



**35 West Broadway  
Lincoln, ME 04457**

**[www.region3.mainecte.org](http://www.region3.mainecte.org)**

# **STUDENT/PARENT HANDBOOK**

**2022/2023  
School Year**

**APPROVED BY THE COOPERATIVE BOARD:  
August 24, 2022**

# TABLE OF CONTENTS

Welcome .....	Pg. 3
Accident Reports.....	Pg. 4
Asbestos Hazard Emergency Response Act.....	Pg. 4
Affirm. Action/Sexual Harass./Grievance Procedure.....	Pg. 4-9
Applied Learning Projects Procedure.....	Pg.10-11
Student Absence Procedure.....	Pg.12
Change & Vending Machine Use.....	Pg.12
Student Code of Conduct.....	Pg. 12-22
Dress Requirements.....	Pg. 23-24
Fees for State License or Certificate Examinations.....	Pg. 24
Field Trips.....	Pg. 24
Fire & Lockdown Drills.....	Pg. 24
Hand-Held Electronic Communication Devices.....	Pg. 25
Insurance.....	Pg. 25
Integrated Pest Management.....	Pg. 25-26
Internet Policy.....	Pg. 26
Lunch.....	Pg. 26
Classwork Make-Up.....	Pg. 27
National Technical Honor Society.....	Pg. 27-28
Progress Reports.....	Pg. 28
Ranking Periods.....	Pg. 28
Ranking Scale.....	Pg. 28
Safety.....	Pg. 28
Scholarships.....	Pg. 29
SkillsUSA.....	Pg. 29-31
Staff Directory.....	Pg. 31
Student Attendance.....	Pg. 31-32
Notification of Student Absences.....	Pg. 32
Student Questioning & Searches.....	Pg. 33-34
Student Rights and Responsibilities.....	Pg. 34-35
Supplies.....	Pg. 36
Telephone.....	Pg. 36
Textbooks and Equipment.....	Pg. 36
Transportation Guidelines.....	Pg. 36-37
Visitors.....	Pg. 37
Remote Learning Statement.....	Pg.37-38
Board Belief Statement.....	Pg. 39
Board Vision/Board Mission.....	Pg. 40
Region III Core Values.....	Pg. 40

## **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 postsecondary 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 an annual enrollment of approximately 200 students. The faculty consists of 13 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.

## **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.

## **AFFIRMATIVE ACTION/SEXUAL HARASSMENT POLICY**

### 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:

Harris "Butch" Arthers

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

## 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.

## 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 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**

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

Guidelines for accepting Applied Learning Projects:

- All Applied Learning Projects shall meet the educational requirements of the approved program curriculum. To assure compliance, Program Advisory Committees will review the live works policy each year.
- Students shall conduct Applied Learning Projects as a learning experience.
- Applied Learning Project 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 need 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 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. Region III does, however, accept donations to the school's Scholarship Fund and Student Activities Fund.
- Applied Learning Projects shall not promote a religious or political position.
- Individuals shall not use Region III's lab or shop facilities for commercial ventures.

All projects must be paid for 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.

## **STUDENT ABSENCE PROCEDURE**

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

## **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 from 30 minutes before lunch to 30 minutes after lunch.

## **STUDENT CODE OF CONDUCT**

Promoting ethical and responsible student behavior is an essential component of Northern Penobscot Tech Region III's educational mission.

The Cooperative Board is committed to maintaining a safe, respectful and orderly school environment in which students may receive and staff may deliver quality career and technical education without disruption or interference and in which students may develop as ethical, responsible and involved citizens.

To achieve this goal, the Board has developed this Student Code of Conduct. Based on values identified as essential to ethical and responsible behavior, the Code articulates the Board's expectations for student conduct.

The board believes that each member of the Northern Penobscot Tech Region III community should take responsibility for his/her own behavior. To that end, the board recognizes the need to define unacceptable student conduct, identify the possible consequences for unacceptable conduct, and ensure that discipline is administered fairly, promptly, and appropriately.

The Student Code of Conduct applies to students who are on school property, who are in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

The Student Code of Conduct shall be distributed to students, parents and staff through handbooks and/or other methods deemed appropriate by the Director and building administrators.

### **Standards for Ethical and Responsible Behavior**

The Code of Conduct is intended to support and encourage students to meet the following standards for ethical and responsible behavior:

Students are expected to be:

#### **Honest: Being truthful**

- Be truthful
- Practice academic honesty
- Respect the property of others

#### **Responsible: Knowing what is expected and doing what is right, including obeying all laws, Board policies and school rules**

- Inform staff when what you see or hear could harm individuals or the school
- Follow school rules and guidelines
- Wear appropriate attire and behave in a manner that supports your learning and the learning of others
- Obey the law

### **Professional: Recognizing the rights of others while practicing appropriate ethical and civil behavior**

- Use language and gestures that are non-intimidating and non-threatening
- Respect the personal space of others
- Respect school property and the property of others
- Use language and act in ways that are positive and supportive of others

### **Caring and Consistent: Being thoughtful, kind and considerate every day**

- Use words and actions that communicate tolerance for differences in beliefs, opinions or appearance
- Practice tolerance for the performance levels of others
- Practice appropriate behavior even if others waver

### **Code of Conduct**

All students are expected to comply with the Code of Conduct and all related Board policies and school rules. The Code applies to students:

- On school property,
- While in attendance at school or at any school-sponsored activity, or
- At any time or place such conduct directly interferes with the operations, discipline or general welfare of the school.

## **General Behavior Expectations and Discipline Policies**

The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our school. Each student should:

1. Be courteous to fellow students, staff and visitors.
2. Respect the rights and privileges of other students and school staff.
3. Obey all board policies and school rules governing student conduct.
4. Be where they are expected to be at all times.
5. Follow directions from school staff.
6. Cooperate with staff in maintaining school safety, order and discipline.
7. Attend school regularly.
8. Meet school standards for grooming and dress.
9. Respect the property of others, including school property and facilities.
10. Refrain from cheating or plagiarizing the work of others.
11. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record. Consequences will range from a verbal warning for minor violations up to and including suspension or recommendation for expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

## **Expectations**

The following is a summary of the school unit's expectations for student behavior. In many cases, the board has adopted policies that address these expectations in greater detail. Students, parents and others should refer to the policies and student handbooks for more information about the expectations and consequences. In case of an inconsistency between the Code of Conduct, board policies and/or school handbooks, board policies will prevail.

### **A. Violence and Threats**

Students shall not engage in violent or threatening behavior. Prohibited behavior includes fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property, or threats, intimidation, or harassment. Violations may result in disciplinary action up to and including expulsion.

### **B. Weapons**

Students shall not possess or use weapons of any kind (examples include but are not limited to firearms, explosives, and knives). Students also shall not use any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person (examples include but are not limited to bats, lighters, tools, and toy weapons).

Firearms violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and including expulsion.

### **C. Bullying**

Bullying is not acceptable at NPT Region III and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

### **D. Hazing**

Hazing is prohibited. Maine law defines injurious hazing as "any action or situation, including harassing behavior that recklessly or



intentionally endangers the mental or physical health of any school personnel or a student enrolled in public school.” No student shall plan, encourage, or engage in such activities in connection with any school program or activity, including extracurricular and co-curricular activities. Students who engage in hazing activities are subject to suspension, expulsion and/or other appropriate disciplinary measures.

**E. Discrimination and Harassment/Sexual Harassment**

Students should not discriminate against and/or harass other students on the basis of race, color, sex, religion, ancestry, national origin, sexual orientation or disability. Sexual harassment is also prohibited. Discrimination and harassment are grounds for disciplinary action up to and including suspension and recommendation for expulsion.

**F. Drug and Alcohol Use**

Students shall not distribute, possess, use or be under the influence of any alcoholic beverage, drug, synthetic drug, or look-alike substance. Violations may result in disciplinary action up to and including suspension and recommendation for expulsion from school.

**G. Tobacco Use**

Students shall not smoke, use, possess, sell or distribute any tobacco products. "Tobacco products" include smokeless tobacco, e-cigarettes and other vapor devices and products. Violations of this policy may result in disciplinary action up to and including suspension or expulsion from school.

**H. Conduct on School Buses**

Students must comply with all school rules while on school buses. Students who violate these rules on a school bus may have their riding privileges suspended or revoked, and may also be subject to additional disciplinary action, up to and including suspension or recommendation for expulsion, depending upon the particular violation.

**I. Computer/Internet Use**

Students may use school computers, networks and Internet services only for educational purposes. Students shall comply with all policies and rules governing acceptable use. Unacceptable use may result in suspension or cancellation of computer privileges as well as additional disciplinary and/or legal action.

**J. Insubordination**

Students shall not display behavior that is insubordinate to any NPT Region III faculty or staff member. Students shall be respectful and courteous at all times, and comply with all reasonable requests from faculty and staff members. Violations of this policy may result in disciplinary action up to and including suspension or expulsion from school.

**K. Unauthorized Area**

Students must remain in areas of the school buildings and grounds that are approved by their instructors or administration. Students who go to other areas of the school buildings or grounds without permission may be subject to disciplinary actions, up to and including suspension or expulsion from school.

**L. Extracurricular Activities**

Students must follow all board policies and school rules while participating in extracurricular activities. Students who violate policies and rules may be subject to suspension or removal from the team/activity as well as additional disciplinary action under applicable Board policies and/or school rules.

## **Removal of Disruptive/Violent/Threatening Students**

1. Students who are disruptive, violent or threatening death or bodily harm to others may be removed from classrooms, school buses, or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated location.
2. If a student does not comply with a staff member's order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who shall respond promptly.
3. Staff members should not use force or restraint, except only to the minimum extent necessary to protect any person from imminent physical harm. Staff members are not required to take action that puts them at risk of serious injury.
4. The responding administrator will take appropriate action. If the student fails to obey verbal directions, force or restraint may be used only to the minimum extent necessary to protect any person from imminent physical harm or to quell a disturbance. Whenever practicable, law enforcement should be called to restrain or physically remove the non-compliant student. The administrator may invoke the school unit's emergency management plan if appropriate.

## **Special Services**

1. **Referral.** Maine Department of Education Rule Chapter 101 provides that a child with a disability who is between 16 and 20 years of age may be provided an opportunity for an interest and aptitude evaluation. The purpose of the vocational evaluation is to assist the IEP Team to identify the child's vocational interests, vocational strengths and deficits in work skills and behaviors that would interfere with appropriate educational programs and services that would be reasonably expected to result in the gainful employment of the child. Based on the results of such an evaluation, a component of the child's IEP shall be developed to include special education, supportive services and vocational services necessary to accomplish the identified vocational goals. A representative of the appropriate regional career and technical program shall be invited to participate in the development of this component of the child's IEP.

Northern Penobscot Tech Region III will work with the IEP Team of the sending school when a student has been referred for evaluation or identified as a student with a disability and /or has an IEP (Individual Education Plan).

2. **Review of Individual Educational Plan.** The sending school shall schedule a meeting to review the IEP of a student who has been removed from class when: a) school officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or others; b) the class removals are sufficient to constitute a change in the student's special education program; or c) school officials or the parent believes that the student's behavior may warrant a change in educational programming.

### **Referrals to Law Enforcement Authorities**

The Director has the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the school, students or staff. The Director may also inform law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state or federal statute. All serious offenses, as determined by the Director, must be reported to law enforcement authorities.

### **Dissemination of the Student Code of Conduct**

The Student Code of Conduct and summary of consequences for violation of the Code of Conduct shall be distributed to staff, students and parents through handbooks and/or other means selected by the Director.

#### **NOTE:**

The instructors or school administration will respond to violations of school rules. Instructors will deal with minor infractions of school rules. Administration will respond to major and severe violations. Major violations of school rules may result in suspension from Region III. Severe violations of school rules may result in expulsion from Region III.

#### **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. Exceptions to this rule will be at the discretion of Region III and sending school administration.

## **DRESS REQUIREMENTS**

Students must wear appropriate clothing for the program in which they are enrolled. Students in some courses are required to have safety shoes and appropriate safety glasses. These dress requirements are for student safety and to help adapt to the requirements of industry. Instructors will give specific dress requirements for their classes.

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

Prohibited items of clothing include:

- Clothing with vulgar or profane references, slogans, symbols, pictures, or gang references;
- Immodest clothing, including tops with “spaghetti straps”, or that expose the midriff or cleavage;
- Clothing that displays or promotes the use of alcohol, tobacco, and/or drugs;
- Shorts are not to be worn in the shop areas or kitchen. It is at the instructor’s discretion in other programs. Skirts or shorts should be no shorter than one’s fingertips when arms are down at one’s sides.

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.

**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 jackets and appropriate safety glasses will also be provided.

Safety Glasses will be provided by NPT Region III, if needed.

### **FEES FOR STATE LICENSES OR CERTIFICATE EXAMINATIONS**

Region III will pay the costs of the first certification exam (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 school resources to students who have transferred to other programs, dropped out, graduated from high school or other, similar situations. 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.

### **FIELD TRIPS**

Permission must be obtained from your parent/guardian before students will be allowed to go on any field trip. 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.



## **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 the 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 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, Leigh Page, 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](http://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 form 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 the appropriate form included in the first day packet and return to NPT Region III. All students will follow procedures and engage in good conduct during lunch periods at any of the assigned lunch program locations. If a student requires alternative lunch accommodations, he/she must meet with the Director. Students are not permitted to leave the open area until the lunch period is over.

## **CLASSWORK MAKE-UP**

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 must 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.
- 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, or make up any Region III work.

## **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 at Region III for three semesters;
- 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

**Induction into NTHS requires a serious commitment to CTE education and NPT Region III’s core values. Therefore, only students who have made a 2-year commitment to Region III will be asked to join.**

For more information, please see the Student Services Coordinator.

### **PROGRESS REPORTS**

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

### **REGION III RANKING PERIODS**

Please refer to the school calendar for the dates of end-of-quarter ranking periods.

### **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 from Region III for

violations. When issued, all students will wear the designated safety equipment, i.e., appropriate safety glasses. If items are not issued by the school, the student will be required to purchase the item/items, for example: steel-toed safety shoes. If students are unable to purchase required items, they should contact the Student Services Coordinator.

## **SCHOLARSHIPS**

Region III seniors may see the Student Services Coordinator for applications for all Region III scholarships.

## **SKILLSUSA**

SkillsUSA is an important part of the Region III culture. 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 SkillsUSA. 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 of good standing academically and in attendance in order to participate.

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

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 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> may receive prizes and scholarships. Students who win their state competition may also have an opportunity to compete at the SkillsUSA National Conference.

Region III supports only the following contests at the SkillsUSA National Conference in June of each year:

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

Any high school or post-graduate student who earns a position to represent the state of Maine in the above contests should have the 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 of 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 high school participant wins a gold medal, he/she will be responsible for \$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 100% of the cost to compete at the national level.

SkillsUSA officers attending the national conference must contribute 100% of the costs not provided by the Maine SkillsUSA organization.

## **STAFF DIRECTORY**

**Telephone 794-3004**

<b>Name</b>	<b>Title</b>	<b>Phone Extension</b>
Curt Ring	Director/Adult Education Director	212
Butch Arthers	Student Services/Affirmative Action	216
Leigh Page	Facilities Manager	215
Elaine Miller	Administrative Assistant	210
Peggy Murray	Adult Education Coordinator	211
Maureen De La Cruz	Finance Coordinator	214
Bethany Hatt	CTE Exploratory	235
Connie Jo Fiske	Certified Nurse Assistant (CNA)	231
Lisa Tolman	Registered Medical Assistant (RMA/MAS)	229
Rachel Cyr	Registered Medical Assistant (RMA)	226
David Shedd	Construction Technology	223
Ken Hanscom	Ed Tech – Construction Technology	223
Kerri McFalls	Business Management	232
Scott Cornell	Welding Technology	225
Dylan Thompson	Welding Technology	225
Cassidy Ouellette	Automotive Technology	222
Scott Arthers	Ed Tech – Automotive Technology	222
Herman Ammerman	Culinary Arts	228
Laura Manzo	Graphic Design/Digital Communications	227
Rick Smart	EMT/Firefighting	224
Timothy Peters	Law Enforcement	219
	Hot Lunch Director	N/A
Randy Currier	Custodian	215

## **STUDENT ATTENDANCE**

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 the 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.

### **Other Attendance Items**

- a. 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.
- b. When a student is absent because of a request from his/her sending school, for reasons the school deems necessary, this absence will not count against the student.
- c. Appointments with professionals (such as doctors, dentists, optometrists, court appearances) will not count as absences for credit loss purposes if a student has written verification from the professional.
- d. The absence limit may be extended if extenuating circumstances are involved. This could require a physician's verification of an illness.
- e. Days missed because of family vacations will be counted as days absent and must be approved in advance by the Director of Region III.

### **NOTIFICATION OF STUDENT ABSENCES**

- Parents who wish to be notified whenever their son or daughter miss class should inform the school administration in writing.
- 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 conference with parent, teacher, student and administration conference will be scheduled at that time, at which the student will be required to sign an attendance contract.

## **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;
- 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 arrive at and depart from Region III on transportation provided by the sending school, except as follows:

1. Students may bring personal vehicles to the shop for repair with permission from 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. Permission by a 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 at Region III on their sending school transportation are required to depart on their sending school 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 approved by the 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 by the Director or Student Services Coordinator 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.

## **REMOTE LEARNING STATEMENT**

Region III administration will only permit students to learn remotely in the following circumstances:

- The student is in a mandatory quarantine
- Transportation is not available from the sending high school
- Region III is closed to all students for health and safety

reasons

- Snow days

Other requests for remote learning will only be approved at the discretion of the Director.

Region III administration and faculty strongly believe that students must attend school in person to achieve the full CTE experience. Most licenses and certifications cannot be earned unless students complete required hands-on skills. These skills must be learned in person, in shops, labs and classrooms. That is the strength and nature of CTE education.

## **NORTHERN PENOBSCOT TECH REGION III BOARD BELIEF STATEMENT**

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

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

We are committed to providing educational services 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 Region III Cooperative Board to instill total quality in all facets of the educational environment fostering life-long learning.

## **OUR CORE VALUES (ARCH)**

Accountability

Respect

Commitment to Success

Honesty & Integrity

