



**35 West Broadway
Lincoln, ME 04457**

www.region3.mainecte.org

STUDENT/PARENT HANDBOOK

**2020/2021
School Year**

TABLE OF CONTENTS

Welcome	Pg. 3
Accident Reports.....	Pg. 4
Affirm. Action/Sexual Harass./Grievance Procedure.....	Pgs. 4-8
Applied Learning Projects Procedure.....	Pgs. 8-9
Asbestos Hazard Emergency Response Act.....	Pg. 9
Attendance.....	Pg. 9
Change & Vending Machine Use.....	Pg. 10
Chemical Use and Abuse by Students.....	Pgs. 10-11
Daily Schedule.....	Pg. 11
Discipline.....	Pgs. 11-17
Dress.....	Pgs. 18-19
Fees for State License or Certificate Examinations.....	Pg. 19
Field Trips.....	Pg. 20
Fire Drills.....	Pg. 20
Hand-Held Electronic Communication Devices.....	Pg. 20
Insurance.....	Pg. 20
Integrated Pest Management.....	Pgs. 20-21
Internet Policy.....	Pg. 21
Lunch.....	Pg. 22
Make-Up Policy.....	Pg. 22
National Technical Honor Society.....	Pg. 23
Progress Reports.....	Pg. 23
Ranking Periods.....	Pg. 24
Ranking Scale.....	Pg. 24
Safety.....	Pg. 24
Scholarships.....	Pg. 25
SkillsUSA.....	Pgs. 25-26
Smoking.....	Pg. 27
Staff Directory.....	Pg. 27 - 28
Student Attendance Policy.....	Pg. 28 - 29
Student Questioning & Searches.....	Pgs. 29-30
Student Rights and Responsibilities.....	Pgs. 31-32
Supplies.....	Pg. 32
Telephone.....	Pg. 32
Textbooks and Equipment.....	Pg. 32
Transportation Guidelines.....	Pg. 33
Visitors.....	Pg. 33
School Goals.....	Pg. 34
School Values/Board Mission.....	Pg. 35

WELCOME TO NPT REGION III

We extend a warm welcome to the students of Northern Penobscot Tech (NPT) Region III. Our goal is to provide students with the opportunity to gain the knowledge and skills necessary to obtain and retain meaningful employment, go on to post secondary or both. We are committed to providing a quality educational experience for all of our students and maintaining high standards in each of our programs.

The policies outlined in this handbook are designed to promote the general welfare of the entire student body at NPT Region III. Respect for other people and regard for public property should be the guideposts for student behavior. We urge you to take full advantage of the opportunities provided in order to obtain the best education possible.

The school has approximately 200 students. The faculty consists of 15 instructors. Administrative and Support Staff include: Director, Student Services Coordinator, Adult Education Coordinator, Administrative Assistant, Financial Coordinator, Facilities Manager, Ed. Techs and Custodians. (See page 27 for complete list.)

Approximately seventy-five percent of our students continue on to college/post-secondary education. Many students earn State and National Certifications, as well as college credits while attending Region III.

NPT Region III was formed to provide technical education to the twenty-eight-town area in Penobscot, Aroostook and Washington Counties. The five sending schools are Lee Academy, Mattanawcook Academy, Penobscot Valley High School, Schenck High School and Stearns High School.

ACCIDENT REPORTS

Any accident or injury occurring during a school activity should be reported immediately to the Instructor in charge. The instructor will then submit a report to the office. Region III does not have a school nurse.

AFFIRMATIVE ACTION / SEXUAL HARASSMENT POLICY

1. General Policy Statement:

It is the policy of Northern Penobscot Tech Region III to offer 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 regarding Title VI, 504 and ADA may be made to the Affirmative Action Officer listed below:

Hugh Porter
Student Services Coordinator, 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. Non-Discrimination/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 student 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 5 working days of the incident giving rise to the grievance.

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 within ten days. The grievance will then be considered by the Board in 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 Director or Affirmative Action Officer
- 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. A grievant may choose at any time 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
33 Arch Street, Suite 900
Boston, MA 02110-1491
(617) 289-0111

Federal (National) Agency:

Director, Office of Civil Rights
U.S. Department of Education
Washington, D.C. 20201

Northern Penobscot Tech Region III Affirmative Action Officer:

Student Services Coordinator

NPT Region III, 35 West Broadway, Lincoln, ME 04457
(207) 794-3004

It is also the policy of Northern Penobscot Tech Region III that all 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 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, instructors, nonsupervisory 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 Administrator or other appropriate management representative.

APPLIED LEARNING PROJECTS PROCEDURE

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

Guidelines for accepting Applied Learning Projects:

- ◆ All Applied Learning Projects shall meet the educational requirements of the Approved Program Curriculum. To ensure compliance, Program Advisory Committees will review live work projects and policy each year.
- ◆ Students shall conduct all operations performed on Applied Learning Projects as an applied learning experience.
- ◆ Applied Learning Projects Requests shall be accepted from:
 - Nonsectarian, nonpolitical nonprofit organizations which are exempt under Section 501 C (3) of the Internal Revenue Code
 - Students enrolled in sending schools within the Region
 - Staff members employed by sending schools within the Region
 - Community members, Region III staff and students
 - Other requests not fulfilling the above criteria needs 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.

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.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

The Northern Penobscot Tech Region III buildings have been inspected for the presence of asbestos-containing material. An Asbestos Management Plan is available for review at the Facilities Manager's office during regular office hours. Our facility is asbestos free.

ATTENDANCE

After a student is absent, he/she has two 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.

Examples:

1. If a student shows the instructor a pass marked excused, the instructor knows that an acceptable excuse was turned in to the office.
2. A student will automatically be marked unexcused unless he/she submits an excuse or professional note, etc., upon

arrival on their next regular school day at Region III.

These passes will also be used for students who are tardy, as well as for early dismissals.

CHANGE AND VENDING MACHINE USE

During break, and at break time only, students may use the vending machines on the first floor. If a student loses money in any of the vending machines, he/she may go to the office for a refund. Vending machines are turned off one half hour prior to lunch and one half hour after lunch.

CHEMICAL USE AND ABUSE BY STUDENTS

In school or at school-related functions, a student shall not consume beverages 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 student in violation of this policy will be suspended for the first offense. Cases will be decided on

an individual basis. The severity of the penalty will be tempered by the student 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 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.

2020-2021 DAILY SCHEDULE

School Starts.....

School Dismissal.....

2020-2021 Start/End times will vary by school

DISCIPLINE

1. SCHOOL BUS POLICY

When a bus driver reports a disciplinary problem, the following policy will be adhered to:

- a. When a pupil violates the bus regulations and is reported via a written Bus Conduct Report by the bus driver, he/she is given a discipline referral report or appropriate discipline and a conference is held with the driver and the pupil. A copy of the report and letter is sent to the parent and the sending school.
- b. If the pupil receives repeated or serious Bus Conduct Reports, his/her bus privileges could be suspended for a period determined by the Director. A conference with the driver and parent is part of the procedure.

2. SCHOOL BUILDING GROUNDS, BUSES & FUNCTIONS

Behavior - You are expected to act in school as you would act on the job. This means that the following should be observed:

- a. Attend classes and be on time.
- b. Follow all Instructor instructions.
- c. Respect yourself and others follow our core values
ARCH- Accountability, Respect, Accountability
Commitment to Success, Honesty & Integrity
- d. Contraband, such as, drugs, cigarettes, or weapons are prohibited.

When students arrive at Region III, they are expected to proceed to their class area in an orderly, quiet fashion.

3. WEAPONS IN THE SCHOOLS

In an effort to ensure a safe environment for students and employees, all persons are prohibited from the following conduct at all times on school premises, in any school vehicle, or at any school-sponsored activity:

- a. Knowing possession or use of articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples of such articles include, but are not limited to: firearms, ammunition, explosives, "brass" knuckles, switchblades, butterfly knives, chains, clubs, and Kung Fu "stars."
- b. Use of any object as a weapon, although not

necessarily designed to be a weapon, to inflict or to threaten bodily harm and/or to intimidate, coerce or harass. Examples of such objects include, but are not limited to: belts, other articles of clothing, combs, pencils, files, compasses, scissors and replicas of weapons.

4. STUDENT HAZING

Maine statute defines injurious hazing as "any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school."

It is the policy of the Region III Cooperative Board that injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, or other employee of the school unit shall encourage, permit, condone or tolerate injurious hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in injurious hazing activities.

Persons not associated with this school unit who fail to abide by this policy shall be subject to ejection from school property and/or other measures as shall be available under the law.

Administrators, faculty members, students and all other employees who fail to abide by this policy shall be subject to disciplinary action, which shall include suspension, expulsion or other appropriate measures.

Any organization affiliated with this school unit that authorizes hazing shall incur penalties which may include the rescinding of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The director shall assume responsibility for administering this policy. In the event that an individual or organization disagrees with an action--or lack of action--on the part of the director as he/she carries out the provisions of this policy, that individual or organization may appeal to the full Cooperative Board. The ruling of the Cooperative Board with respect to the provisions of this policy shall be final.

5. Bomb Threats:

The Region III Cooperative 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 bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the director to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

Any student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the director, instructor, student services coordinator or other employee in a position of authority. Appropriate steps will be taken immediately to protect the safety of students and staff in accordance with the school unit's bomb threat procedure.

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat or who knowingly encourages,

causes, aids, or assists another student in making or communicating a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school. The administration may suspend and/or recommend for removal from Region III programs any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. _ 1001(9) and will be grounds for removal if found necessary for the peace and usefulness of the school.

In addition, a student who, after a hearing by the Board, is found to have brought a bomb to school shall be removed from school for at least one year in accordance with 20-A M.R.S.A. _ 1001(9) and Policy JICIA, except that the director may modify the requirement for removal based on individual circumstances.

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or removal from Region III programs.

NOTE:

The instructors or school administration will deal with any infractions of school rules. The instructors will deal with minor infractions of school regulations. Major infractions of school regulations may result in a 1 to 10 day suspension. Severe infractions of school regulations may result in expulsion from Region III.

ASSERTIVE DISCIPLINE PLAN

Students who are referred to the office may expect the following:

1. Smoking (contact police if under age) (includes electronic cigarettes, nicotine gum and patches.)
 - 1st offense
 - Call to parent/guardian followed by a letter
 - 2 day out of school suspension
 - 2nd offense
 - Review of continued enrollment at Reg. III
2. Use or possession of Non-Prescription Drugs, Chemicals, Pills, Alcohol, Marijuana, etc.
 - 1st offense
 - Call to parent/guardian to pick up the student
 - Up to ten days suspension, return to school after a written chemical screening has been presented to the Director
 - The proper authorities will be notified
 - 2nd offense
 - Student will be dropped from the technical program
3. Selling or Distributing Drugs
 - 1st offense
 - Call to parent/guardian to pick up student
 - The proper authorities will be notified
 - 10 day Suspension and return only after a hearing before the Cooperative Board
 - Student may be expelled from the system
4. Unauthorized use of vehicles: Leaving or arriving at school via unapproved methods.
 - 1st offense
 - Call to parent/guardian followed by a letter

- 1-day out of school suspension and loss of privilege to drive

2nd offense

- Meeting with parent/guardian and student
- 3 day out of school suspension, and loss of privilege to drive
- Review of continued enrollment at Reg. III

5. Unacceptable student behavior: (fighting, abuse of school property & machines, verbal abuse of school personnel, cheating)

1st offense

- Call to parent/guardian followed by a letter
- 3 or more days out of school suspension

2nd offense

- Meeting with parent/guardian and student
- Review of continued enrollment at Reg. III

6. Safety Violations

1st offense

- Individual(s) sent to the office
- Parent/guardian called
- 3 day out of school suspension

2nd offense

- Meeting with parent/guardian and student
- 5-day out of school suspension
- Review of continued enrollment at Reg. III

7. Any other offense or occurrence not specifically covered by this policy, such as assaultive behavior, will be dealt with at the discretion of the Director.

EXAMPLE: A five day suspension would be 5 days total from Region III and the sending school. (3 days from Region

and 2 from the sending school.)

NOTE:

Any student suspended from NPT Region III will also be suspended from his/her sending school. We in turn also honor suspensions by sending schools and do not allow the students to attend NPT Region III during that period.

MAKE-UPS: Students may make up work under the following guidelines:

Suspension: For every day of suspension the student will have that many days in which to complete make-up work.

Expulsion: Any student expelled from any sending school system or NPT Region III will not be allowed to attend Region III programs.

DRESS

Please have appropriate clothing for the program where you are enrolled. This will include old clothes, if appropriate. Dress appropriately for the job you are doing. Students in some courses are required to have safety shoes and appropriate safety glasses. These dress requirements are for your safety and to help you adapt to the requirements of industry. Your instructor will give specific dress requirements for his/her class.

Note: Students who fail to dress appropriately will not be allowed in the shop/lab area.

- Clothing with vulgar or profane references, slogans, symbols, pictures, or gang references is prohibited.
- Immodest clothing, including tops with “spaghetti straps”, or that expose the midriff or cleavage is considered unprofessional, and is prohibited.
- Clothing that displays or promotes the use of alcohol, tobacco, and/or drugs are prohibited.

- Shorts are not to be worn in the shop areas or kitchen. It is up to the discretion of the instructor in other programs. Skirts or shorts should be no shorter than one's fingertips when arms are down at one's sides.

Guidelines

Safety Glasses will be provided by NPT Region III

Dress guidelines for programs not listed below are at the discretion of the program instructor.

AUTOMOTIVE TECHNOLOGY – Work clothes, safety shoes, and appropriate safety glasses

CONSTRUCTION TECHNOLOGY – Work clothes suitable for outdoor work, if needed; safety shoes; and appropriate safety glasses.

COMMERCIAL DRIVING – Work clothes, safety shoes, and appropriate safety glasses.

CULINARY ARTS – Each student will be given a hat on the first day of class. Additional hats will be supplied by the student. Jackets will be supplied, but the student is responsible for their care. No open toed shoes.

EMT/FIREFIGHTING – Work clothes suitable for outdoor work, if needed; safety shoes; and appropriate safety glasses.

LAW ENFORCEMENT - Work clothes suitable for outdoor work, if needed; safety shoes; and appropriate safety glasses.

WELDING TECHNOLOGY – Work clothes, safety shoes, and appropriate safety glasses. One pair of gloves will be supplied at the

beginning of the school year. Additional gloves will be purchased by the student. Leather aprons and appropriate safety glasses will also be provided.

FEES FOR STATE LICENSES OR CERTIFICATE EXAMINATIONS

Region III will pay the costs of the first exam test (up to \$175.00) for secondary students in programs that include a state or national certification or license as part of their program curriculum. Students must be recommended to take the exam by their program instructor. 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 similar situations like this. Post-secondary students enrolled in the daytime programs need to gain approval from the Director. If you have any questions please see the Director. All tests must be completed while the student is still enrolled in that program. Post-secondary students must see the Director.

FIELD TRIPS

Permission must be obtained from your parent/guardian before you will be allowed to go on any field trip that may be arranged by your instructor. Appropriate forms will be provided. Transportation will be provided.

FIRE & LOCKDOWN DRILLS

Fire and lockdown drills will be held periodically throughout the school year. A route and procedure to follow is posted in the area. Please familiarize yourself with this procedure.

HAND-HELD ELECTRONIC COMMUNICATION DEVICES

Students are prohibited from using any type of hand-held electronic communication devices that interferes with school operations or the 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 handheld devices in their classrooms.

INSURANCE

It is Region III policy that all students enrolled **must** have accident insurance before they will be allowed to participate in any lab work. This insurance can be family insurance or school insurance. Student insurance forms 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.

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 inclusion, 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 ext. 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.

INTERNET POLICY

Northern Penobscot Tech has an Acceptable Use Policy for the INTERNET which will be provided to all students. Students wanting to use the Internet must sign a statement indicating they will adhere to all school Internet policies. This must be on file in the office before students are allowed to use any computer.

LUNCH

A nutritious lunch will be available for students at our facility. Students eligible for free or reduced lunch should complete form in the first day packet and return to NPT Region III. All students will follow procedures and abide by good conduct during lunch periods

at any of the assigned lunch program locations. All students are required to go to the open area during lunch time. If a student is uncomfortable about being in the open area during this time, they must meet with the Director. Students are not allowed to leave the open area until the lunch period is over.

MAKE-UP POLICY

Make-up work following an excused absence is the responsibility of the student. If a credit is to be received for the excused absence, the student has to contact the instructor for his/her assignments. 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 the work.

Make up work with regard to unexcused absences will be at the discretion of the Instructor.

NATIONAL TECHNICAL HONOR SOCIETY

The purpose of the Region III Chapter of the National Technical Honor Society is to

- Promote the ideals of honesty, service, leadership, career development, and skilled performance among the students of Region III;
- Reward meritorious achievement in technical education;
- Encourage and assist students in their pursuit of educational and career goals; and
- Develop a greater awareness within the business, industry and service community about the talents and abilities of students engaged in technical education.

Criteria for membership in the Region III Chapter of the National Technical Honor Society are

- Students must maintain a grade of at least 93 in the Region III program;
- Students must maintain a GPA of at least 85 at their sending high school;
- Students must have good attendance, work ethic and demonstrate professional behavior while attending Region III; and
- Students must receive a nomination from their Region III instructor
- NTHS is open to both Juniors and Seniors

For more information, please see the Student Services Coordinator.

PROGRESS REPORTS

Instructors issue student progress reports, if necessary, midway through each quarter to notify their parents or guardians of their child's academic performance. Progress reports may also be sent to the child's parents/guardians after the mid-quarter, if appropriate.

REGION III RANKING PERIODS

October 2, 2020 – Student Progress Reports
 October 16, 2020 – End of 1st Quarter
 December 14, 2020 – Student Progress Reports
 January 8, 2021 – End of 2nd Quarter
 February 26, 2021 – Student Progress Reports
 March 19, 2021 – End of 3rd Quarter
 May 3, 2021 – Student Progress Reports
 June 4, 2021 – End of 4th Quarter

RANKING SCALE

93 - 100	A	Excellent
85 - 92	B	Very Good
75 - 84	C	Average

70 - 74	D	Unsatisfactory
69 or below	F	No Credit

Health Science Career students must maintain a grade average of 80 or better in order to take the State of Maine certification exams.

Students whose grade average does not meet the above requirements will not be allowed to take the state exams as part of their Region III programs.

SAFETY

All students will be expected to exercise the highest safety standards possible. A student may be expelled for violations. When issued, all students will wear the designated safety equipment, i.e. appropriate safety glasses. If it isn't issued by the school, the student will be required to purchase the item/items, for example: steel-toed safety shoes. If students cannot purchase required items, they are to contact the Student Services Coordinator.

SCHOLARSHIPS

Region III seniors may see the, Student Services Coordinator, for applications to the following scholarships:

- Region III Scholarships (several)
- Region III Adult Education Scholarships (several)
- SkillsUSA Scholarships
- National Technical Honor Society
- Local Scholarships
- MELMAC Foundation
- MACTE Student of the Year

Students who attend a one year program as a Junior and do not return to Region as a Senior are eligible to apply.

SkillsUSA

SkillsUSA is an integral part of the education program, not an extra activity. Students select their own officers and are responsible for the operation of the group. All students enrolled in Career & Technical Education (CTE) are encouraged to participate in Skills USA. This group gives students the opportunity to develop leadership skills, social and civic awareness, and understanding of the world of work.

State and national skills and leadership competitions provide students with exciting educational experiences. Annual competitions offer the opportunity to travel, compete, win scholarships and sometimes meet students from across America. Students need to be in good standing in order to participate.

Region III Skills USA Club

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled work force. SkillsUSA helps each student excel.

SkillsUSA's mission is to help its members become world-class workers, leaders and responsible American citizens. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work—high ethical standards, superior work skills, life-long education, and pride in the dignity of work.

Region III is committed to providing the best opportunity for every student to excel. Students are encouraged to participate in a wide variety of competitions at the state level. Depending on the contest, some students who place 1st, 2nd, and 3rd may receive prizes and scholarships. Students who win their competition may also have an opportunity to compete at the SkillsUSA National Conference.

Region III SkillsUSA Club supports only the following contests at

the SkillsUSA National Conference in June of each year:

Automotive Service Technology
Carpentry/Cabinetry
Information Technology
Commercial Baking
Culinary Arts
Law Enforcement – Crime Scene Investigation
EMT
Medical Terminology – RMA 1
Nurse Assisting
TV (Video) Production
Career Prep
Welding
RMA 2

Any high school or post-graduate student who earns a position to represent the state of Maine in the above contests should have the full support of Region III at the National Conference, unless other circumstances prevail.

All Region III SkillsUSA members are expected to participate in a variety of fundraising activities as well as attending scheduled meetings throughout the school year. A student must be in good standing in their program and exhibit the core values promoted by Region III.

Students wishing to compete in SkillsUSA, Local, State & National competitions must sign a SkillsUSA participation letter outlining the agreement with specific criteria expected of all competitors. In the event a participant wins a Gold medal he/she will be responsible for approximately \$450.00 of the expenses associated with the National SkillsUSA competition.

If this poses a financial hardship, other arrangements may be made. Post-grad students are required to contribute \$1125.00 of the cost to compete at the national level.

SMOKING

L.D. 2597 "An Act to Restrict Smoking in Elementary and Secondary School". P.L. 1988, Chapter 687.

This law states that no student or employee may use tobacco in school buildings or on school grounds.

STAFF DIRECTORY

Telephone 794-3004

Name	Title	Phone Extention
Curt Ring	Director / Adult Education Director	212
Hugh Porter	Student Services Coord./Aff. Action Off.	216
Scott Arthurs	Facilities Manager	215
Elaine Miller	Administrative Assistant	210
Peggy Murray	Adult Education Coordinator	211
Maureen De La Cruz	Finance Coordinator	214
Bethany Hatt	Academic Support Lab	235
MaryAnn Cupero	Commercial Driving	220
Kelly Bowker, RN	Health Science Careers – C N A	231
Lisa Tolman	Health Science Careers – RMA	229
Rachel Cyr	Health Science Careers – RMA	226
David Shedd	Construction Technology	223
Ken Hanscom	Ed Tech – Construction Technology	223
Scott Cornell	Welding Technology	225
Lucas Stanley	Welding Technology	225
Donald Raymond	Information Technology	230
Cassidy Ouellette	Automotive Technology	222
Butch Arthers	Ed. Tech Automotive Technology	222
Herman Ammerman	Culinary Arts	228
Laura Manzo	Digital Communications/Web Design	227
Rick Smart	EMT/FF	224
Timothy Peters	Law Enforcement	219
Reilly Millett	Hot Lunch Director	
Randy Currier	Custodian	215

STUDENT ATTENDANCE POLICY

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 instructor 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:

- A. Personal illness;
- B. Doctor or other health appointment (students must provide verification);
- C. Family emergency;
- D. Observance of a recognized religious holiday when the observance is required during the regular school day; or
- E. A planned absence for a personal or educational purpose, which 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 a meeting(s) with a professional need to provide the office with a note from that professional. This will entitle students the privilege of returning to class.

ELIGIBILITY FOR COURSE CREDIT

- A. Parents who wish to be notified whenever their son or daughter misses class should so inform the school administration in writing.
- B. The instructor will notify parents via telephone on a student's fourth absence from class. 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.

Parents/guardians will be notified via telephone when a student is one absence from removal. A parent, teacher, student and director conference will be scheduled at that time, at which the student will be required to sign an attendance contract.

- C. 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.
- D. 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.**
- E. The absence limit may be extended if extenuating circumstances are involved. This could require a physician's verification of an illness.
- F. Days missed because of family vacations will be counted as days absent and must be approved in advance by the director of Region III.

STUDENT QUESTIONING AND SEARCHES

The Director is under no obligation to notify a student's parents/guardians prior to questioning a student regarding alleged violations of Board policies, school rules and/or federal/state laws. The Region III Cooperative Board seeks to maintain a safe and orderly environment in the schools. The Director is authorized to question and/or search students in accordance with this policy and accompanying administrative procedures.

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.

School staff, students and parents shall be informed of this policy on an annual basis through handbooks and/or other means selected by the Director.

The Director is authorized to develop and implement, with input from legal counsel, administrators, staff and others as appropriate, and administrative procedures necessary to carry out this policy. Such administrative procedures shall be subject to Board approval.

For more information, you are invited to review Policy JIH-R, Questioning and Searches of Students, and the Administrative Procedure.

STUDENT RIGHTS AND RESPONSIBILITIES

Students have certain legal rights under federal/state constitutions and statutes as interpreted in pertinent court decisions. In

connection with these rights are responsibilities that must be assumed by students. Among these rights and responsibilities are the following:

- a. Civil rights, including the right to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;
- b. The right to attend free public schools in accordance with provisions of Maine statutes and policies of the Board; the responsibility to attend school as required by law;
- c. The right to due process with respect to suspension, expulsion or an administrative decision, which a student believes has injured his/her rights; the responsibility to observe school rules and regulations essential for permitting others to learn at school;
- d. The right to free inquiry and expression and to voice grievances; the responsibility to observe reasonable rules regarding these rights and to express themselves in a manner that does not materially or substantially disrupt the operation of the school or conflict with the school's basic educational mission;
- e. The right to privacy regarding the content of student records--as defined by the Family Educational Rights and Privacy Act-- and the right to dress as he/she pleases within reasonable guidelines related to health, safety, and the avoiding of potential disruption; and
- f. The right to be free from unreasonable searches and seizures; the responsibility to comply with school rules and policies.

SUPPLIES

All students are expected to provide their own pencils, pens,

notebooks, etc. Some programs require special dress. In some instances, the school will provide safety equipment. When issued, the student will be responsible for items lost or destroyed. (The student will be expected to pay for the item or items, including textbooks.)

TELEPHONE

All student calls will be kept to an absolute minimum. During class time, students will be allowed to take only emergency calls. Before placing calls, students must first have their instructor's permission to come to the office and all calls must then be cleared by the school secretary.

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. Certifications /Licenses may be held.

TRANSPORTATION GUIDELINES

The intention of the school is that all students come and go from Region III facilities on transportation provided by the sending school, except as follows:

1. Students may bring personal vehicles to shop for repair with permission of the Automotive Instructor, the Director or Student Services Coordinator as well as their Program Instructor.

- a. All arrangements must be made at NPT Region III facility. Permission by the home school allowing a student to bring a vehicle to the home school does not transfer that permission to Region III.
 - b. Permission to bring a private vehicle applies to the driver only. Passengers are not permitted.
2. Students who arrive to school on Region III transportation are required to return to their sending school on Region III transportation.
 3. Students who have permission to bring their vehicles to school must park in the designated parking area.
 4. No driving permits will be issued for extended periods of time, unless approved by the Director
 5. Permission to drive to Region III for the purpose of going to work will not be allowed unless there are extenuating circumstances and approved by Director.
 6. Violations of this procedure will result in disciplinary action. Students may lose driving privileges, be suspended, or removed from Region III programs.
 7. Walking permits may be issued under very limited circumstances.

VISITORS

Students are not allowed to bring visitors without prior approval of the Director. All visitors must check in at the main office when arriving and check out when leaving.

SCHOOL GOALS 2020-2021

Each year, the school sets goals to improve the performance of Region III. This year the school's goals are:

1. Increase nontraditional student enrollment.
2. Improve student performance in math and literacy .
3. Increase student enrollments/retention.

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, sending 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 NPT 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



Approved by the Cooperative Board: July 22, 2020