts or conduct to the prompt attention of the Region III Director or other appropriate management representative.

**Northern Penobscot Tech Region III
Affirmative Action Officer is:**

Curt Ring, Student Services Coordinator

APPLIED LEARNING PROJECTS POLICY

Northern Penobscot Tech Region III supports the instructional use of Applied Learning Projects to assist in providing our students with the BEST educational program.

Applied Learning Projects performed by Region III are for the sole purpose of instruction and must meet the educational objectives of the program's curriculum. Students perform applied learning projects for educational purposes and Region III does not charge for the services and time of the students and instructors. Accordingly, Region III, or any of its agents, assumes no liability for applied learning projects undertaken. Region III is not in the business of automotive repair, computer repair, construction, culinary arts, welding and/or technical services and is not a merchant with respect thereto within the meaning of the Maine Law. Accordingly, no implied warranties of merchantability or fitness exist with respect to the products and services provided. The products and services are expressly provided AS IS.

Projects are selected based solely upon their educational value as determined by the instructor and the Director. Order of submission is not a factor in selection of projects. As applied learning projects request forms are received, they are given to the instructor for review, filed and drawn upon to best fulfill the educational requirements of the program's curriculum. All projects accepted by Northern Penobscot Tech Region III are subject to the approval of the Director. Persons seeking projects to be performed as part of Region III's instructional program shall first complete an Applied Learning

Project Request Form (*see appendix*) available from the office or the instructor. The form must be completed in full and signed by the owner to indicate acceptance of the conditions set by Northern Penobscot Tech Region III. Region III reserves the right to accept or reject any requests for Applied Learning Projects. All Applied Learning Projects accepted will become a learning situation with no implied guarantee or date of completion.

Guidelines for accepting Applied Learning Projects:

- All Applied Learning Projects shall meet the educational requirements of the Approved Program Curriculum. To ensure of this, live work projects and policy will be reviewed by Program Advisory Committees each year.
- All operations performed on Applied Learning Projects shall be conducted by students as an applied learning experience.
- Applied Learning Projects Requests shall be accepted from
 - Nonsectarian, nonpolitical nonprofit organizations which are exempt under Section 501C (3) of the Internal Revenue Code
 - Students enrolled in sending school within the Region
 - Staff members employed by sending schools with the Region
 - Community members, Region III staff and students
 - Other requests, not fulfilling the above criteria needs the specific approval from the Director.
- All Applied Learning Projects shall have a written estimate of expenses, signed by the owner, prior to the start of a project. Applied Learning Projects shall not exceed \$500.00 in total cost without the specific approval from the Director.
- Students shall not be compensated for operations conducted as part of an Applied Learning Project. However, Region III does accept donations to the school's scholarship fund and Student Activity Fund.
- Applied Learning Projects shall not promote a religious or political position.
- Individuals shall not use the Region's lab facilities for commercial ventures.

PROJECT COSTS: The owner of the Applied Learning Project is required to pay for all necessary materials. There will also be charges to offset the cost of equipment maintenance, waste disposal fees and miscellaneous charges. These charges will be developed by the Director for each program. This will be reviewed annually to ensure fair, consistent and current application of this policy.

All projects must be paid in full to the office before the project can be removed from Region III. The office will provide a receipt to validate proof of payment.

GRIEVANCE PROCEDURE: The purpose of this procedure is to secure, at the lowest possible level, a resolution to problems/concerns regarding the selection or scope of Applied Learning Projects.

Step 1: Any grievance must be filed in writing to the Director within five (5) **school** days after the aggrieved person knew of the event or condition giving rise to the grievance. The Director shall review the materials submitted, discuss the issue with the parties involved, and shall render a written decision with the reasons therefore.

Step 2: To carry a grievance to the Cooperative Board, the aggrieved person shall submit the written reason for the appeal of the Director's decision within five (5) **school** days of the previous decision.

The Chairperson of the Cooperative Board shall schedule an appeal hearing with the board. The Cooperative Board shall render its final decision and the reasons therefore in writing to the aggrieved person.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

Northern Penobscot Tech Region III's buildings have been inspected for the presence of asbestos-containing material. After an inspection, no asbestos is present in the Lincoln facility. The Asbestos Management Plan may be obtained from the superintendent's office. A management plan has been developed for the monitoring of the asbestos-containing material. This Asbestos Management Plan is available for review at the Facilities Manager's office during regular office hours.

ATTENDANCE:

Daily attendance needs to be reported to the sending schools each morning by at least **9:00 a.m.** Please make attendance one of the first things you do with your class. **State statute gives the teacher the primary responsibility for taking attendance and keeping accurate records. DO NOT DELEGATE THIS RESPONSIBILITY TO A STUDENT.** As soon as all students arrive, attendance will be collected. If you leave the building to go on a field trip or to a work site, you **must** remember to take and report attendance before you leave. After a student is absent, he or she has 2 days in which to submit an acceptable excuse to the office. **Students are NOT ALLOWED INTO CLASS unless they show a pass from the office.**

If a student should need to be dismissed early, he/she must bring a note from their parent or guardian stating the reason for dismissal and time that they will be leaving the school. Occasionally, we will be able to speak to the parent by phone to obtain permission to dismiss a student. Before leaving, the **student will need to report to the office and fill out a dismissal form.**

ATTENDANCE POLICY FOR STUDENTS - NEPN/NSBA Code: JEA

State law requires that all students have a minimum of 175 days of instruction, except Grade 12, which shall have a minimum of 170 instructional days. Each school year shall be scheduled for 180 school days, five of which may be teacher in-service days.

Following the State guidelines, we require that all students be in attendance every day that school is in session. All other absences, except the following, will be unexcused and a removal from class may result.

Excusable absences shall mean an absence from school for one of the following reasons:

1. Personal illness;
2. Doctor or other health appointment (students must provide verification);
3. Family emergency;
4. Observance of a recognized religious holiday when the observance is required during the regular school day; or
5. A planned absence for a personal or educational purpose that has been approved by the Region III Director.

Upon returning to school after an absence, students must report to the office with a note from their parent/guardian and fill out an absence slip. Students who have been absent due to meeting(s) with professionals need to provide the office with a note from that professional. This will entitle students the privilege of returning to class. Failure to do so could result in an In-House Suspension until a note is provided.

Eligibility for Course Completion

1. Parents who wish to be notified whenever their son or daughter misses class should so inform the school administration.
2. The teacher will notify parents by a phone call on a student's fourth absence from class. A letter from administration will also be generated at that time which will provide additional information. In the fall semester any student with an excused or unexcused absence for more than six (6) days will be subject to possible removal from the program on the seventh day . Absences will accumulate into the spring semester; and when the combined semester absences reach nine (9) days, students may be removed from the program. A parent, teacher, student and director conference will be scheduled after the sixth absence in the fall semester or 9th absence in the spring semester. *(See appendix for Parent/Guardian Notification of Student Attendance)*
3. When a student misses a class because of a request from his/her sending school for reasons it deems necessary, this missed class will not be counted against the student.
4. Appointments with professionals (such as doctors, dentists, optometrists, court appearances) will not be counted as absences for credit loss purposes if a student has **WRITTEN VERIFICATION FROM THE PROFESSIONAL**.
5. The absence limit may be extended if extenuating circumstances are involved. This could require a physician's verification of an illness.
6. Days missed because of family vacations will be counted as days absent and must be approved in advance by the director of Region III.
 1. When students are absent from school, it is important that they provide written excuses explaining reasons for their absences. These "**notes**" **must be turned in to the office** for a determination of excused or unexcused and for future records. What constitutes an excused or unexcused absence is outlined in our student manual. Students with unexcused absences have certain penalties. It is important that these notes be transferred regularly to the Lincoln office for archiving.
 2. When students are dismissed from school, it is imperative that a parent or guardian has given permission for the dismissal and made it clear that the student can be dismissed and to whom, even though in most cases, it will be the parents picking up their child. Once that has been done, the Region III office needs to be notified (again for record keeping and communicating with sending schools on purposes).

BANQUETS

- A parent/teacher banquet is scheduled for **Thursday, October 6, 2016**. This should prove to be an excellent opportunity for teachers to meet parents/guardians and to discuss educational/career opportunities for Region III students. Many opportunities can be gained from this informative get-together, both for parent(s)/guardian(s) and for the teachers. **Invitations and meal preparation are the responsibility of teachers.**
- A Program Advisory Committee Banquet will be held on **Thursday, October 27, 2016**. All teachers and committee members will gather in the open area upstairs at the Lincoln facility to have their advisory meeting. (Minutes for this meeting must to be submitted to the Director by **Monday, November 7, 2016**.) **Invitations and meal preparation are the responsibility of teachers.**
- Each year, the Cooperative Board has an annual banquet in the spring; this year's banquet is scheduled for **Wednesday, March 22, 2017**. Area administrators, Region III employees, honored students and others are invited. **You are expected to attend this event.** Anyone wishing clarification on this matter should see the Director.

BOMB THREATS

The Board recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. The effects occur even when such threats prove to be false.

Any Region III employee who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the Director. Appropriate steps will be taken immediately to protect the safety of students and staff in accordance with the school unit's bomb threat procedure.

Any Region III employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements and Board policy.

BUDGETS, PURCHASING, AND REQUISITIONS

Budgets: Preparation of a budget is required for each school year. Exact details and procedures will be taken up at a faculty meeting. **Please be advised that all next-year budget requests are due in December of each year.**

Purchasing: All requests for supplies, equipment, etc., must be made on a requisition form (*see appendix*). All requests **must** be approved by the Director before these requests are to be turned in to the purchasing agent.

NOTE: No reimbursements (*see appendix for reimbursement form*) will be made for any items purchased by individuals without prior approval.

Requisitions: List on a requisition the items and quantity needed - be specific and suggest sources. Keep a copy for your records.

All supplies will be purchased using this procedure.

BUILDING SECURITY

- Instructors are responsible for the security of their areas.
- All doors to the school are to be locked. **Lock your classroom and shop when you leave at night.**
- Teachers are advised not to leave valuables in their rooms/desks at any time. If you have money you wish to safely guard, have the school secretary place it in the safe for the day. The school will not be responsible for lost money, items, etc.
- All windows are to be closed and locked at the end of the day.
- Lock filing cabinets.
- Safeguard your grade book.
- If you use the building on weekends, use the front entrance only.
- Double check the door when leaving - turn out all lights.
- Do not lend your keys to another person.
- If you find any doors or windows open, notify maintenance.
- Report any breaks immediately to the Director or Maintenance Supervisor.
- Security Code – Set the alarm

CERTIFICATES AND LICENSES (For Students)

Region III programs are expected to offer state and/or national certifications and/or licenses to help students gain employment or articulate college credits. These certifications and/or licenses must be approved and budgeted in advance by the Director, and programs that do not already have this in place should be exploring opportunities to do so. **Because the Board has approved financing for these tests, the program instructor should be receiving and filing all student test results. The actual test results will then be shared with the students, and student successes will be reported annually to the Cooperative Board in the format below.**

CERTIFICATION/LICENSES (For Students)

Region III will pay for testing for secondary students while they are attending the program for which the certification or license is offered. All students must take and complete the tests while still enrolled in that program. Students must be recommended to take the exam by their program instructor. The program

instructor must include this cost in his/her budget preparation. Programs that offer this testing must have the curriculum approved in advance by the administration. We have no obligations to students who have completed our programs. We will not provide testing or our resources to students who have transferred to other programs, dropped out, graduated from high school or other situations like this. Post graduate students enrolled in the daytime programs need to gain approval from the Director. If you have any questions, please see the Director.

National & State Certifications 2016-2017

Program	Certification	# of Students	# Complete
Automotive Technology	State Inspection		
	ASE Suspension & Steering		
	ASE Brakes		
Building Trades Technology	NCCER Carpentry Level 1		
	NCCER Core Curriculum		
	NCCER Modules		
Commercial Driving	10 Hour OSHA Card		
	Commercial Driver's License		
	10 Hour OSHA Card		
Information Technology	First Aid & CPR		
	A+ OS Technologies Network +		
	A+ Core Hardware		
Culinary Arts	National Restaurant Association Pro-Start Certification		
	Food Protection Managers Certification		
	Certified Junior Culinarian		
Public Safety	Emergency Medical Technician		
	Firefighter 1		
	First Aid & CPR		
Health Science Careers	Maine Certified Nurses Assistant		
	Registered Phlebotomist		
	CPR		
	First Aid		
	Certified Medical Administrative Specialist		
Welding Technology	Registered Medical Assistant		
	AWS Structural Welding (SMAW)		
	AWS Structural Welding (FCAW)		
Media Productions	Certified Associate -Adobe Photoshop		
	TOTAL National & State Skill Certifications		

CERTIFICATION (For Teachers)

Region III instructors shall select three individuals to serve as the Certification Support Team for a term to be decided by the instructional staff. There is a Certification Handbook available to assist faculty. All instructors are responsible for maintaining proper Department of Education Certification. **During the first week of school, all faculty members will provide the Director with**

a copy of their certification.

CHEMICAL USE AND ABUSE BY STUDENTS

In school or at school-related functions, a student shall not use a beverage containing alcohol (regardless of the quantity); use tobacco; or use, have in possession, buy, sell, or give marijuana or other substance defined by law as a drug or a look-alike drug.

1. Any staff member who has reasonable basis to suspect any student of possession, use, or selling to another student of a prohibited substance has the responsibility to
 - A. Take whatever immediate action may be necessary to secure the health and safety of the involved student(s);
 - B. If possible, using appropriate search and seizure procedures, obtain the alleged prohibited substance(s); and
 - C. Report the case immediately to the proper administrator.
2. Penalties - The maximum penalty for a student in violation of this policy will be a ten-day suspension on the first offense. Cases will be decided on an individual basis. The severity of the penalty will be tempered by the student's and parents' willingness to participate in substance abuse counseling.
3. Voluntary Referral - Any staff member who is approached by a student who is seeking help is expected to maintain the confidentiality of the student. A staff member may respond to a student seeking help with a chemical dependency or abuse problem without being compelled to use the information in a disciplinary manner. The student may seek and receive help without losing the status of a student in good standing.

CLOTHING/PERSONAL PROTECTION EQUIPMENT

Teachers may purchase Personal Protection Equipment and receive reimbursement from Region III. The negotiated amount for this is \$175 for safety boots and safety glasses or \$100 for personal clothing per year. The procedure for receiving this refund or stipend is

1. Purchase your safety shoes or safety glasses and submit a receipt. Up to \$175 will be reimbursed by the Finance Coordinator.
2. Submit a request for personal clothing and the Finance Coordinator will issue a check for \$100, minus deductions.

If you have any questions concerning this item please see the Director.

CLUB ACCOUNTS

Region III maintains a Club Account for each vocational program. These Club Accounts are created by the funds raised while providing opportunities for students to learn skills in their programs. The students may work on fundraising specifically for a field trip or may work on a live work learning project and the funds may be used to purchase additional equipment or supplies for a program.

The following guidelines will apply to these accounts:

- If school materials are used in completing a project (i.e., building a storage building, pre-cooking a meal, etc.), the Club Account will receive all money minus anticipated revenues for the operating budget established by the Budget Committee of the Board.
- If students use their own materials and out-of-school time (i.e. after-school car washes and the like), the Club will receive all the funds raised.
- If some of the materials and time are a combination of the above, the Director and instructor will make the appropriate determination. Prior approval from the Director is necessary.
- All expenditures of these funds are managed by the normal requisition/Director approval process.

COMMUNICABLE DISEASES: AIDS

PURPOSE

Region III has as its primary goal the provision of quality education in a safe environment for all students.

Public law in Maine guarantees all children the right to an education. The purpose of this policy is to establish what actions shall be taken in the event that Region III is made aware that a student attending school is infected with HIV.

This policy has been adopted to assure that the rights and safety of all involved parties are preserved.

POLICY ELEMENTS

1. In general, Region III shall provide educational opportunities for students infected with HIV just as it does for other students. This shall include attendance in regular class settings. Students infected with HIV shall be entitled to all the rights, privileges, and services provided by Maine law and Northern Penobscot Tech Region III policies.
2. In the event that a public health threat is perceived by a student's private physician, the Bureau of Health must be notified, and will then conduct an evaluation. If the school is notified of a student infected with HIV by the parents/guardians and becomes concerned about the safety of that student, other students, or staff, a similar evaluation may be requested. At any time that Region III is concerned that a particular student poses a public health threat to others, advice may be requested from the Bureau of Health.
3. In the rare event that the Bureau of Health determines that conditions exist which suggest that a student with a Human Immunodeficiency Virus infection is a health threat to the school community, the Bureau of Health and/or the administrator shall remove the student from the usual classroom setting until other arrangements can be made or until the Bureau of Health determines that the risks have abated. The health status of a student temporarily removed from the usual setting in order to protect the health of the student or others will be re-evaluated at least quarterly by the Bureau of Health.

4. Current Maine law protects the confidentiality of HIV test results with certain statutory exceptions. Test results may not be disclosed to anyone without written consent of parent/guardians. Records containing information about Human Immunodeficiency Virus test results and consent forms relating to test results shall be kept separated from other school records. Only those persons given written consent by the student's parents/guardians shall have access.
5. With written consent of the parents/guardians, the school shall designate an individual or team to
 - Serve as the liaison between the school and the student's private physician and, if necessary, the Bureau of Health; and/or
 - Serve as the supervisor of the medical component of the student's educational experience.

Any team member or individual entrusted with the knowledge of a student infected with HIV must, by law, keep his/her knowledge of that child's status confidential, and access to information shall be limited only to those persons authorized in writing by the student's parents/guardians.

6. At the parent's/guardian's written request, a designated team member, usually the Student Coordinator, will notify the student's parents/guardians and/or the student's physician in the event that infection occurs in the school population that may place an immune-deficient student at increased risk as defined by the student's physicians or the Bureau of Health. The decision whether or not to remove the student from school will be made by the parents/guardians and the student's physician.
7. Because of the inability to identify individuals who may be infected with Human Immunodeficiency Virus or other agents transmissible through blood and other body fluids, Region III shall follow standard procedures for cleaning and disinfecting all body fluid spills. If there is a need to handle items which are soiled with body fluids or to clean surfaces which are contaminated with body fluids, gloves shall be used in this process. Such contaminated articles shall be cleaned with soap and water and disinfected with a 1:10 dilution of household bleach or other appropriate disinfectant. All staff members shall participate in the training on how to deal with body fluids that they may encounter as part of their daily tasks. The procedures for cleaning body fluid spills shall be reviewed annually by all school staff members.

CONFIDENTIALITY LAWS

There are many state and federal laws dealing with confidentiality of information. Several of the most important of such laws that apply in the school setting are

- FERPA. The Federal Family Educational Rights and Privacy Act generally prohibits the disclosure of personally identifiable information concerning students contained in education records to any person other than those school officials who have a legitimate educational interest in accessing the information.
- Maine's School Web Publishing Law. This law prohibits public schools from

publishing any personal information, including name, photograph, personal biography, e-mail address, home address, date of birth and parents' names, about students on the Internet without first obtaining written approval from the parents.

- Employee Records Law. Maine law provides that most information relating to employees and applicants must be kept confidential.
- Medical Records. The Americans with Disabilities Act provides that medical information about employees must be kept in separate, confidential files and that access must be restricted only to those supervisors or safety officials having a need to know the information for job-related purposes.

Special “Don’ts” for faculty

To avoid violations of the Family Educational Rights and Privacy Act (**FERPA**) rules, **DO NOT:**

- At any time use the entire Social Security Number of a student in a public posting of grades
- Ever link the name of a student with that student’s social security number in any public manner
- Leave graded tests in a stack for students to pick up by sorting through the papers of all students
- Circulate a printed class list with student name and social security number or grades as an attendance roster
- Discuss the progress of any student age 18 or over, with anyone other than the student (including parent) without the consent of the student
- Provide anyone with lists of students enrolled in your classes for any commercial purpose
- Provide anyone with student schedules or assist anyone other than school employees in finding a student on campus

CRISIS RESPONSE

It is the policy of Northern Penobscot Tech Region III to keep the school and community fully informed of any crisis that occurs within the school department.

Possible crises that might occur include

- a. Suicide, natural disaster, a faculty member's death, student's death, rape, car accident, etc;
- b. Violent acting child who is threatening students and faculty members;
- c. Students who are at risk of self-destructive behavior and/or suicide; and
- d. Threat of harm to students or staff from source outside of school.

Members of the administrative staff, in conjunction with other members of the school department (staff and students) and the community (parents and citizens) will develop a crisis response plan.

The plan will be reviewed and updated annually by the administration, staff, students and members of

the community.

The Director will inform the Cooperative Board of the annual review and update of the team. (See the emergency telephone tree that will be used to notify staff in the event of a crisis outside of school hours.)

DAILY SCHEDULE 2016/2017

STUDENTS

School Starts 8:00 a.m. School Dismissed 2:00 p.m.

Arrivals and departures for each sending school may vary. An itinerary will be finalized and distributed during the first week of school.

INSTRUCTORS

Work Hours

Lincoln 7:30 a.m. to 2:30 p.m.

As stated in the negotiated agreements, the work-day consists of 7 hours. All faculty members are to be in their work area at least 15 minutes before and 15 minutes after students leave. There are often jobs related to instruction that may need to be done outside of these school hours. Examples of these jobs are preparing the shop area, obtaining materials and equipment, consulting with craft committee members, attending meetings, etc. These jobs are considered part of the regular workload of a Technical Instructor. If teaching and related duties extend beyond the usual work day on a regular and long term basis by agreement with the administration (for example, extra clinical supervision for a large class in Health Science Careers), extra pay, or compensatory time may be provided or a substitute/education technician engaged.

DISCIPLINE

Teachers are expected to handle routine problems within the classroom. A pattern of problems should be brought to the Director's attention before it becomes necessary to send the student to the office. In all such cases, the instructor must make a written record of the problem and how it was resolved. Should regular efforts of the teacher fail to bring about the desired result, the offending student should be referred to the Director with written details of the incident for further action. [Reference Student Discipline Policy JK] (*See appendix for sample of Student Discipline Form*) It is expected that teachers will have frequent contact with parents, especially if there are discipline problems.

DRIVING PERMITS

If deemed necessary, student driving permits (*see appendix*) will be issued by the Director or the Special Services Coordinator. Signatures must be obtained before approval. No student is to drive to Region III classes without a driving permit. Permits should be turned in to the office for student files. Permission to bring a private vehicle applies to the driver only. **Passengers are not permitted.**

However, students wishing to have their vehicles worked on or who have appointments need to have it impressed upon them that they must plan in advance. This needs to be presented and reinforced by the instructor and serves as an excellent opportunity to convey to students the need for pre-planning. In the event that students have to drive on short notice, they will be directed to call the NPT Region III office for proper parental/sending school notification and authorization prior to driving to school.

It is the responsibility of all our staff to make this work and to report any violations.

DRUG AND ALCOHOL TESTING OF EMPLOYEES WHO TRANSPORT STUDENTS

In accordance with the federal Omnibus Transportation Employee Testing Act of 1991, and other pertinent state and federal laws promulgated to effectuate a drug and alcohol free workplace, the Cooperative Board is committed to the establishment of an alcohol and controlled substance testing program for school bus drivers and any other employees who drive vehicles to transport sixteen (16) or more passengers, including the driver. The purpose of the testing program shall be to help prevent accidents, injuries and deaths resulting from the misuse of alcohol and controlled substances by drivers performing safety-sensitive functions. The Director shall be responsible for the implementation of an alcohol and drug testing program consistent with federal regulations and shall, from time to time as he/she may deem necessary, implement additional administrative procedures to assist and further the implementation of the federal mandates regarding alcohol and controlled substances testing. Employees who have any questions or concerns about this policy should see the Director.

DRUG-FREE WORKPLACE

FILE: GBEC

The Northern Penobscot Tech Region III Cooperative Board of Directors Recognizes that alcoholism and drug dependency are treatable diseases. Left untreated, they may result in serious personal and family problems. At the same time, the Board is also seriously concerned about the effects of alcohol and drug dependency upon an employee's job performance and ability to serve as a role model for our students.

The Board believes strongly that all employees and students should be able to work and learn in an environment free from alcohol and drug abuse. Accordingly, the Board expects all employees to report for work and to perform their duties in a manner that does not jeopardize the health, safety and well-being of co-workers and students.

No employee shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor. Nor shall an employee unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic

drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance (as defined in schedules I through V of section 202 of the federal Controlled Substance Act [21 USC § 812]; by regulation at 21 CFR, § 1300.11 through 1300.15; and in 17-A MRSA, § 1101). This mandate applies before, during and after school hours, at school or in any other school system location defined as follows:

“School system location” means in any school facility associated with Region III or on its premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of Region III; or during any period of time such employee is supervising students on behalf of Region III or otherwise engaged in Region III’s business.”

Any employee who suspects that he/she may have an alcohol or drug dependency problem is strongly encouraged to contact his/her supervisor to seek voluntary diagnosis and treatment. The employee will be provided confidential referral services to an outside agency upon request and assisted in determining the extent to which insurance coverage to help pay for such services is available. All voluntary referrals shall be kept confidential.

Any illegal use, possession, furnishing, selling or provision of assistance in obtaining alcoholic beverages or scheduled drugs not covered by the preceding paragraphs may, depending upon the circumstances, constitute sufficient grounds for discipline, up to and including dismissal. Referrals under foregoing paragraphs of this policy will not preclude disciplinary action under this paragraph, depending on the circumstances.

As provided in the Drug-Free Workplace Act of 1988, any employee is required to notify Northern Penobscot Tech Region III of a criminal or civil conviction for a drug violation occurring in the workplace no later than five calendar days after such conviction. In turn, the Director, within 10 calendar days of learning of such a conviction, is to give written notification to the U.S. Department of Education and to any other federal agency from which Region III receives grant funds.

Any employee who violates the terms of this policy may be allowed to participate in a drug abuse assistance or rehabilitation program approved by the Board. If such employee fails to satisfactorily participate in and complete such program, the employee shall have appropriate disciplinary sanctions taken against him/her, up to and including dismissal.

Implementation

The Director shall be responsible for developing and administering appropriate procedures to implement of this policy.

Communication

A copy of this policy is to be given or mailed to all current employees and to new employees at the time of their employment and is to be posted in appropriate locations throughout Region III facilities.

Legal Reference: 20 U.S.C. § 7101 et seq. (Safe and Drug-Free Schools and

Community Act)

21 U.S.C. § 812 (Controlled Substance Act)
21 C.F.F. § 1300.11-1300.15
Fed.P.L. 101-226
17-A MRSA § 1101

Cross Reference: JICH- Drug and Alcohol Use by Students

Adopted: January 25, 2012

DUTY

The Education Technician will be responsible for hall duty to oversee students as they arrive and depart the Region III building in Lincoln, both morning and afternoon. **Instructors should assist the Education Technician whenever possible. Lunch duty will be assigned as deemed necessary.**

ELIGIBILITY FOR COURSE COMPLETION POLICY

- I. We are training our students for the world of work or further studies, and we expect them to be present every day. However, absences can be excused, using the following as a guide.
- II. When a student misses a class because of a request from his/her sending school for reasons it deems necessary, the missed class will not be counted against the student.
- III. Appointments with professionals (such as doctors, dentists, optometrists, court appearances) will not be counted as absences for credit loss purposes if a student has WRITTEN VERIFICATION FROM THE PROFESSIONAL.
- IV. Also contained in the policy is a clause under which the absence limit may be extended if extenuating circumstances are involved. This could require a physician's verification of an illness.
- V. If you, as a parent, wish to be notified whenever your son or daughter misses class, please contact the office at 794-3004.
- VI. Days missed because of family vacations will be counted as days absent and must be approved in advance by the Director of Region III.
- VII. *Guardian Notification of Student* In the fall semester, any student absent more than six (6) days will be subject to possible removal from the program on the seventh day. Absences will accumulate into the spring semester; and when the combined semester absences reach nine (9) days, students may be removed from the program. The teacher will notify parents by a phone call on the fourth absence from class or ninth absence in the spring semester. A parent, teacher, student, and director conference will be scheduled after the sixth absence in the fall semester or 9th absence in the spring semester. (*See appendix for Parent-Attendance*)

EMERGENCY DRILLS

FIRE DRILL

State requirements mandate a total of 6 fire drills each year, at least two of which must occur within the first 2 weeks of school. Notification of the first two drills will be provided. The rest will be unannounced. Please post fire exit and route signs conspicuously in your classroom and indicate routes to your students. Review these routes with them on a regular basis. When you leave the room for a fire drill, turn off all lights and shut all windows and doors. Once outside the building, instructors must take attendance and report missing students immediately following the drill. Students should be instructed that if they separate from their class, they must report to their instructor immediately after leaving the building by the nearest exit.

BUS

Each year an emergency bus evacuation drill will be held for incoming buses. Instructors may be required to assist in this drill.

EMERGENCY EVACUATION

Signaled by a series of short bell rings, students are to leave the building as soon as possible and are not to return until so notified.

EMERGENCY PROCEDURES & ACCIDENT REPORTS

1. In the event of an emergency or injury, the teacher or aide present will administer first aid and immediately contact the office. ALL INSTRUCTORS are encouraged to have current Red Cross First Aid Certification.
2. The classroom instructor is responsible for initiating accident reports to the office before leaving that day.
3. Students are encouraged to report all accidents and injuries.
4. When serious accidents occur on the job site or away from the Region, the instructor should not hesitate to call an ambulance and contact the parents immediately.

Accident Reports

It is essential that a report be completed on any accident that could possibly result in injury.

1. A student who is later involved in a serious accident may be shown to have been unsafe previously.
2. A student may show no injury but may claim one later.
3. A student may claim an injury was caused by an accident in your course.

You can fill out reports without the student's knowledge. **Protect yourself and report every incident.** (*see appendix for Student Accident Report Form*)

EMERGENCY TELEPHONE TREE

See *School Closing*, pg. 43

EMPLOYEE USE OF SCHOOL EQUIPMENT

The school facilities are to be used only for teaching purposes. Personal use of our facilities and equipment is not the intended purpose. Please do not use our excellent equipment and facilities for home or personal projects. If you have work or repairs you wish to perform on your car, truck, computer, please do it at home. Any project done here needs to have a Live Work Form completed.

Teachers that wish to use school equipment **off school grounds** need to request the permission of the Director. This includes such things as tools, tables, chairs, chainsaws and other related items. Teachers having work completed **on school grounds** must complete a Live Work form prior to the start of work.

EQUIPMENT INVENTORY

Each instructor is responsible for the accuracy of his/her inventory and should carefully review each revised report. Change forms should be filed with the accounting office as needed. Errors, inaccuracies, and omissions occur unless these are filed promptly as equipment is added or deleted from each course. Normally, two updates are done each year.

FEES FOR STATE LICENSES OR CERTIFICATE EXAMINATIONS

Region III will pay the costs of first exam test for students in programs that include a state or national certification or license as part of their program curriculum. The license or certificate must be part of their approved program curriculum. Students must be recommended to take the exam by their program instructor. The program instructor must include this cost in his/her budget preparation. Programs that offer this testing must have the curriculum approved in advance by the administration, not to exceed \$100 per student, per program.

FIELD TRIPS

Field trips are those trips that occur outside of the regular routine of a program and are an important part of the technical programs. If an instructor is planning a field trip, please follow these guidelines:

1. Complete the Request for Field Trip Form (*see appendix*) and submit in duplicate to the Director at least **one week in advance**.
2. Obtain approval from the Director.
3. Call the place to be visited and establish the date and times. The administrative staff must know of any deviations from the scheduled time.
4. Request transportation from Mary Hawkes.
5. Coordinate with Elaine Miller to assure that sending schools are notified.
6. Send home Parental Permission Forms (*see appendix*). A complete form must be on file for every student who will participate in the field trip.
7. Provide parent(s)/guardian(s) and office personnel with addresses and phone numbers of hotel accommodations and field trip destination. The school has an emergency cell phone for any instructor wishing to use it during field trips. If an instructor uses his/her own cell phone, please release that number to office personnel

in case of an emergency.

8. Leave copies of the Parental Permission slips in the office before leaving on any trip.
 - a. **Attendance must be taken before leaving and at all stops.**
9. Take full responsibility for the welfare and behavior of your students at all times, from point of departure to return. Students must adhere to all rules and regulations as outlined in the student handbook. In the case of an infraction, a disciplinary referral form must be submitted to the Director as soon as possible.
10. Always follow up each field trip with an appropriate letter of appreciation.
Overnight Field Trips – In addition to the previously stated guidelines, please adhere to these additional requirements:
 1. Hold a pre-trip meeting with students and parents/guardians to release all information of the field trip.
 2. Establish a reasonable curfew and enforce strict compliance to this curfew. Periodic checks must be made to ascertain that the students are following the curfew requirements.
 3. Make periodic checks to ensure strict compliance with all school rules.
 4. Organize recreational and educational activities for students during leisure time to maximize the learning and social benefits of the tour.
 5. Refrain from using tobacco and consuming alcoholic beverages or drugs while on the extended trip.

At the discretion of the Director, non-employee chaperones may be required to undergo a criminal history check.

FIRE DRILL INSTRUCTIONS

LOCATION/CLASSROOM

Information Technology (Rm#201) & Plato Lab

Student Services Coordinator's Office (Rm. 104)

Health Sciences (Rm #206)

Public Safety (Rm. #106)

Building Trades (Rm#107)

Media Productions (Rm #105)

Welding Shop (Rm#112)

Welding Classroom (Rm#114)

Automotive Shop (Rm#110)

Automotive Technology Classroom (Rm#113)

Commercial Driving (Rm#111)

The Carleton Project (Rm. #109)

Culinary Arts: Kitchen Area (Rm #208)

Health Sciences Area (Rm#205)

Health Sciences (Rm#204)

Jobs for Maine's Graduates (Rm#203)

EXIT

Down Front Stairs and

Outside Front (Northwest) Door

Front Door

Side (Southeast) Door

Front Door

Side (Southeast) Door

Side (Southeast) Door

Welding Shop Door

Back Door in Classroom

Auto Shop Door

Back Door in Classroom

Back (Northeast Door)

Back (Northeast Door)

Down Back Stairs and

Outside (Southeast) Door

Down Back Stairs and

Outside (Southeast) Door

Side (Southeast) Door

Front Door

Instructors should direct their classes to the right evacuation route, check to see that they all leave, and follow them out. Once outside the door, check again, and then lead them to the Lincoln Public Library. Wait there for the fire department or a signal to indicate all is clear to return to the building. Instructors must take attendance and report any missing students to the Director.

GRADEBOOKS/PLANBOOKS

In order for teachers to validate student learning, effective grading practices are essential. Your grading system should include the following:

- Written explanation of your grading method
- Evidence of frequent student evaluations
- Indication of multiple methods used to evaluate; i.e., written, performance, projects, reports, etc.
- Clear method of calculating quarter grades that is consistent and kept up to date

Plan books are a very useful tool for effective teaching. Daily use of plan books can afford teachers a valuable method of reflecting on class progress and accomplishments. Plan books will be collected at the end of each school year, but the Director can review plan books at any time. In order to obtain maximum benefits from use of plan books, teachers should make certain the content contains the following:

- Weekly sketches of daily plans for each A & B days
- Indication of planned student evaluations
- Core competencies
- Homework assignments
- Current information
- Indication of multiple methods of instruction being used
- Notation of student projects

Plan books should contain all the essential information for substitutes, such as attendance procedures, seating charts, etc. It is required to have one or two supplemental plans in your desk for use by a substitute, in case you are called away on short notice and do not have an opportunity to plan for the absence. (*Also, see Substitute Teacher Requirements*)

Plan books will be reviewed by the Director periodically throughout the school year.

GRADES - DETERMINATION OF

1. Grades will be reported by the numerical system with the exception of Stearns. A grade of over 70 is passing for all courses.
2. Grades typically are based on written tests, practical performance and cooperation. It is imperative for students to have a complete understanding of the basis of your grading system and that you have documentation for each grade received. There should be a relationship between grades and attendance.
3. Grading periods are divided into four (4) quarters with a grade given for each quarter. Semester grades are obtained by averaging two quarter grades for the appropriate

semester. Semester grades determine whether a student gets credit for a course that is typically one credit per semester.

4. The yearly grade is the average of the two semester grades.

GRADING SYSTEMS

Region III, Mattanawcook Academy, Lee Academy, PVHS, Schenck & Stearns High Schools

93-100	A	Excellent
85- 92	B	Very Good
75- 84	C	Average
70-74	D	Unsatisfactory
69 or below-	F	No credit

GRANT INCENTIVE PROGRAM

The Cooperative Board would like to encourage Region III staff members to seek grant money that will enhance the school's programming.

Procedure

1. Employees of Region III wishing to make grant applications may do so with prior approval of the Director.
2. If compensation is desired, a request must be made prior to writing the grant.
3. Compensation, or stipend (up to \$750), must come out of the grant itself and not require any matching funds by the school itself.
4. Employee(s) writing the grant must work outside the regular school day to complete
5. The grant must be consistent with the mission and philosophy of Region III and the goals and objectives of the Director
6. Unfunded grant applications will result in the Region compensating employee(s) up to \$500.00 (total for all employees) as an incentive and reward for their efforts.

The Director will be authorized by the Cooperative Board to pay the employee up to \$750 after the Grant has been awarded to the school and accepted by the Director.

Because grants are often collaborative efforts made by more than one employee, individuals or groups of employees will need to develop a stipend-sharing plan when applying for a grant. If the employee(s) seek additional compensation, the Director may request the Cooperative Board to authorize up to:

\$500.00 for a grant of \$5,000 to \$49,000
\$2,000 for a grant of \$50,000 to 99,000
\$3,500 for a grant of \$100,000 to 149,999
\$5,000 for a grant of \$150,000 to 200,000

Amounts in excess of 200,000 will be awarded as the Board approves. The total stipend expense (the total plan) to the school will not exceed these figures. Funding for this additional stipend must be allowed for by the grant and stipends paid to employees for grants awarded will be paid for by the

grant. All requests for grant writing need prior approval, and no modifications to the agreement will be made thereafter.

HAND-HELD ELECTRONIC COMMUNICATION DEVICES

Students are prohibited from using any type of hand-held electronic communication devices that interfere with the schools operation or classroom learning environment. During a school emergency, there will be **no** personal use of these devices. Additionally, teachers will develop rules and procedures for use of hand-held devices in their classrooms.

ILLNESS

When an instructor is sick, he/she will call Elaine Miller at home **before 7:00 a.m.** at telephone # **794-4071**. In the event Elaine Miller cannot be reached, he/she must call Mary Hawkes . After 7:15 a.m., call the school at 794-3004, ext. 210. If possible, call the evening before. Also, if possible, obtain or suggest a substitute for your class before calling. Lesson Plans designed for your unexpected absence will be available in your classroom or on file in the main office.

INTEGRATED PEST MANAGEMENT

Pest Control

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 proper 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 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 products available. If higher risk pesticides must be used, notices will be posted at application sites and parents, guardians and staff members have a right to know.

Your Right to Know

Parents, legal guardians, and school staff will be notified of specific pesticide applications. Notification will be given at least five days before planned pesticide applications. Pesticide application notices will also be posted in school and on school grounds. 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 prior 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 consulting our IMP coordinator, Scott Arthers, at 794-3004 extension 215.

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 website at www.thinkfirstspraylast.org/schoolipm.

INSTRUCTOR EVALUATIONS

All instructor evaluations will be carried out in accordance with the Comprehensive Contract. All evaluations will be conducted openly. Teachers will have an opportunity to review the formal evaluation and discuss it with the Director. (*See appendix for examples of a teacher evaluation form*)

INTERNET

Instructors are responsible for reviewing the Internet Acceptable Use Policy (*see appendix*) with all students and distributing the Parent Access Agreement (*see appendix*) to all students. All instructors will also sign an Employee Acceptable Use Policy each year (*see appendix*).

INTERNET PUBLISHING OF STUDENT INFORMATION

On September 18, 1999, a new statute took effect that requires public schools to obtain written approval from students' parents before publishing any personal information about students on the unsecured Internet. Personal information is defined as information that identifies a student, including but not limited to, the student's full name, photograph, personal biography, e-mail address, home address, birthdate, social security number, and parent's names. These requirements are in addition to the existing FERPA requirements regarding student information. The citation for the new statute is 20-A MRSA ' 6001.

LOCKOUT / TAGOUT

EBBC

NORTHERN PENOBSCOT TECH REGION III LOCKOUT / TAGOUT POLICY

Northern Penobscot Tech Region III, in consideration of the need to protect its employees, students and visitors, shall maintain a current Lockout/Tagout Procedure based on current Occupational Safety and Health Administration rules and guidelines. The Region III Cooperative Board directs the Region III Director to oversee the procedures and implementation of this policy.

Cross Reference: GDCA-5 – Lockout/Tagout Program Procedures

First Reading: October 30, 2003

Adoption: November 17, 2003

Reviewed: June 27, 2012

LOCKS ON CLASSROOM DOORS

At no time will students be allowed to lock classroom doors without having the program instructor inside the classroom with them. Please develop strategies that insure this safety precaution is followed.

LUNCH SCHEDULE

Sometime from 11:00 a.m. to 11:30 a.m. a combination of lunch and preparation time is scheduled. Instructor supervision of students will be arranged on a rotating schedule. Whenever possible, teachers will be provided a duty-free lunch.

MAKE-UP POLICY

Make-up work following an excused absence is the responsibility of the student. If credit is to be received for the excused absence, the student must contact the instructor for his/her assignments. Instructors should have make-up assignments for students that relate to the material covered during the absence. The work should be done as soon as possible with the following guidelines:

For every day missed, the student will have 2 days to complete the make-up work.

EXAMPLE: 2 days absent = 4 days to make up work.

MASTER LOCKS

A Master lock will be issued to each student. A record of the lock number and the locker assigned to the student will be kept by the instructor. Locks may not leave the building and students may not use personal locks on the lockers. Students will be charged a replacement fee for any lock not returned at the end of the program.

MAINTENANCE REQUEST FORMS

When in need of either computer or janitorial maintenance assistance, instructors should complete the appropriate form (*see appendix for Maintenance Request Forms/Computer or Janitorial Assistance*). This form is to be given to the Director for review. The Director will then route it to the appropriate people. Always keep a copy for your records and for future follow up.

NEW TEACHER ORIENTATION

A checklist has been designed to help new teachers better understand the operations of this organization. It encompasses teaching responsibilities as well as other opportunities available to them as a Region III employee. During the first two weeks of employment, a new hire must arrange a meeting with appointed individuals to discuss various topics. Once complete, the checklist must be signed and returned to the Administrative Assistant/Secretary. (*See appendix for New Teacher Orientation Checklist.*)

OFFICE SUPPLIES

Instructors are to request general office supplies from Elaine or Peggy. In order to assist in maintaining an inventory, please do **not** help yourself! You may request special items not in stock and every effort will be made to accommodate your request within the confines of the budget. Do **not** purchase items and expect reimbursement without prior approval from the Director.

PAINTING IN THE BUILDING

It is common knowledge that painting and the use of bondo results in a certain amount of toxic fumes and causes a reaction to some people; therefore, painting at Region III's Lincoln facility is strictly prohibited. The Facilities Manager is in charge of assuring that paints of any kind, both oil-based and latex, are vacated from school property, whether it is in the school building or on school grounds. This practice is **not** OSHA approved and is prohibited. If you have to paint, you must receive written permission from the Director. This applies to **all** Region III facilities.

PARKING / STORAGE OF VEHICLES

All vehicles will be parked in our parking lots. Storage of vehicles will only occur as a live work project. All vehicles that are part of live work projects will have the appropriate forms on file. Live work projects will be completed by the end of each school year. All live work projects will be removed from the facilities by the last week of school.

PERSONAL DAYS

According to the 2015-2017 Negotiated Teacher Contract, "A teacher may be granted two (2) days per year of personal leave with pay that may be used for any reason. All requests for personal leave are subject to the discretion of the Director based on management needs."

Some guidelines to follow when requesting use of personal days:

- Please apply as early as possible for the personal days. Every effort will be made to honor requests that provide adequate time for administrative purposes. There are no retroactive approvals.
- Only one teacher may be granted a personal day on the same date.
- We must have a substitute and meaningful learning experiences must be pre-planned for the students.
- Teachers must have all their work requirements up to date. If a teacher is delinquent on his/her duties, as determined by the Director, he/she will be denied personal days.
- Teachers may not take personal days when professional days and staff meetings are scheduled.

PERSONAL EQUIPMENT USED AT REGION III

The school facilities are to be used only for teaching purposes. Personal use of our facilities and equipment is not the intended purpose. Please do not use our excellent equipment and facilities for home or personal projects. If you have work you wish to perform on your car, truck, computer, please do it at home. Any project done here needs to have a Live Work Form completed.

Please be advised that the use of personal equipment (tools, etc.) at Region III is not allowed. The use of this equipment at our facilities brings certain liabilities that Region III does not want to accept. Equipment brought here from outside sources interrupts the normal purchasing and procurement process. Damaged equipment poses a risk to our employees and students. Equipment damaged here will not be the responsibility of Region III. If you have any questions concerning this, please contact the Director.

PROGRAM COMPETENCIES

Program competencies have been established for each program at Region III. This information may be found at <http://www.crcm.org/resources/learningresults.html>. The “core” duties for each program are to be aligned with the certifications or licenses offered in the program. The core duties cannot be modified without the Director’s written approval.

PROGRESS REPORTS

Teachers must issue student deficiency or progress reports (see appendix), if necessary, midway through each quarter to notify parents or guardians of their child's academic performance. Deficiency or progress reports may also be sent to the child's parents/guardians after the mid-quarter, if appropriate.

QUESTIONING AND SEARCHES OF STUDENTS

Students may not bring, possess or store at school any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school. Student use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. The Director has the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.

If a search produces evidence that a student has violated or is violating the law, Board policies and/or school rules, such evidence may be seized and impounded by the Director and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by the Director.

All teachers are expected to familiarize themselves with policy NEPN/NSBA Code: JIH

RANKING PERIODS 2016-2017

October 3, 2016 – Student Progress Reports
October 21, 2016 – End of 1st Quarter
December 16, 2016 – Student Progress Reports
January 6, 2017 – End of 2nd Quarter
February 27, 2017 – Student Progress Reports
March 17, 2017 – End of 3rd Quarter
May 5, 2017 – Student Progress Reports
June 9, 2017 – End of 4th Quarter

REFERENCE BOOKS - LIBRARY

You should make a list of all reference books in your area belonging to the Region. This list should also be included in the inventory, since these books are expected to last considerably longer than one year. You may have material of your own that you have brought in for the students to use, but these should not be included. Only the books that are the property of the Region and will remain so regardless of who the instructor is can be considered permanent parts of our reference resource.

REIMBURSEMENT FOR PROFESSIONAL IMPROVEMENT

Tuition, books and lab fees will be provided for teachers for professional credits meeting the following criteria:

1. The teacher must obtain approval of a course from Director before class registration;
2. The course must, in the sole judgment of the Director, be directly related to the teacher's professional development;
3. Proof of satisfactory completion of each course, together with tuition, textbook, and lab fee vouchers, must be submitted to the Administrative Officer within six (6) months after completion of the course(s);
4. Northern Penobscot Tech Region III agrees to pay not more than tuition fees based on the current University of Maine per credit hour rate multiplied by the number of credits taken. Seventy-Five (75%) percent of the total cost of required books and lab fees per course shall also be reimbursed.
5. Reimbursement will be limited to nine (9) credit hours per fiscal year, OR any teacher will be paid \$50.00 per day for classes during weekly or summer vacations through the summer of 2013-2014 that require attendance of four (4) hours per day or more, not to exceed \$210.00 per week and not to exceed three (3) weeks. The amount will be paid to the teacher upon successful completion of the institute or course.
6. Any exceptions to this procedure must be approved by the Board in advance and prior to registration.

7. It is understood that for every course paid by the Region, the employees are obligating themselves not to leave employment voluntarily for a minimum of six (6) months of employment beyond the course completion date. Not meeting this condition shall result in the employee reimbursing the Region for the course, which monies may be deducted from the employee's salary.
8. When an institution and Region III has a third party billing agreement, an employee may elect to participate. If an employee chooses to participate, the employee must sign and agree to meet all requirements stated on the third party billing form. (*See appendix for Third Party Billing Authorization Form.*)
9. The above procedures are not intended to supersede the Negotiated Agreement. Please refer to your agreement for exact language.

RESIGNATIONS

When a teacher resigns, he/she will be requested to defend the inventory of his/her program. This will take place when the keys are turned in. All items must be accounted for, and any discrepancies will have to be paid for by the resigning teacher.

SAFETY

Safety is the highest priority of an instructor at Region III. Your first concern is to maintain a safe environment for students.

To maintain a safe environment, it is important that you provide proper supervision of your students. This means being with the students and knowing where your students are at all times. Students who have specific assignments that have demonstrated safe practices may be allowed to carry out minor assignments without direct supervision but may not be allowed to operate equipment without your being present.

The operation of equipment such as table saws, planers, joiners, or other equipment without your being present is not allowed.

Good student rules are a foundation to success in this regard. Students should know that they cannot leave your supervision without your permission and that you'll not allow them to do certain things without your direct supervision.

There should be rules that have consequences. Consequences should include denying students the ability to work on certain projects, referral to the Director, calling parents, suspension from school, and removal from the program. Document your observations and your interventions.

Teachers must assess all equipment thoroughly and give full instruction to each student prior to using equipment. Keep all records of students receiving instruction. Students need to pass a written test with 100% correct. You need to demonstrate the tool's use followed by students performing a re-demo of the tool's use under your supervision. At that time, you'll have a check-off list that indicates

the primary safe uses of the machine. The student will sign off on this checklist. All this will be kept on file for seven years.

A safe building is also a requirement to a safe program. You must report safety concerns immediately. Record your reports through the maintenance request form process. Know your OSHA rules and participate in the Safety Committee. Include your Advisory Committee in reviewing your program facilities. Bring any concerns to the Director.

Good safety practices are foremost in the minds of all personnel at Region III. Strict adherence to safety standards of the trade, shop, or other activity are of utmost importance. Following are some guidelines:

I. INSTRUCTION

Proper safety instruction is prerequisite to any activity carried on in a work atmosphere. Instruction will be presented on a class basis and on an individual instruction and checkout basis when a particularly hazardous tool, machine, or procedure is involved. Students are to be instructed in

- A. General safety practices and regulations that apply to the work situation at the technical center.
- B. General safety practices as applicable to the specific trade or shop in which they are enrolled.
- C. Safety in the use of a particular tool, machine, or piece of equipment and MSDS sheets.

II. PROTECTIVE CLOTHING

All students will be made aware of the protective clothing that they are to furnish. Proper maintenance of this clothing will be stressed from the standpoint of safety, as well as cleanliness. An effort should be made to convey this information to the parents. **If a student does not dress appropriately he/she will not be allowed to participate.**

III. SAFETY GLASSES & HEARING PROTECTION

All students enrolled in courses requiring safety glasses will be furnished one pair. Replacement safety glasses will be available for purchase at \$5 each. Special face shields and goggles in areas where greater protection is required will be furnished and properly maintained by the shop. Students using safety glasses and corrective glasses purchased outside the program will comply with one of the following:

- A. Furnish proof that the safety glass meets the National Standard for Occupational and Educational Eye and Face Protection.

- B. Furnish a statement by their ophthalmic dispenser that corrective lenses meet the specification.
- C. Wear protective goggles over their glasses.

NOTE: Prescription safety glasses are available through the occupational program at a reasonable fee.

- D. Posters indicating areas where safety glasses are to be worn will be displayed.

IV. TOOL, EQUIPMENT, AND MACHINERY MAINTENANCE

All tools and machines must be kept in proper working order at all times. Instruction in the proper maintenance of tools and machines is essential. The following will apply:

- A. Machine and equipment guards are to be kept in proper repair and in use at all times.
- B. Dull tools, cutter bits, blades, and any other machine or equipment components in need of re-fitting or replacement will be removed from service at once.
- C. Tool, equipment, and machinery maintenance will be carried on in each course in as much as is appropriate to the curriculum of that course. In some instances, maintenance and repair will be delegated to another shop. In other instances, items may be sent out for maintenance and repair (e.g. hand saws in need of repair).

V. OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 (OSHA)

All safety and health standards in shops and classes should comply with the rules and regulations set up under this act. Instructors should become familiar with the selections of this law that apply to their trade area. Copies of the OSHA standards are available at www.osha.gov.

VI. FIRE SAFETY PRECAUTIONS

- A. All flammable liquids must be stored in safety cans.
- B. All fire extinguishers must be wall-mounted and easily accessible.
- C. Wooden wedges should not be used on doors. Hydraulic arms should be kept in repair so wedges are not necessary.
- D. All gas welding tanks, empty or full, must be properly secured at all times.
- E. Only metal waste containers should be used in shop areas or where large amounts of paper waste is created.
- F. Where possible, waste containers should have metal covers, or lids. Oily waste containers must have metal covers.

GENERAL SAFETY RULES

1. Normal industry safety rules are in effect in our classes. Violations of safety rules and repeated serious offenses will be dealt with seriously as they occur. Repeated serious violations may result in suspension from the program.
2. ALL of our students must meet the normal safety rules of the occupation for which they are training. Instructors will spend time on safety instructions. Instructors will document student safety training. Please be careful and safety conscious, both for your sake, and for the sake of your students.

SAFETY BOOTS

Certain areas of the school and certain work requirements warrant the use of Safety Toe Boots. When working in these areas or working on projects that have the potential to injure your feet, you are required to wear safety boots that meet A.N.S.I. specifications. Employees are required to provide and care for this personal protective equipment.

Teaching positions that need safety boots are:

- Automotive Instructor
- Building Trades Instructor
- Commercial Driving Instructor
- Welding Instructor
- Public Safety Instructor

SALARY INCENTIVE FOR TEACHERS

The Teacher Salary Incentive is designed to acknowledge innovative work that is beyond the common expectations of a teacher. Teachers completing this work may earn a permanent pay increase of between \$500 and \$1,000.

To be eligible for this incentive, teachers must have prior approval from the Director. The Director will determine if approval will be granted and the amount to be awarded upon completion. The Director will determine if the project has been completed and the incentive will be awarded at the beginning of the next contract year.

Teachers who have creative and innovative ideas that will improve student learning are welcome to apply for this incentive. You are encouraged to explore ideas from around the country and the state to help you in bringing new ideas and new opportunities to our school. Sharing your accomplishments with your colleagues is also strongly encouraged. Producing tangible results in student learning and their accomplishments are very important. Written objectives that will have measurable results are important to our school. The results of the work will include the teacher's professional development. This will be lasting and will improve the school over many years.

See below for some of the questions you should answer before you submit your proposal for consideration.

Teacher:

Date:

Date of Proposal:

Explain your proposal in some detail. Please describe how you have come to the conclusion that this work warrants consideration as an innovative project. What research have you done to date, what is the need for the project, and why do you think you will be successful in this project?

Describe how your proposal is innovative to this school. In your explanation be sure to emphasize how this will benefit you as a Region III teacher, your students, and how your work will obtain lasting benefits to the school.

Since this proposal is innovative and beneficial to Region III, you will be required to share your valuable work with others. Clarify how this will happen.

At the end, list your objectives in clear concise language that will provide the Director measurable outcomes and timelines.

Please remember, this incentive is designed for extraordinary work that will take time and energy beyond the normal workday. Not all teachers will be ready to take on this challenge at all times during their career at Region III. You are encouraged to evaluate your own professional needs and consider this as one option. Not all ideas will be worthy of this work. You should be in close contact with the Director during the development of your concept to ensure that you are working on an idea that would be beneficial to the school and is in the direction most helpful to the students.

Some ideas will have a short shelf-life. Some ideas will only be innovative for a short time. An idea approved one year may not be approved the next. If the teacher is failing to meet the normal responsibilities as an instructor of the Region, he/she will be ineligible to take on this effort. The Director will review written proposals each **November and February**. All proposals in their final versions must be submitted before **November 1, 2016 and February 1, 2017**.

SCHOOL CLOSING/EMERGENCY TREE

In the event of inclement weather or other reasons which necessitate the closing of school OR whenever RSU #67 cancels school due to severe weather, it is a standard that Region III cancels also. Announcements will be made on Channel 2 (WLBZ) television station. The following school cancellation/emergency telephone tree will be used: **(Mary's #'s – 731-9888)**

<p><i>Mary Hawkes calls:</i> <i>Elaine Miller – 794-4071</i> <i>Scott Arthurs 731-7774</i> <i>Heidi Hale – 723-4820</i> <i>Curt Ring – 731-4386</i></p> <p><i>Heidi Hale calls:</i> <i>David Hartley – 723-9390</i></p> <p><i>Elaine Miller - TEXTS</i> <i>Maureen DeLaCruz 735-8534</i> <i>Peggy Murray - 403-0620</i> <i>Leigh Thurlow – 794-4958</i> <i>Beth Hatt – 794-5537</i> <i>Don Raymond – 723-3665</i> <i>Tammy Kirsch – 794-4091</i> <i>Betty Vose – 907-0102</i> <i>Kelly Bowker – 738-2692</i></p>	<p><i>Elaine Miller TEXTS:</i> <i>David Shedd – 745-5731</i> <i>Tim Peters 949-2659</i> <i>Herman Ammerman - 746-7337</i> <i>Tom Baer 890-5850</i> <i>Max Voisine - 794-5419</i> <i>Cassidy Ouellette - 290-3783</i> <i>Rick Smart 794-4862</i> <i>Lexi Tash 403-3804</i> <i>Sarah Millett 290-7586</i></p>
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SENDING STUDENTS TO THE OFFICE:

If a student poses a safety problem, or if the student cannot handle a situation that arises, call the office on the intercom, **complete a discipline report form** (*see appendix*) and send the student to the office.

REGION III SMOKING POLICY

NEPN/NSBA Code: ADC

SMOKING ON SCHOOL PREMISES PROHIBITED

Tobacco use in any form is prohibited in all school buildings and transportation vehicles and on school grounds at all times.

Legal Reference: GOALS 2000: EDUCATE AMERICA ACT, PUB. L.
103-227, SEC. 1043
TITLE 22 MRSA SEC. 1578-B

REGION III STAFF DIRECTORY

Mary Hawkes	Director/Adult Education Director	794-3004 ext. 212
Curt Ring	Student Services Coordinator / Affirmative Action Officer	794-3004 ext. 216
Maureen De La Cruz	Financial Coordinator	794-3004, ext. 214
Scott Arthers	Facilities Manager	794-3004 ext. 215
Elaine Miller	Administrative Assistant/School Secretary	794-3004 ext. 210
Peggy Murray	Adult Education Coordinator	794-8596 ext. 211
Thomas Baer	Commercial Driving Instructor	794-3004 ext. 220
Heidi Hale	Medical Administrative Services Instructor	794-3004 ext. 229
Donald Raymond	Information Technology Instructor	794-3004 ext. 230
Kelly Bowker, RN	Health Science Careers Instructor	794-3004 ext. 231
David Hartley	Welding Technology Instructor	794-3004 ext. 225
Max Voisine	Welding Technology Instructor	794-3004 ext. 225
Cassidy Ouellette	Automotive Instructor	794-3004 ext. 222
	Automotive SHOP	794-3940
Herman Ammerman	Culinary Arts Instructor	794-3004 ext. 228

	Kitchen	794-3004 ext. 236
	Culinary Arts Ed. Tech.	794-3004 ext. 236
Leigh Thurlow	Media Productions Instructor	794-3004 ext. 227
Betty Vose	Jobs for Maine's Graduates Specialist	794-3004 ext. 232
Tammy Kirsch, RN	Health Science Careers Instructor	794-3004 ext. 226
David Shedd	Building Trades Instructor	794-3004 ext. 223
	Building Trades SHOP	794-3004 ext. 217
Rick Smart	Public Safety (Firefighting/EMT Instructor)	794-3004 ext. 219
Timothy Peters	Public Safety (Law Enforcement Instructor)	794-3004 ext. 219
Randy Currier	Custodian	794-3004

STUDENT ASSESSMENT

Teachers are required to make summative and quantitative judgments about students. In order to do this, teachers must use a variety of evaluation/assessment methods. See below for a self-assessment tool to determine your progress in this area. This self-assessment is not all-inclusive; it is just a guide. Continued improvement in this area is the school's responsibility as well as that of the professional educator.

Teacher Checklist

Assessment

Teacher:

Date:

- | | | |
|--------------------------|--------------------------|---|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | Has developed competency profile |
| <input type="checkbox"/> | <input type="checkbox"/> | Published for students |
| <input type="checkbox"/> | <input type="checkbox"/> | Method of evaluation of competencies shared with students |
| <input type="checkbox"/> | <input type="checkbox"/> | Published (available for all to see) |

Multiple methods of assessment:

Written Tests

- | | | |
|--------------------------|--------------------------|-----------------|
| <input type="checkbox"/> | <input type="checkbox"/> | T/F – Matching |
| <input type="checkbox"/> | <input type="checkbox"/> | Multiple Choice |
| <input type="checkbox"/> | <input type="checkbox"/> | Essays |
| <input type="checkbox"/> | <input type="checkbox"/> | Sequencing |

- _____ _____ Short Answer
- _____ _____ Fill in the blank
- _____ _____ Checklists
- _____ _____ Rubrics
- _____ _____ Portfolio
- _____ _____ Exit Exhibitions
- Evaluations for**
- _____ _____ Written reports
- _____ _____ Oral presentations
- _____ _____ Project grading standards
- _____ _____ Overall link of assessment tools to competencies
- _____ _____ Students are able to frequently appraise their progress with competencies

STUDENT EVALUATION PROCEDURES

In technical education, the emphasis is on education and training for direct entry into the world of work. To effectively prepare youth for work, it is important not only to help provide a student with saleable skills, but also to help develop proper work habits, attitudes, and personal traits, so that he/she may function in an occupation and as a citizen. With this in mind, procedures outlined herein have been developed to evaluate and communicate progress in these areas to the students, school personnel, parents, and employers.

STUDENT INFORMATION

All students must complete a Student Information Form (*see appendix*) to be turned in to the guidance office no later than one week after the student starts school.

STUDENT INSURANCE/HEALTH RECORD

It is Region III policy that all students enrolled in one of its programs have accident insurance before they can participate in any lab work. This insurance can be family insurance or school insurance. Student Insurance/Health Record Forms (*see appendix*) must be completed by parents/guardians specifying the name of the insurance company. If for any reason a student

cannot provide insurance, please see the Director. **No student is to be allowed to work in any shop until all insurance (and registration materials) are complete.**

STUDENT RECORDS

All student records are filed in the office. Instructors should make themselves familiar with all of the students they have in class. Please do not take student records from the school. All instructors must follow the FERPA guidelines that apply to student records.

DIRECTOR AND STUDENT SERVICES (SSC) COORDINATOR

The Director performs the following duties however, the Student Services Coordinator (SSC) may also perform these duties on behalf of the Director or during his/her absence.

1. Maintain discipline within the building.
2. Act on and direct activities during an emergency.
3. Secure student transportation.
4. Make decisions concerning school operations because of storms.
5. Authorize emergency actions to correct situations threatening to health, welfare, or property.
6. Insure school integrity is maintained with regard to regularly scheduled school day activities.
7. Coordinate as necessary with teachers, bus drivers, and administrators to ensure smooth operations.
8. Perform other duties as may be required from time to time in special situations.
9. Oversee scheduling of facility use in coordination with the school secretary.

SUBSTITUTE INSTRUCTORS

Appointment of Substitute Instructors: All substitute appointments shall be made by the Regional Director as required, and all substitute instructors must meet such qualifications and requirements as deemed necessary by the Regional Director.

Need for Substitute Instructors: If you need to take a personal business day, please inform the Director and make out the personal business form as far in advance of the day as possible. In case of unexpected illness or emergency personal business, please call Elaine Miller at 749-4071 before 7:00 a.m. After 7:15 a.m., call the office in Lincoln at 794-3004.

Instructors are expected to help find substitutes in their field or trade and also to prepare lessons that can be used by substitutes who do not know the field or trade. These lessons need to be sufficient to keep your students engaged for the entire class time. Each instructor is required to have one emergency lesson plan on file in the office.

Be prepared and follow these guidelines:

1. Provide an updated class list. If you have students that come at different times you need to indicate this on the class lists.
2. Leave instructions about the procedures for taking attendance.
3. List the time students arrive and depart. Include any breaks allowed and indicate when the substitute should have lunch and what time the sub may leave at the end of the day.
4. Provide comprehensive lesson plans. If you are using a video, have a worksheet or discussion questions. Make sure you are clear about what is to be done and that you have planned enough work.

SUMMER SALARY - LUMP SUM PAYMENTS

Instructors wishing to receive their summer paychecks in a lump sum payment should make a request in writing by February 17, 2017.

SUPERVISION

Students need to know how to respect and accept adult supervision and direction, and also how to respect the use of the building and materials that are made available to them.

In the Classroom: NO STUDENT SHOULD BE LEFT WITHOUT SUPERVISION. You MUST be physically present in the room with your students at all times. If you find it necessary to leave your room, you must make arrangements to have the class covered.

Corridors and Locker Rooms: You are responsible for all the students in the school, not just those assigned to your class. Please monitor the corridors and locker room areas as you move about the building. The students should not be fooling around or acting out in any part of the building. Report to the office any damage or vandalism resulting from poor behavior.

SUSPECTED CHILD ABUSE AND MALTREATMENT

Maine law **requires** that any evidence of apparent or suspected child abuse or maltreatment must be reported to the authorities immediately. Instructors must notify the Director or Student Services Coordinator and should **not** discuss the subject with the parent or student. This notification does not necessarily initiate an active investigation. All cases must be treated carefully. The Director (or the Principals of Stearns, Schenck, M.A., L.A., or P.V.H.S.) will handle the case. [reference Reporting Child Abuse/Child Protection Policy JLF]

TEACHER COMPUTER COMPETENCIES

Computer technology offers many opportunities for our school and work. Teachers employed by Northern Penobscot Tech Region III will enhance their teaching preparation and delivery by using technology provided to them by the school. In order to use this technology effectively,

teachers need to maintain certain skills or competencies. The competencies listed below are considered the minimal skills needed to use the technologies available at Region III. Teachers who need assistance or training to reach effective skill levels should seek assistance from the Director. Teachers must provide evidence that they can perform these skills on or before January 16, 2014. New hires must provide evidence on or before May 15, 2015, or the second year of hire.

Hardware

- Use a CD/DVD to save and retrieve information
- Use a scanner to reproduce images and save them
- Use a digital camera and print images

Operating Environment

- Use the clipboard to transfer data between applications
- Restart a computer after it freezes
- Delete a document – empty the trash

Network

- Save and retrieve a document to a server location

Windows

- File management/create and retrieve folders

E-Mail

- Send and receive an attachment
- Create and manage an address book

Internet

- Use electronic search engines
- Bookmark relevant web pages
- Awareness of list servers
- Familiarity of Google Docs
- Active Skype account

Word Processing

- Open, create and save a document
- Print a document
- Cut, copy and paste
- Use spell and grammar check

PowerPoint Presentation

- Create a two slide show
- Add a graphic item to the show
- Add text and sound
- Print

Data Base

Maintains student records on Infinite Campus

TEACHERS' MEETINGS

Teachers' meetings are scheduled as necessary. All teachers are expected to be in attendance unless excused by the Director. Please see the Director if you have a concern that you would like placed on the agenda.

TELEPHONE

All outside personal calls must be charged to the caller's home phone or charged to his/her calling card number. Student calls will be kept to an absolute minimum. Teachers are to screen any requests. Students must have teacher's permission before coming to the office. All student calls must be cleared with the school secretary. Do not allow students to use the phone unsupervised. During class time, instructors will only be allowed to receive emergency calls. All other calls will be transferred to voice mail. Please notify office personnel if you're expecting an important call.

TEXTBOOKS AND EQUIPMENT

All textbooks and equipment needed to successfully complete a course will be provided. Each student will be responsible for the texts and equipment assigned to him/her. If the books are not returned at the completion of the course or year, the student will be billed for the cost. In case of misuse of equipment causing breakage, the replacement cost or repairs will also be billed to the student. No grades will be provided until all bills are paid.

TEXTBOOKS AND REFERENCE BOOK PROCEDURES

All texts and reference books are to be stamped (stamp is available in the office). The stamp is to be filled out when the book is issued to the student. Instructors will update textbook and reference book inventories each June. Refer to textbook policy when considering new texts.

TEXTBOOK POLICY

Name of Book_____	Program
Author_____	Date

PROCEDURE

- I. Instructor reviews text for possible use, considering the following:
 - A. Are illustrations clear and understandable?
 - B. Is the language non-sexist and at the proper grade level?
 - C. Does it provide the basic entry-level knowledge and skills required for the program?
 - D. Does it meet the program's objectives?

- E. Does it have good references for support material?
 - F. Is the cost practical?
 - G. Does the text have good supplemental material, i.e., workbooks, tests, etc.
- II. The instructor seeks input from their Program Advisory Committee.
 - III. The instructor presents the above information to the Director for final approval.

VISITORS AND SPEAKERS

Instructors will notify the Director in advance concerning guest speakers. The following information will need to be provided: name of the speaker, the firm they represent, the topic to be covered or the reason for the visit. Exempt from this policy are representatives scheduled by the Guidance Director for college admissions or military recruiting visits.

All visitors to the school will report to the office prior to visiting a program area. Instructors should inform visitors of this policy and are responsible for enforcing this rule.

WALKING PERMITS

Students may be issued walking permits under limited circumstances. Before permission is granted, students must complete a Walking Permission Slip (see appendix), obtaining signatures from parents/guardians, sending school official and either the Director or Guidance Director of Region III.

WEAPONS, VIOLENCE AND SCHOOL SAFETY

The Region III Cooperative Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

School staff members are required to immediately report incidents of prohibited conduct by students to the Director for investigation and appropriate action.

All teachers are expected to familiarize themselves with policy NEPN/NSBA Code: JICIA.

WORKPLACE DOMESTIC VIOLENCE

Education and Training

Region III believes that offering employees opportunities to increase their awareness of domestic violence works to prevent and reduce the impact of domestic violence in the lives of our employees. We provide workplace educational and informational resources to employees whenever feasible, which may include posters, brochures, articles or trainings on domestic violence, and information about community resources.

Prevention

Region III strives to maintain a safe and secure workplace and will not tolerate any acts or threats of violence in the workplace. Furthermore, we do not tolerate any acts or threats of domestic violence against any employee while on our property or while conducting Region III business. Employees who threaten, harass, or abuse anyone, either at the workplace, or from the workplace, while conducting Region III business and/or using any of Region III's property, such as computers, telephones, fax machines, mail, vehicles or other means, may be subject to disciplinary action, up to and including discharge.

Employees who become aware of threats or acts of domestic violence that may occur or have occurred in the workplace must immediately inform the Director. In addition, employees with Orders of Protection or restraining orders that reference the worksite(s) of Region III must provide the Director with a copy of the order. In response to possible threats, a threat response team will undertake an assessment of the risk and implement a safety response plan specific to the circumstances of the threat, implementing security options to minimize the risk. This plan will take into consideration the needs and rights of a targeted employee and others in the worksite, maintaining confidentiality when to do so does not interfere with safety needs.