



35 West Broadway
Lincoln, ME04457

Phone: 207-794-3004 Fax: 207-794-8049

www.region3.mainecte.org

Serving the communities
of:

Burlington

Carroll Plt

Greene

Madisonville Plt

New Plt

West Milbrook

Windsor

Windsorfield

Windsor Plt

Windsorland

Windsorville Plt

Windsor

Windsor

Windsor

Windsor

Windsor

Windsor

Windsor

Windsor

Windsor

Windsor

Windsor

Windsor

Windsor

Windsor

Windsor

Windsor

Windsor

August 31, 2020

Dear Parent/Guardians:

We would like to welcome you and your student to NPT Region III. We look forward to a successful school year. At NPT Region III we are excited to offer our unique hands-on programs that are oriented towards uniform national standards which prepare our students for academic success and qualified career placement.

The "first day packet" of materials is attached to this letter. Please read it over with your student, sign and return on their next Region day. Returning the packet as soon as possible is extremely important.

All students attending Region III must have accident/health insurance. If you do not have health insurance, a flyer regarding how to purchase student accident insurance is attached. **All students will need to have insurance by September 15th.** It is crucial to return the insurance information ASAP to ensure your student can participate in our programs. Medical/Accident Insurance information on page 2 of the **Student Information form** MUST be completed entirely before students will be allowed in the shop area of their program. Please do not hesitate to contact me with questions or concerns you may have.

The yellow Free/Reduced Lunch form needs to be signed and returned, even if you do not qualify for this benefit. Our hot lunch program is separate from your students sending school.

Thank you in advance for your assistance with these important issues. We are here to serve our students as they explore new and exciting career pathways.

Sincerely:

A handwritten signature in black ink, appearing to read 'Curt Ring'.

Curt Ring
Director

*Serving students from Lee Academy, Mattanawcook Academy,
Penobscot Valley High School, Schenck High School and Stearns High School*

STUDENT INFORMATION FORM

20/21
School Yr

STUDENTS: Please fill in all information. Do not leave anything blank. If something does not apply to you, put (n/a). Thank you.

NAME: _____ PARENTS PHONE: _____
 LAST FIRST MIDDLE PARENTS CELL PHONE: _____

****STUDENT: PLEASE PROVIDE US WITH YOUR PERSONAL CELL PHONE NUMBER IF APPLICABLE _____**

MAILING ADDRESS: _____
 Street/PO Box/RR/State/Zip

Email (Parent) _____ Email(student) _____

TOWN OF RESIDENCE: _____ SS#: _____ (Needed for State reporting)

DATE OF BIRTH: _____ TECHNICAL PROGRAM ENROLLED IN: _____

HIGH SCHOOL ATTENDING: _____ MILITARY FAMILY: YES NO

Please circle one:

<p>SEX: (circle one) Male Female Are you a single parent? Yes No</p>	<p>GRADE: (circle one) 10 11 12 PG Other</p>	<p>NATIONALITY: (circle one) 1. Hispanic 2. White (Non-Hispanic) 3. Black (Non-Hispanic) 4. American Indian or Alaskan Native 5. Asian or Pacific Islander</p>
---	---	--

FATHER/GUARDIAN: _____
 (circle one) Last First Middle

ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____ EMPLOYER: _____

MOTHER/GUARDIAN: _____
 (circle one) Last First Middle

ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____ EMPLOYER: _____

PERSON TO CALL IF INJURED OR ILL: (Besides Parent/Guardian)

NAME: _____

HOME PHONE: _____ WORK PHONE: _____

RELATIONSHIP: _____

NAME/TELEPHONE OF PERSON(S) STUDENT CAN BE DISMISSED BY OR RELEASED TO: _____

STUDENT INSURANCE/HEALTH RECORD FORM
NORTHERN PENOBSCOT TECH REGION III
35 W BROADWAY, LINCOLN, ME 04457

I hereby certify that _____ has my consent to operate the machines and tools in his/her technical program at Region III for the school year 2020-2021.

It is important that records accurately reflect a student's health status. Please indicate if your son or daughter presently has any of the following health conditions:

1. A recent (within the last 6 months) accident or illness () Yes () No

If Yes, date of accident/illness: _____

Brief Description: _____

2. Any allergies? () Yes () No

If Yes, please list allergen: _____

3. Asthma () Yes () No

4. Diabetes () Yes () No

5. Epilepsy () Yes () No If Yes, () Grand Mal, or () Petit Mal

6. Heart problems () Yes () No

7. Hemophilia (bleeder) () Yes () No

8. Is he/she taking medication? () Yes () No

If yes, please explain:

9. Does he/she have any physical condition which would limit his/her activities, i.e., bad back, limb or joint problems, etc?

If Yes, please explain:

Please indicate any other health condition your son or daughter has that we should be aware of:

Region III will not be responsible for any medical payments or any loss because of accidents.

_____ is covered by an accident insurance policy issued by:

*****Insurance information MUST be completed before returning paperwork*****

NAME OF COMPANY: _____

POLICY NUMBER: _____

SCHOOL INSURANCE: _____

(name of school)

SIGNATURE OF PARENT/GUARDIAN: _____

Date Received: _____ Instructor: _____



Dear Parents:

NPT Region III does not provide any type of health or accident insurance for injuries incurred by your child at school.

As a service to students and their families, our school is making available a student accident insurance plan for your child at a very nominal cost. Region III offers this program because of trends in rising family health and dental insurance costs, increased deductibles, co-payments, or lack of health or dental insurance coverage.

REASONS TO PURCHASE THIS COVERAGE:

1. Deductible and co-pays in your health plan. Many health plans have increased the amount of out-of-pocket expenses.
2. No insurance.

This plan will provide benefits for medical expenses incurred because of an accident. If you have other insurance, benefits can be applied to your deductible or co-pays.

If you have no other insurance, this will become your primary accident plan.

PURCHASE COVERAGE ON-LINE (with Visa or MasterCard) at www.1stAgency.com and then follow directions at "Find Your School."

OR

PRINT BROCHURE at www.1stAgency.com and pay with check or money order.

All questions regarding this coverage should be directed to First Agency at (269) 381-6630, or toll free at (800) 243-6298.

Thank you;

A handwritten signature in black ink, appearing to read "Curt Ring", written over a light blue horizontal line.

Curt Ring
Director, NPT Region III



August 31, 2020

Dear Parents/Guardians:

Please sign below indicating that you and your child have read the enclosed Student Handbook.

Please call with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to be "C. J. ...".

Director

I acknowledge that I have read and reviewed the enclosed handbook:

Parent/Guardian Signature: _____

Student Name: _____

Student Signature: _____



**35 West Broadway
Lincoln, ME04457**

Phone: 207-794-3004 Fax: 207-794-8049

www.region3.mainecte.org

**Serving the communities
of:**

- Burlington
- Carroll Pt.
- Chester
- CodyvillePt.
- Drew Pt.
- East Millinocket
- Edinburg
- Enfield
- Glenwood Pt.
- Howland
- Lakeville Pt.
- Lee
- Lincoln
- Lowell
- Macwahoc
- Mattawamkeag
- Maxfield
- Medway
- Millinocket
- Passadumkeag
- Reed Pt.
- SeboeisPt.
- Springfield
- Topsfield
- Vanceboro
- Webster Pt.
- Winn
- Woodville

August 31, 2020

Dear Parents, Guardians, and Staff Members,

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

Pest Control

Because pesticides pose 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 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.

Sincerely,

Scott Arthers
Facilities Manager

*Serving students from LeeAcademy, MattanawcookAcademy,
PenobscotValleyHigh School, SchenckHigh School and StearnsHigh School*

NORTHERN PENOBSCOT TECH REGION III

FILE: IJNDB-E2

COMPUTER NETWORK/INTERNET

Dear Parent:

We are pleased to offer students of the Northern Penobscot Tech Region III access to the Internet. To gain access, all students under the age of 18 must obtain parental permission and must sign and return this form to their supervising teacher. Students 18 and over may sign their own forms; however, we encourage these students to see parental approval as well.

Access to the Internet and electronic mail will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent in providing Internet access is to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Appropriate efforts will be made to protect students from any misuses or abuses, ultimately, students are responsible for following the Region's Acceptable Use Policy. Northern Penobscot Tech Region III supports and respects each family's right to decide whether or not to apply for access to the Internet.

The Network is provided for students to conduct research and communicate with others. Students are responsible for good behavior on school computer networks just as they are in a classroom or any school sponsored activity. General school rules for behavior and communications apply. Access to district network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Individual users of the district computer networks are responsible for their behavior and communications over those networks.

Enclosed are copies of the Computer/Internet policies and acceptable use rules along with a parent/student acknowledgement form. Please sign and have your child sign the form also.

Adopted: September 26, 2012

Reviewed: December 2019

STUDENT COMPUTER AND INTERNET USE

Northern Penobscot Tech Region III provides computers, laptops, I-pads and/or other devices and network, and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to devices issued directly to students, whether they are used at school or off school premises.

Compliance with the Board's policies and rules concerning computer and Internet use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. The Director is authorized to determine, after considering the circumstances involved, whether and for how long a student's computer privileges will be altered. The Director's decision shall be final.

Violations of this policy and Northern Penobscot Tech Region III's computer and Internet rules may also result in disciplinary action, referral to law enforcement, and/or legal action.

Northern Penobscot Tech Region III computers remain under the control, custody, and supervision of the school unit at all times. The school unit monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on school property or elsewhere.

Northern Penobscot Tech Region III uses filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. Although the school unit takes precautions to supervise student use of the Internet, parents should be aware that the school unit cannot reasonably prevent all instances of inappropriate computer and Internet use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

In the interest of student safety, Northern Penobscot Tech Region III also educates students about online behavior, including interacting on social networking sites and chat rooms, and issues surrounding cyberbullying awareness and response.

The Director is responsible for implementing this policy and the accompanying "acceptable use" rules and for documenting student Internet safety training. The Director/designee may implement additional administrative procedures or school rules consistent with Board policy to govern the day-to-day management and operations of the school unit's computer system

COMPUTER INTERNET ACCEPTABLE USE POLICY RULES

Northern Penobscot Tech Region III's network is provided for students and teachers to conduct research and communicate with others. Access to network services is provided to student/users who agree to act in a considerate, responsible manner and agree to follow the Acceptable Use Policy guidelines. Parental permission is required for students under 18 years old to use the Internet and/or email.

Use of the network is a privilege, not a right, which may be revoked at any time for abusive conduct. Based upon the acceptable use guidelines outlined in this document, system administrators and/or school administrators will judge when use is inappropriate and their decision will be final. Any user identified as a security risk or having a history of problems with this or other computer systems may be denied access to the Internet.

ACCEPTABLE USE GUIDELINES

- Students will use computers in an appropriate manner as a means of communicating and or accessing info.
- Students will use appropriate language and not use profanity or vulgarity when using the computers for email and chatting.
- Students will not harass others, send hate mail or messages, or intentionally disrupt others from using computers.
- Students will use all computer equipment in an appropriate manner and report and problems immediately to their teacher.
- Students will treat computers, computer systems or computer networks with respect.
- Students will respect and obey software copyright laws, and will not make copies of software from school.
- Students are not allowed to install any programs onto school computers.
- Students will not reveal their personal address or phone number when corresponding via email.
- Students understand that email and files stored on school servers are not private, and may be monitored at times to ensure compliant with school guidelines.
- The students are responsible for not pursuing material that could be considered offensive, i.e.: obscene, vulgar, defamatory, abusive or illegal. Parents must understand that their child may encounter material in the school computer network that they may consider inappropriate.
- Students will keep their passwords secret and secure and will not purposely attempt to obtain another student's password or "log-on" as another user.
- Students will not access and/or copy others' work or files.
- Students will not employ the network for commercial purposes or illegal activities.
- Students will use resources efficiently and effectively without wasteful behavior.

SCHOOL PERSONNEL WILL REVIEW THESE GUIDELINES WITH EACH STUDENT

User Agreement for use of Northern Penobscot Tech Region III's Computer Network/Internet

As a user of Northern Penobscot Tech Region III's Computer Network, I hereby agree to comply with the Acceptable Use Guidelines. I understand that any violation of the Region's Acceptable Use Policy may result in loss of privileges for using computers.

STUDENT NAME PRINTED: _____ AGE: _____

STUDENT SIGNATURE: _____ DATE: _____

Parental Permission for Internet Use

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access the Internet. I have read and understand the Northern Penobscot Tech Region III's Acceptable Use Policy and I understand that this access is designed for educational purposes. I further understand that students may be held liable for violations. I realize that some materials on the Internet may be objectionable and that it is impossible for Northern Penobscot Tech Region III to restrict access to all controversial materials. Therefore, I will not hold Northern Penobscot Tech Region III or any member of its faculty or staff responsible for materials acquired on the network and/or Internet.

We agree to pay in full any costs, expenses, or damages resulting from our child's misuse of Northern Penobscot Tech Region III's computers, violation of any law while using Northern Penobscot Tech Region III's computers or violation of this policy.

Name of Student _____

Parent Name Printed: _____

Parent Signature: _____ Date: _____

Adopted: September 26, 2012

Reviewed: December 2019



**35 West Broadway
Lincoln, ME04457**
Phone: 207-794-3004 Fax: 207-794-8049
www.region3.mainecte.org

Serving the communities
of:

- Burlington
- Carroll Plt
- Chester
- CodyvillePlt
- Drew Plt
- East Millinocket
- Hamburg
- Northfield
- Penwood Plt
- Rowland
- Wakeville Plt
- Lee
- Leeville
- Well
- Acadahoc
- Mattawamkeig
- Maxfield
- Edway
- Millinocket
- Madmillcag
- Ed Plt
- BoeisPlt
- Ringfield
- Upsfield
- Winnebore
- Webster Plt
- Winn
- Woodsville

Region III has a policy regarding administering medication to students which may be different than the policy at your school. Since the student's well-being is our main concern and want the rules to be clear, we thought it would be helpful for parents and students to understand this policy.

Region III **DOES NOT** have a school nurse or other personnel licensed to dispense medications. For that reason, we ask that students only take medications here at Region III when prescribed by a physician. Please complete the attached health information form.

If it is necessary for a student to take medication during school hours:

1. **A written note from the Physician/Parent/Guardian must be on file.**
The note needs to say that it's okay for unlicensed staff to dispense the medication and provide staff with information about the medication. (A specific diagnosis does not have to be shared)
 2. **A doctor's note must be on file.**
Even if the medication is not a prescription (Ibuprofen, Tylenol, and other over-the-counter medications), we need a note from a physician indicating the dosage amount and frequency as well as any other dosage instructions.
- AND**
3. **The medication needs to be delivered to school by a Parent/Guardian.**
The medication also needs to be in the prescription bottle or original container. Please call to make alternate arrangements if this is not possible – **DO NOT** send medication with the student.

Thank you for your cooperation. Please feel free to contact us with any questions.

*Serving students from LeeAcademy, MattanawcookAcademy,
PenobscotValleyHigh School, SchenckHigh School and StearnsHigh School*



NORTHERN PENOBSCOT TECH REGION III

35 West Broadway
Lincoln, ME 04457
207-794-3004

Publicity Release Form

For your protection and privacy, we ask permission to use your child's picture within Northern Penobscot Tech Region III's website as well as local print media (*i.e. Lincoln News*) Examples of this would be: Student of the Quarter, Academic Achievement, Perfect Attendance and any other recognition for their achievements.

By signing this form, I give permission to the authorities of NPT Region III, of which my son/daughter is a student, to use examples of my child's work, photographs, videos, movies, website postings or any other communications media containing photographs, drawings or facsimile of my son/daughter, or the name of my son/daughter, for advertising the purpose of the school, and/or the program my son/daughter is enrolled in.

Student Name

Date

Parent/Guardian Signature