

**2013-2014 SCHOOL YEAR**

***STUDENT HANDBOOK***

***ST. JOHN VALLEY TECHNOLOGY CENTER***

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## ***FOREWORD***

This handbook will outline some of the policies of the Tech Center and give you the opportunity to review some of the differences between the SJVTC and the sending schools. Every attempt possible was made, while developing these policies, to either support or enhance those policies found in the sending schools' handbooks. However, since MSAD #33 is the controlling entity, as outlined in the Cooperative Agreement, many of the policies outlined in this handbook are based on MSAD #33 policies. Deviations from the MSAD #33 policies are only in instances that are needed to specifically address SJVTC matters. It is suggested that you keep this handbook close by and occasionally refer to it.

*Editors: Director & Staff*  
*Layout & typography: Karen Michaud*

### **NOTICE:**

For those adults and students who cannot speak or read English, oral French translation by several staff members is available at the Tech Center upon request. Oral translation to other languages can be made available upon request, as well.

*Pour adultes et étudiants qui ne peuvent pas parler ou écrire l'anglais, une traduction orale est disponible sur demande par plusieurs membres du personnel au Centre de Technologie.*

Supplementary aids and services may be made available for students as determined by Individual Education Plans.

## **MISSION STATEMENT**

The mission of the St. John Valley Technology Center is to support core academics and develop critical thinking through hands-on learning, while providing our students knowledge, skills, and attitudes necessary to become contributing citizens and lifelong learners.

## **VALUES**

Flexibility	Honesty	Respect for Others	Creativity	Professionalism
Support for Family		Integrity	Customer-Centered	

**NOTICE:** *The reader should take notice that while every effort is made to insure the accuracy of the information provided herein, the St. John Valley Technology Center (SJVTC) reserves the right to make changes at any time without prior notice. The SJVTC provides the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability which may otherwise be incurred.*

## **EQUAL OPPORTUNITY STATEMENT**

### *Declaration de Chances Egale*

The St. John Valley Technology Center shall not discriminate and shall comply with applicable laws prohibiting discrimination on the grounds of race, color, religion, sex status in employment, education, and all other areas of the school.

The SJVTC does not discriminate on the basis of handicaps in admission or access to, or treatment of employment in programs and activities, in compliance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations.

Questions or complaints about discrimination in any area of the school district or school or about the application of Section 504 or Title IX should be directed to your Affirmative Action Officer, as follows:

**MSAD 27 FORT KENT**  
**DIANE CASTONGUAY**  
**834-5998**

**MSAD 33 ST.AGATHA/FRENCHVILLE**  
**TAMMY LEBLANC**  
**543-7717/6319**

**MADAWASKA SCHOOL DEPARTMENT**  
**WAYNE ANDERSON**  
**728-3371**

**ST. JOHN VALLEY TECHNOLOGY CENTER**  
**DAVID L. MORSE**  
**543-6606**

## **CIVIL RIGHTS STATEMENT**

*The St. John Valley Technology Center does not discriminate in its education and employment programs on the basis of race; color; national origin; sex, sexual orientation ,or age and provides equal access to the Boy Scouts and other designated youth groups and complies with Title VI of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the American's with Disabilities Act (ADA) of 1990. Inquires regarding Title VI, Title IX, 504 and ADA may be made to Tammy LeBlanc, MSAD #33's Affirmative Action Officer, P.O. Box 69, St. Agatha, Maine, 04772, (207)543-7717 or by writing to U.S. Department of Education, Office of Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110-149.1*

## ***HARASSMENT POLICY***

All students have the right to learn in an atmosphere free of intimidation, hostility, and offensiveness. Students are not to engage in harassment of any kind. Examples of prohibited harassment are:

- \* Unwelcome sexual advances, gestures, comments or contact;
- \* Threats;
- \* Offensive jokes;
- \* Ridicules, slurs, derogatory action or remarks.

Students who feel that they are being harassed should first tell the harasser to stop. If the harassment continues, students should make an immediate report to an Instructor or Administrator. The Instructor or Administrator will inform the student of the established complaint procedure.

Substantiated charges of harassment against a student will subject the student to disciplinary action, which may include suspension or expulsion. Formal legal charges may also be pursued, as acts of harassment constitute violations of state and federal discrimination laws.

### **Student Discrimination and Harassment Complaint Procedure**

This procedure has been adopted by the Board in order to provide a method of prompt and equitable resolution of student complaints of discrimination or discriminatory harassment as described in policies AC – Nondiscrimination/Equal Opportunity and Affirmative Action and ACAA – Harassment and Sexual Harassment of Students.

#### **Definitions**

For purposes of this procedure:

- A. A “Complaint” is defined as an allegation that a student has been discriminated against or harassed on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability; and
- B. “Discrimination or harassment” means discrimination or harassment on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability.

#### **How to Make a Complaint**

- A. Any student who believes he/she has been discriminated against or harassed should report his/her concern promptly to the school principal or guidance counselor. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the school principal or guidance counselor.
- B. School staff is expected to report possible incidents of discrimination or harassment of students. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students.
- C. Students and others will not be retaliated against for making a complaint. Any retaliation

by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.

- D. Students are encouraged to utilize the school unit's complaint procedure. However, students are hereby notified that they also have the right to report complaints to the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 (telephone: 207-624-6050) and/or to the federal office for Civil Rights, Regional Director, U.S. Department of Education, SW McCormack POCH Room 222, Boston, MA 02109-4557 (telephone: 617-223-9622).

### **Complaint Handling and Investigation**

- A. The school principal shall promptly inform the Superintendent and the person who is the subject of the complaint that a complaint has been received.
- B. The school principal may pursue an informal resolution of the complaint with the agreement of the parties involved. The informal resolution is subject to the approval of the Superintendent, who shall consider whether the informal resolution is in the best interest of the school unit in light of the particular circumstances and applicable policies and laws.
- C. The complaint will be investigated by the school principal or the Affirmative Action Officer, unless the Superintendent chooses to investigate the complaint or designates another person to investigate it on his/her behalf. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Superintendent should be submitted to the Chair of the School Board, who should consult with legal counsel concerning the handling and investigation of the complaint.
  - 1. The person who is the subject of the complaint will be provided with an opportunity to be heard as part of the investigation.
  - 2. If the complaint is against an employee of the school unit, any applicable individual or collective bargaining contract provisions shall be followed.
  - 3. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
  - 4. The school administrator conducting the investigation shall keep a written record of the investigation process.
  - 5. The school principal, Affirmative Action Officer, or Superintendent may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
  - 6. The school principal or Affirmative Action Officer shall consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.

7. The investigation shall be completed within 21 calendar days of receiving the complaint, if practicable.
- D. If the school principal or Affirmative Action Officer determine that discrimination or harassment occurred, he/she shall, in consultation with the Superintendent:
1. Determine what remedial action is required, if any;
  2. Determine what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any; and
  3. Inform the student who made the complaint in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).
- E. If the student's parents/legal guardians are dissatisfied with the resolution, an appeal may be made in writing to the Superintendent within 14 calendar days after receiving notice of the resolution. The Superintendent shall review the investigation report and may conduct further investigation, if deemed appropriate, to render a decision.
- F. If the student's parents/legal guardians are dissatisfied with the decision of the Superintendent, an appeal may be submitted in writing to the Board within 14 calendar days after receiving notice of the decision. The Board will consider the appeal in executive session, to the extent permitted by law, at its next regular meeting or a special meeting. The Superintendent shall submit the investigation report and any other witnesses or documents that he/she believes will be helpful to the Board. The student, his/her parents/legal guardians and his/her representative shall be allowed to be heard. The person(s) against whom the complaint was made shall be invited and allowed to be heard. The Board's decision shall be final.

Legal Reference: Americans with Disabilities Act (28 CFR § 35.07)  
 Section 504 of the Vocational Rehabilitation Act (34 CFR § 104.7)  
 Title IX of the Education Amendments of 1972 (20 SC § 1681 et seq.)  
 Title VI of the Civil Rights Act of 1964 (PL 88-352)  
 20 USC § 1232g;  
 34 CFR Part 99  
 5 MRSAs §§ 4571; 4602; 4681 et seq.  
 20-A MRSAs §§ 6001 et seq.

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action  
 AC-E – Discrimination/Harassment Complaint Form  
 ACAA - Harassment and Sexual Harassment of Students

History: Adopted: Meeting #645 October 4, 1993 (as policy AC-R)  
 Revised: Meeting #822 March 6, 2006  
 Code: EBCC

## **Parental Notice Regarding Physical Restraint and Seclusion**

The Board has adopted a policy/procedure JKAA/JKAA-R addressing Restraint and Seclusion of Students. The policy/procedure can be accessed on the district's website at [msad33.org](http://msad33.org), in school offices, and the Superintendent's Office. Any parent with questions about the policy/procedure should discuss the issue with the SJVTC Director or the Superintendent of Schools.

### **MAINE SCHOOL ADMINISTRATIVE DISTRICT #33**

#### **Threats – Verbal and/or Non-Verbal**

Maine School Administrative District #33 recognizes that threats of any kind represent a potential danger to the safety and welfare of the students and the staff, as well as to the integrity of school property. Threats also disrupt the instructional program and learning environment and place a significant demand on school financial resources and public safety services.

A threat will be considered to have taken place when any communication indicating that a bomb, a look-alike bomb, a toxic or hazardous substance, or any other material considered to be potentially harmful has been or will be placed on school premises. The presence of an unauthorized person(s) on or near school premises poses a possible danger and will also be considered a threat.

All threats will be regarded as extremely serious matters and treated accordingly. Any individual who becomes aware that a threat has been communicated or discovered shall immediately notify the building principal. Any individual who fails to do so may be subject to disciplinary action.

The building principal, upon being made aware that a threat has been communicated or discovered (whether real, intended as a prank, or for some other purpose), shall take immediate and appropriate action to reduce the risk of harm to students and staff. The principal will also initiate the process of assembling the District's Crisis Response Team.

Most threats are a violation of civil and/or criminal law and, therefore, shall be reported to law enforcement authorities.

In the event that a threat results in the loss of instructional time, the superintendent, in consultation with the administrative team and teaching staff, will schedule make-up time.

The District's *Student Code of Conduct* shall contain appropriate disciplinary sanctions regarding student involvement in verbal and/or non-verbal threats.

Maine School Administrative District #33 reserves the right to bring suit and to seek restitution for damages, as permitted by law, against any individual responsible for communicating a threat.

## ***HAZING POLICY***

Hazing is any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled in a public school.

Students who engage in hazing, **either on or off school property**, may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures.

### ***STUDENT COMPLAINTS OR GRIEVANCES***

Any alleged act of unfairness or any decision believed to be unjust or in violation of school policies or rules may be appealed to the Director. The Director will schedule a conference to attempt to resolve the problem.

If the student and his/her parents are not satisfied with the action of the Director, an appeal may be made to the Superintendent.

If the Superintendent's response is not satisfactory, the student and his/her parents may submit a written request to be heard by the School Board. The decision of the Board shall be final.

### ***BLOODBORNE PATHOGENS PROTOCOL***

In the event of a bodily fluid spill (vomit, blood, etc.), students will avoid contact with the spill. The school custodian will be contacted to clean the spill up. If the school custodian is not available, the instructor will clean the spill up using the spill kit and training provided. If a student comes in contact with a bodily fluid spill, the student will immediately wash the fluid off, and the school nurse will be contacted for further instruction.

### ***ASSEMBLIES***

Proper student behavior is expected at all assembly programs. An indication of the culture level of a school is the conduct of its student body at an assembly. Sit together as a class when possible. Pass from classroom to assembly area and return in a quiet, orderly fashion. All hats must be removed.

### ***ATTENDANCE POLICY***

At the St. John Valley Technology Center, performance in the classroom is a vital component of a student's workplace-readiness training. Each student will experience many applied curriculum (lab/shop) activities, which are very difficult to make up; therefore, regular attendance is of utmost importance. In an attempt to develop positive attitudes and good work habits, and to better prepare students for the world of work, our attendance policy follows, as closely as possible, the expectations of industry. To that effort, attendance will have an impact on each student's quarterly grade, in accordance with the grading structure of each individual program. In some programs, attendance may be reflected as a percentage of the student's grade. In other programs, the following point system may be used:

No absences in a quarter	Add 2 points to the quarter grade
Only one absence in a quarter	Add 1 point to the quarter grade

Two absences in a quarter	No points added to or subtracted from the quarter grade
Three or more absences in a quarter	Subtract 1 point from the quarter grade for each day, starting with the third day. No points subtracted for quarter grades below 65.

**The only situations in which students who are absent will be considered present are when they are involved in school-related activities at or for either their sending school or the Technology Center.**

The following is a list of other days in which students may be absent for legitimate reasons. In these instances, students will be marked as an excused absence, and points will not be deducted from their grades:

- 1) Serious illness requiring surgery or hospitalization that is verified by a doctor's note or the sending school.
- 2) Medical visit, verified through their appointment card, doctor's note, or sending school.
- 3) Death in the family, verified by parents or sending school..
- 4) Attendance to a funeral of a close friend or classmate, provided a call is received from the parents or sending school.
- 5) College visits approved by their sending school.
- 6) Armed service related physicals approved or sanctioned by their sending school.
- 7) Observance of a recognized religious holiday when the observance is required during the regular school day.
- 8) Other reasons as agreed upon by the director.

Attendance continues to be one of our greatest concerns; therefore, we will monitor it very closely. The Office/Director will send warning notices home and to the respective sending school when a student reaches 5 and 8 days of absence in a given ranking period. Notices may also be sent when a student's absenteeism record reaches 10, 15, and 20 days during the school year.

Revised 6/15/09

## ***TARDINESS***

Students who are tardy to school must report to the office.

When a student is tardy to class during the school day without an acceptable excuse, the Instructor will address it in a manner to hold the student accountable. The Instructor will also complete an unexcused tardy slip and turn it in to the office. Two unexcused tardy slips--either for tardiness to school or to class--will result in a detention. Chronic unexcused tardiness to class(es) or to school will result in a detention and may lead to a suspension.

All issues regarding tardiness will be handled by the SJVTC Director as closely as possible to the policies from their individual schools. Detentions will be served at the student's home sending school.

### ***BELL SCHEDULE***

To allow sufficient time for students to clean-up and prepare themselves to leave, a **warning bell** will ring 5 minutes before students are to be released. At the end of those 5 minutes, a **release bell** will ring to indicate that students may be released. Please refer to the bell schedule below:

	<b>WARNING BELL</b>	<b>RELEASE BELL</b>
Morning Session	10:50 AM	10:55 AM
Afternoon Session	2:13 PM	2:18 PM

### ***BREAK PERIODS***

It must always be remembered that breaks are a privilege and not a right. They **DO NOT** have to be taken. Breaks are permitted at the discretion of the individual program Instructor.

1. All breaks will be 10 minutes in length.
2. All breaks will be taken between 9:10-10:20 in the AM, and 12:50-2:00 in the PM.
3. All breaks will be taken in student's respective classrooms.
4. All students within a class will take a break at the same time, in the same place, leave at the same time, and **leave the area clean**.

The Director reserves the right to discontinue any break period for violation of the above.

### ***CHEATING***

At the SJVTC, cheating is defined as giving to or receiving work from another student in cases where the teacher has not given permission for two (2) or more students to work together on the assignment in question. Cheating by students is dealt with as follows:

#### 1st OFFENSE

The teacher will:

- a. assign a zero (0) for the assignment;
- b. assign the student two hours of detention time or some appropriate alternative assignment;
- and
- c. file a discipline report with the office.

#### 2nd OFFENSE

All of the procedures listed for a 1st offense are followed, plus the student will be suspended from school for one day and the parent(s)/guardian(s) contacted by phone.

## ***PLAGIARISM***

Plagiarism is a serious offense that can be defined as follows:

1. Copying word for word all or part of another writer's work without giving proper credit;
2. Copying the work of another author by making changes here and there but retaining the main thought and structure; or
3. Using a plot invented by another author/writer, even if telling it in your own words.

Often, Plagiarism is the result of not knowing the correct rules for citing sources, rather than a deliberate attempt by students to deceive teachers. It is a serious matter that can be punishable by detention or even suspension. In either case, parents will be notified of the incident. Consult your teacher about tips to avoid plagiarism.

In many cases, plagiarism also violates the copyright laws of the United States (see "Copyrighted Material" below).

## ***DISCIPLINE/CONSEQUENCES***

Every attempt will be made to handle discipline in accordance with the sending school's policies; otherwise, the following procedure will be followed:

When a student transgresses, the Instructor first responds by issuing a verbal reminder/reprimand concerning the standard that has been violated. If the inappropriate behavior continues, the Instructor holds a conference with the student at a mutually convenient time. During this conference, the Instructor will specify what behaviors the student needs to avoid repeating. The instructor should also indicate those positive behaviors or qualities the student demonstrates. The instructor and the student then develop a plan to resolve the problem.

If these procedures do not correct the student's inappropriate behavior, the Instructor calls the parent(s), completes a Discipline Report, and submits it to the Director. After consulting with the Instructor, the Director may choose to hold a conference with the student. Copies of the discipline report will be sent to the parent(s) and to the sending school.

Continued misbehavior shall result in another parent phone contact by the teacher, and after consultation with the Director, a detention or a suspension may be issued, depending on the severity. Detentions will be served at the student's respective sending school. This may include Saturday morning detention. When a student attends a detention hall, the date, reason, and time served for the detention is kept in the student's folder held at the office. Instructors may review these folders at any time.

All program Instructors can expect that the Director will support them as they deal with discipline issues both in and out of the classroom. Referring a student for disciplinary reasons to the Director, however, is done only when the situation is extreme or when the Instructor has exhausted all other options in dealing with the problem.

The protocol outlined above is used to deal with minor, routine issues, disturbances, and disruptions that occur in the classroom. More serious issues should be referred directly to the office to be handled by the Director. A brief report of the incident is expected to be forwarded to the office **ASAP**. After consulting

with the Instructor and after holding a hearing with the student, the Director will then determine if a suspension is warranted. The Director will also notify the parent(s) and the sending school if a suspension is given. **Students who are suspended must make up any work and time missed during the suspension period.**

Promoting effective discipline in the SJVTC classrooms and throughout the building entails administrators, faculty members, support staff and students working together as a team, and supporting, following, and enforcing agreed-upon policy in a fair and consistent manner. Consistency from classroom to classroom and Instructor to Instructor is the key to effective discipline practices.

## ***DRESS AND GROOMING***

It is the policy of the SJVTC that students and their parents are responsible to ensure that students are dressed and groomed so as not to distract themselves or others from their school work. We do not permit wearing non-corrective dark glasses during school hours, and students are to **REMOVE THEIR HATS** when entering the school building.

**We expressly forbid attire that has messages that are:**

- 1. Overtly or subtly obscene;**
- 2. Racially or culturally prejudicial;**
- 3. Overtly or subtly advertising the use of alcoholic beverages, drugs, or tobacco products; or**
- 4. Otherwise offensive or inappropriate.**

Decisions concerning whether or not a student's attire is offensive or distracting (intentionally or unintentionally) will be made by the Director who will speak to the student and take any other action deemed necessary, including contacting the student's parent(s) or guardian(s).

Students going on school-sponsored trips are required to dress appropriately as directed by their Instructor/advisor.

To establish a safe working environment and to adhere as closely as possible to industry standards for dress, especially with regard to safety, the following clothing is recommended for each program:

**Automotive Technology:** Work clothes (Overalls recommended), safety glasses and safety shoes/boots (steel toes). No sneakers or similar shoes.

**Child Care:** Proper school attire.

**Computer Programs:** Proper school attire.

**Construction Trades:** Work clothes (Overalls recommended), safety glasses and safety shoes/boots (steel toes). No sneakers or similar shoes.

**Health Occupations:** Proper school attire; proper uniform and shoes for specialized job sites.

**Welding:** Overalls, safety glasses and safety shoes/boots (steel toes). No sneakers or similar shoes.

## ***DRUGS, ALCOHOL, AND TOBACCO***

- A. Alcoholic beverages/products with alcoholic contents: There will be no permission for or consumption of alcoholic beverages on school grounds at any time. No student shall be allowed on school grounds if he/she is under the influence of alcoholic beverages. Any pupil violating this regulation is subject to suspension and will be immediately transported to their sending school for appropriate action.
- B. Drugs (chemical dependency): In the event that it is determined that a student is under the influence of drugs, suspected of using drugs, or suspected of selling drugs, appropriate action will be taken in accordance with state statutes.

If a student attends school and is suspected of being under the influence of drugs, the student will be immediately transported to his/her sending school for appropriate action.

- C. Smoking/Tobacco Use
  - a. State law prohibits smoking at any time on school property, including buses.
  - b. The Statute now extends to all activities held on school property, whether school-sponsored or not. There shall be no exceptions to this policy.
  - c. Smoking, during school hours, on adjoining property shall be treated as having left school grounds without permission and shall be treated as having smoked on school property.

School hours shall include the time that students board the bus in the morning until they are returned in the afternoon.

- d. This policy is also in effect off school property at any school-sponsored, school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school system.
- e. The use of products commonly known as smokeless tobacco shall not be used on the grounds of the SJVTC.
- f. Violation of this policy by students will be dealt with by using the sending school's policy on smoking.

## ***POSSESSION OF TOBACCO PRODUCTS (STATE of MAINE LAW)***

Effective July 15, 1995: State Law states that possession under the age of 18 is liable to a \$350-500 fine. Possession includes tobacco of any kind, matches, lighters, rolling paper, etc. Anyone found in possession of any of these types of products is to be reported to the office ASAP. Appropriate action will be taken in accordance with State statutes.

MAINE SCHOOL ADMINISTRATIVE DISTRICT #33

**Student Use of Cell Phones and Other Electronic Devices**

The Board recognizes that many students possess cell phones and other electronic devices. These devices may not be used in any manner that disrupts the instructional process or violates Board policies or school rules.

M.S.A.D. #33 shall not be responsible for the loss, theft or damage to cell phones or other electronic devices that students bring with them to school or school activities or use on school transportation.

The following provisions apply to student use of cell phones and other electronic devices:

- A. Students are permitted to use privately-owned electronic devices including but not limited to cell phones, MP3 players, handheld computers, and electronic games at school, but they must remain out of sight and on “off” mode during class time unless the teacher or building principal authorizes use for a specific educational, health or safety purpose.
- B. The use of cameras, including camera phones, is strictly prohibited in locker rooms, bathrooms, and other places where privacy is generally expected. In all other school locations, permission must be granted before photographing another person.
- C. The use of a cell phone or other electronic device in any manner that violates Board policy or school rules is prohibited. This includes but is not limited to harassment, cheating and violations of the student code of conduct. If a Board policy or school rule is violated, the teacher or school administrator may confiscate the device. Student cell phones and other electronic devices may be subject to search if there is reasonable suspicion of a violation.
- D. Students who violate Board policy or school rules may be subject to disciplinary consequences which may include:
  - 1. Confiscate the device until the end of the school day for a first offense and require the parent to come get the device for a subsequent infraction;
  - 2. A conference with the student’s parent/guardian;
  - 3. Exclude the device from school for an extended period of time;
  - 4. Penalties up to suspension or expulsion from school, depending upon the nature and circumstances of the violation and the student’s prior disciplinary record; and
  - 5. Referral to law enforcement.

The Superintendent/designee may develop additional rules to implement this policy. The policy and rules will be communicated to students and parents through the student handbook and/or the student code of conduct.

Cross Reference: JIC–Student Conduct  
JIH–Questions and Searches of Students

History: Adopted: Meeting #902 June 15, 2011

### ***EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES***

All students are highly encouraged to engage in extra-curricular or co-curricular activities at their sending school. However, the student is responsible for notifying his/her instructor, with a minimum one-day advance notice, if time will be missed because of activities sponsored by the sending school. Transportation will be arranged for early departure on a school day so that students may take part in school events when requested by the sending school.

### ***EVACUATION DRILLS***

Evacuation drills will be held periodically throughout the school year. Each program area has an evacuation plan which includes a designated area to go to when exiting the building. Instructors will inform their students of the route and procedure to follow at the start of each school year. Students are encouraged to familiarize themselves with this procedure and use a buddy system for evacuation.

#### **Evacuation Plan to follow in responding to Evacuation Drills**

**I. At the sound of the evacuation alarm, all Instructors will:**

1. Direct their students to line up at the door through which they will evacuate;
2. Close all windows and doors;
3. Take their rank/plan books;
4. Instruct students to walk briskly (no running);
5. Following the evacuation route plan on the chart:
  - a) Direct all students
    - 1) To walk away from the building;
    - 2) To stay together;
    - 3) To report to their designated area;
  - b) Take attendance/head count once all have reached their designated location.

**II. At the sound of the evacuation alarm, all students will:**

1. Immediately stop what they are doing and safely secure any equipment in use;
2. Follow all instructions/directions given by the teacher;
3. Assist all handicapped students and other school personnel to insure a safe exit out of the building.

**III. All instructors and students must be acquainted with the *alternative route* to use in the event**

that the primary route is unavailable.

### ***LEAVING SCHOOL GROUNDS***

Any student who has an appointment must present a note from his/her sending school principal/assistant principal giving consent for the student to leave school grounds for the appointment.

### ***LOCKERS AND PADLOCKS***

The school is not responsible for lost articles or money. Locks and lockers are assigned to each student at the beginning of the school year. Lockers and locks remain the property of the school district. School officials have the right to inspect any or all lockers for good reason. **Only school-provided locks are to be used.** If a school owned padlock is lost, a replacement fee of \$5.00 will be charged.

### ***MAKE-UP POLICY***

Whenever a student is absent from class for any reason, it is the student's responsibility to make arrangements to complete all work missed. The time allotted to complete make-up is one day for each day absent. In extenuating circumstances, it may be possible for the Instructor or Director to grant more time to complete the make-up work.

In situations where a student is involved in a pre-scheduled, school sponsored activity, it is the student's responsibility to make arrangements to complete and pass in all school work before leaving school for said activity. Students not complying will be referred to the Director and a decision will be made concerning future participation in school-sponsored activities.

A student absent on the due date of a long-term project, (such as a term paper, book report, or research project) is expected to make a reasonable effort to turn in the assignment on the due date. If this is not possible, the assignment must be handed in immediately upon the student's return to school.

Students receiving an incomplete on their rank cards will have one week (7 calendar days) after the ranking period ends to complete assigned work. In extenuating circumstances, it may be possible for the Instructor or Director to grant more time to complete make-up work.

### ***MEDICATION***

All medication brought to school shall be turned in to the office. The office will dispense the medication according to the prescription.

Students **shall not** be permitted to take **any** medication while at school unless it is given to them under the direction of the school nurse or Director, who shall act on the specific written request of the parent or guardian and under the written directive of the student's personal physician.

## ***SCHOOL BUSES***

Students who ride the bus to and from school must abide by the following rules:

1. **Obey the driver. He/she has complete charge of the bus.**
2. Refrain from talking with the driver except in an emergency.
3. Go to a seat without crowding or pushing and remain seated while the bus is in motion.
4. Keep arms, legs, and head inside of the bus.
5. **Do not shout or wave** out the window to pedestrians or occupants of other vehicles.
6. **Do not** tamper with the emergency door or any other part of the bus equipment.
7. **Do not** mark or deface the bus. Damage done to seats or other equipment must be paid by the pupils or their parents/guardians.
8. **Do not** fight or scuffle in the bus or otherwise create a disturbance.
9. Keep the aisle clear of all objects.
10. Wait until the bus comes to a complete stop before standing to depart.
11. After leaving the bus (if you must cross the highway), go around to the front of the bus and wait until the bus driver directs you to cross the highway.
12. There shall be no smoking or use of tobacco and no drinking alcoholic beverages or use of other drugs in any form on the school bus.
13. Any other conditions as determined by each student's respective sending school.

Should a student on a bus commit an offense that the driver considers threatening to the safety of others, the driver will report it to the Director of the SJVTC, who will consult with the sending school principal on the incident. Following this conference, the student may lose his/her bus riding privilege for a period of time.

## ***SCHOOL PROPERTY***

School property is clearly protected by law. Title 20-A of the State of Maine law clearly states the consequences of willful damage to school property. Students or their parent(s)/guardian(s) are financially liable for damage to property, lost books, materials, etc. Students who intentionally misuse equipment or damage property are not only financially liable but are also subject to suspension from school, and may also be punished under civil law statutes.

## ***SCHOOL RECORDS/TRANSCRIPTS***

Copies of transcripts and other school records are available from sending schools.

## ***USE OF STUDENT CARS AND OTHER VEHICLES***

Transportation to and from the Tech Center is provided by each of the sending schools. If it is necessary for a student to drive his/her own vehicle to the Tech Center, a **VEHICLE PERMISSION SLIP** and a **STUDENT PARKING PERMIT** must be obtained. The student must:

1. Contact his/her teacher to obtain a permission slip and complete the slip, including all signatures.
2. If the vehicle is owned by someone other than the student or the parents, the owner must also grant written consent.

3. If the vehicle is to be serviced at the Tech Center, the Instructor of the shop involved must approve the request. Once the vehicle permission slip is complete, including all appropriate signatures, it should then be presented to the office for the issuance of a "**STUDENT DRIVING PERMIT.**" Vehicles without a clearly displayed "**STUDENT DRIVING PERMIT**" will not be allowed in the shop.
4. If it is necessary for a student to drive his/her own vehicle to the Tech Center for personal business or appointments, or for the purpose of participating in sports, a note from the parents endorsed by the sending school principal will be needed. Students are asked to present this note to the office upon their arrival at the Tech Center so they can be issued a **STUDENT PARKING PERMIT.** This permit is expected to be displayed in the vehicle immediately after it has been issued.
5. **IMPORTANT-** STUDENTS ARE EXPECTED TO FOLLOW THEIR BUS TO AND FROM THE CENTER WHEN USING THEIR VEHICLES.

***NO PASSENGERS** are allowed to accompany the driver. **SPEED LIMIT** on school property is **15 MPH.** Rules of the road must be strictly adhered to at all times. If the school receives reports of students speeding or otherwise conducting themselves improperly on the road, student driving privileges will be taken away.*

Vehicles must be parked in the designated student parking area, which is located just beyond the hot topped area where the staff and guests park. Upon arrival, the student must immediately report to the office to obtain a parking permit and will not return to his/her vehicle until the end of the school day. Failure to comply with any of the above will result in the loss of this privilege.

Any exception to the above policy requires the approval of the Director, with the endorsement of the sending school principal.

No ATV's (4-wheelers, 3-wheelers, snow machines, etc.) will be driven to school in lieu of school furnished transportation. If the unit is being brought to be worked on, it must be placed on a trailer or other vehicle capable of transporting it safely.

**NOTE:** No overnight drop-offs will be permitted unless a **STUDENT PARKING PERMIT** has been issued and arrangements have been made with the instructor.

### ***TELEPHONE***

All requests to use the telephone are to be made through Mrs. Michaud at the office window.

Students may use the school telephone only to call:

1. Their sending school in an emergency.
2. Their parent/guardian in an emergency.

No personal calls are allowed. Violations of this privilege will result in the student not being allowed to use the telephone.

Students having cell phones or beepers must not cause disruption of class by any sounds coming from these devices. Student must not receive or make calls while in class. Instructors may dismiss the student from class if disruption occurs.

## ***VALUABLES***

Most areas have lockers. They are the property of the Tech Center and may be inspected by proper authorities when necessary. The student, not the school, is responsible for personal property being lost, stolen, or damaged. Only in cases where students leave valuables in the main office will we accept the responsibility for their safe keeping. **KEEP VALUABLES LOCKED UP!**

## ***VISITORS***

All visitors must report to the Tech Center's Office to sign in and receive a Visitor's Pass. Visitation privileges may be denied if the visit does not support the educational process.

Students seeking to visit a specific program at the Tech Center must make previous arrangements through their high school guidance counselor and receive the approval of the SJVTC Director. Parents/Guardians are encouraged to visit the Tech Center at any time to observe. Please call in advance so proper reparations can be made.

## ***WEAPONS***

Knives, guns, ammunition, explosives, or weapons of any kind are strictly forbidden on school property. Unauthorized weapons will be confiscated and held in the Director's Office until a parent/guardian appears to claim them or, if necessary, proper law enforcement officials are notified.

Violation of this rule will result in immediate disciplinary action being taken.

## ***WITHDRAWAL AND/OR TRANSFER FROM PROGRAM***

### ***WITHDRAWAL***

Any student who wishes to withdraw from a program at the Tech Center must discuss the process with the Guidance Counselor at his/her school. Normally, this request should be made during the first week of school, as it becomes increasingly difficult to change schedules after that time period.

### ***TRANSFER***

Transfers between programs can take place only during the first week of the program, on a space-available basis only, and only with written permission of the student's sending school principal or guidance counselor, his/her parent/guardian, the instructors in the programs he/she wishes to exit and transfer into, and the SJVTC Director.

### ***GRADES***

If a student withdraws from a program or transfers to another program after three or more weeks into a ranking period, the instructor will turn in a grade to reflect that instructional period. Depending on how much time is spent in a program and the performance of the student, the issuance of partial credit may be considered.

## **ANNUAL NOTIFICATION TO BUILDING OCCUPANTS**

TO: School Employees, Building Occupants, Parents, Guardians,  
and MSAD #33 residents  
FROM: Office of the Superintendent of Schools  
DATE: March 16, 2007

The federal Asbestos Hazard Emergency Response Act (AHERA) requires that Local Education Agencies inform all school employees and students of asbestos-related activities, such as asbestos inspections and removal projects that have been undertaken in MSAD #33, at least once a year. This information is recorded in the MSAD #33 Asbestos Management Plan. The Asbestos Management Plan for MSAD #33 is located in the Superintendent's office at 431 US Rte 1, Frenchville, Maine. The Asbestos Management Plan is available for review during regular office hours. Copies are available on request at the cost of \$.10 per page.

# St. John Valley Technology Center

## Lockout-Tagout Procedure

### **Purpose:**

It is school policy that all equipment used by school students or staff be maintained properly and be in safe, working condition. The primary purpose of this procedure is to help ensure that all individuals working around machinery are protected from injury or death resulting from the accidental or unexpected activation of equipment during maintenance, repairing, cleaning, servicing, or adjustments.

### **Definitions:**

**Lockout** - The practice of using keyed or combination security devices ("locks") to prevent the unwanted activation of mechanical or electrical equipment.

**Tagout** - The practice of using tags in conjunction with locks to increase the visibility and awareness that equipment is not to be energized or activated until such devices are removed.

**Affected employee** – an employee whose job requires him/her to operate or use equipment on which servicing or maintenance is being performed under the lockout or tag out. The job requires that this individual work in the area in which the servicing or maintenance is being performed. Affected employees must have received training on proper lockout/tagout work procedures.

**Authorized employee** – an employee who locks out or tags out equipment in order to perform servicing or maintenance and who has received training on lockout/tagout procedures.

### **Procedure:**

#### **Remove equipment from service:**

- 1) An authorized employee must determine which equipment will need to be locked out or tagged out.
- 2) The initial lockout/tagout log entry must be made.
- 3) Affected equipment must be shutdown. All hazardous energy sources will need to be controlled. Ensure the correct piece of equipment is shutdown. Potential energy must also be dissipated or minimized so that injury will not occur if released.
- 4) After the equipment is verified to be shutdown and hazardous energy source(s) isolated, test the equipment to ensure that it will not run or start. Ensure that no one is exposed to the equipment when testing. After testing, return power switches to the off position.
- 5) Locks and/or tags used to indicate that equipment is not to be operated must be put in place.

**Return equipment to service:**

- 1) Verify that all work is complete. Ensure that everyone working on the equipment is notified that work has been completed and that equipment is to be returned to service. Area should be checked to ensure that no one would be exposed to hazards when restarting equipment. Ensure all tools/materials have been removed from equipment and area around equipment.
- 2) After all parties have been notified of work completion, lock(s) or tag(s) can be removed, but only by (or approval by) the person who placed the locks or tags.
- 3) Equipment may be restarted. Once again ensure that no one is near enough to the equipment to be exposed to any hazards.
- 4) Clean area and pick up any remaining tools.
- 5) Make final lockout/tagout log entry.

**Notes:**

- 1) Lockout/tagout materials are located in the custodial, welding, automotives, and construction trades departments.

Reviewed by Safety Committee on:\_\_\_\_\_.

## MAINE SCHOOL ADMINISTRATIVE DISTRICT #33

**Nondiscrimination/Equal Opportunity and Affirmative Action**

Discrimination against and harassment of school employees because of race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability are prohibited. Discrimination against and harassment of students because of race, color, sex, religion, ancestry or national origin, or disability are prohibited.

The Board directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students and individuals with disabilities having access rights to school premises and activities. The MSAD #33 Affirmative Action Plan will include designation of an Affirmative Action Officer who will be responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination. The Affirmative Action Officer will be a person with direct access to the Superintendent.

The Board directs the administration to provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

The School Department will require all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school unit to subscribe to all applicable federal and state laws pertaining to contract compliance.

Legal References:        Equal Employment Opportunities Act of 1972 (P.L. 92-261) amending Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000(e) et seq.)  
                                  Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.)  
                                  Title VI of the Civil Rights Act of 1964 (P.L. 88-352)  
                                  Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq.)  
                                  Equal Pay Act of 1963 (29 U.S.C. § 206)  
                                  Vocational Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.)  
                                  Americans with Disabilities Act (42 U.S.C. § 12101 et seq.)  
                                  Maine Human Rights Act of 1972 (5 MRSA § 4571), as amended

Cross References:        MSAD #33 Affirmative Action Plan  
                                  ACAA - Harassment and Sexual Harassment of Students  
                                  ACAB - Harassment and Sexual Harassment of School Employees

History:                    Adopted: Meeting #645        October 4, 1993  
                                  Revised: Meeting #822        March 6, 2006

MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 33

**Discrimination/Harassment Complaint Form**

To: Superintendent of Schools      Date of Receipt by Superintendent: \_\_\_\_\_  
P.O. Box 9  
Frenchville, ME 04745

Type of dispute resolution requested (select one):

\_\_\_\_\_ Mediation \_\_\_\_\_ Complaint

If requesting a complaint, are you willing to participate in mediation? \_\_\_\_ Yes \_\_\_\_ No  
(A mediation will not interfere with the timelines for a complaint.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Fax: \_\_\_\_\_

Student's name (if this is being made for a student): \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Disability: \_\_\_\_\_  
(If Applicable)

Student's Residence (if different from parent): \_\_\_\_\_

School district the student attends: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Attorney/advocate: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Describe the nature of the problem and any facts relating to the problem. (Attach additional pages if necessary.)

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How could this problem be resolved? (Attach additional pages if necessary.)

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What actions has the school taken to address the problem?

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Whom did you notify? \_\_\_\_\_ Date notified: \_\_\_\_\_

How did you notify this person? \_\_\_\_\_

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Signature of individual submitting request: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

***For additional information or assistance, you may wish to contact:***

The MSAD #33 Superintendent of Schools (Tel: 543-7334; Fax: 543-6242; e-mail: [fdesjardins@msad33.net](mailto:fdesjardins@msad33.net)) or Affirmative Action Officer (Tel: 543-7717; Fax: 543-6316; e-mail: [tamleblanc@msad33.net](mailto:tambleblanc@msad33.net))

The Special Needs Parent Information Network (SPIN) – 1-800-870-7746

The Maine Human Rights Commission – 624-6050

History:            Adopted Meeting #822            March 6, 2006  
                         Revised Meeting #890            September 1, 2010

## MAINE SCHOOL ADMINISTRATIVE DISTRICT #33

**Harassment and Sexual Harassment of Students**

Harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

**Harassment**

Harassment includes but is not limited to verbal abuse based on race, color, sex, sexual orientation, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the Board policy JICIA – Weapons, Violence and School Safety.

**Sexual Harassment**

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student's education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

The Superintendent or the employee designated as the Title IX Coordinator will investigate complaints of harassment in accordance with the Student Harassment Complaint Procedure. School employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

Legal References: Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.)  
Title VI of the Civil Rights Act of 1964 (42 USC § 2000(d))  
5 MRSA §§ 4602; 4681 et seq.  
20-A MRSA § 6553

Cross Reference: ACAA-R - Student Harassment Complaint Procedure  
AC - Nondiscrimination/Equal Opportunity and Affirmative Action  
AC-E – Discrimination/Harassment Complaint Form  
JFCF – Hazing Policy  
JICI – Dangerous Weapons in Schools

History: Adopted: Meeting #597 June 18, 1990 (as policy ACC & JFAB)  
Meeting #645 October 4, 1993 (as policy JFAC)  
Revised: Meeting #822 March 6, 2006

MAINE SCHOOL ADMINISTRATIVE DISTRICT #33

## **Student Discrimination and Harassment Complaint Procedure**

This procedure has been adopted by the Board in order to provide a method of prompt and equitable resolution of student complaints of discrimination or discriminatory harassment as described in policies AC – Nondiscrimination/Equal Opportunity and Affirmative Action and ACAA – Harassment and Sexual Harassment of Students.

### **Definitions**

For purposes of this procedure:

- A. A “Complaint” is defined as an allegation that a student has been discriminated against or harassed on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability; and
- B. “Discrimination or harassment” means discrimination or harassment on the basis of race, color, sex, sexual orientation, religion, ancestry, national origin, or disability.

### **How to Make a Complaint**

- A. Any student who believes he/she has been discriminated against or harassed should report his/her concern promptly to the school principal or guidance counselor. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the school principal or guidance counselor.
- B. School staff is expected to report possible incidents of discrimination or harassment of students. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students.
- C. Students and others will not be retaliated against for making a complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.
- D. Students are encouraged to utilize the school unit’s complaint procedure. However, students are hereby notified that they also have the right to report complaints to the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 (telephone: 207-624-6050) and/or to the federal Office for Civil Rights, Regional Manager, U.S. Department of Health and Human Services, Government Center, J.F. Kennedy Federal Building – Room 1875, Boston, MA 02203 (telephone: 617-565-1340).

## Complaint Handling and Investigation

- A. The school principal shall promptly inform the Superintendent and the person who is the subject of the complaint that a complaint has been received.
- B. The school principal may pursue an informal resolution of the complaint with the agreement of the parties involved. The informal resolution is subject to the approval of the Superintendent, who shall consider whether the informal resolution is in the best interest of the school unit in light of the particular circumstances and applicable policies and laws.
- C. The complaint will be investigated by the school principal or the Affirmative Action Officer, unless the Superintendent chooses to investigate the complaint or designates another person to investigate it on his/her behalf. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Superintendent should be submitted to the Chair of the School Board, who should consult with legal counsel concerning the handling and investigation of the complaint.
  - 1. The person who is the subject of the complaint will be provided with an opportunity to be heard as part of the investigation.
  - 2. If the complaint is against an employee of the school unit, any applicable individual or collective bargaining contract provisions shall be followed.
  - 3. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
  - 4. The school administrator conducting the investigation shall keep a written record of the investigation process.
  - 5. The school principal, Affirmative Action Officer, or Superintendent may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
  - 6. The school principal or Affirmative Action Officer shall consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.
  - 7. The investigation shall be completed within 21 calendar days of receiving the complaint, if practicable.
- D. If the school principal or Affirmative Action Officer determine that discrimination or harassment occurred, he/she shall, in consultation with the Superintendent:
  - 1. Determine what remedial action is required, if any;

2. Determine what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any; and
  3. Inform the student who made the complaint in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).
- E. If the student's parents/legal guardians are dissatisfied with the resolution, an appeal may be made in writing to the Superintendent within 14 calendar days after receiving notice of the resolution. The Superintendent shall review the investigation report and may conduct further investigation, if deemed appropriate, to render a decision.
- F. If the student's parents/legal guardians are dissatisfied with the decision of the Superintendent, an appeal may be submitted in writing to the Board within 14 calendar days after receiving notice of the decision. The Board will consider the appeal in executive session, to the extent permitted by law, at its next regular meeting or a special meeting. The Superintendent shall submit the investigation report and any other witnesses or documents that he/she believes will be helpful to the Board. The student, his/her parents/legal guardians and his/her representative shall be allowed to be heard. The person(s) against whom the complaint was made shall be invited and allowed to be heard. The Board's decision shall be final.

Legal Reference: Americans with Disabilities Act (28 CFR § 35.07)  
 Section 504 of the Vocational Rehabilitation Act (34 CFR § 104.7)  
 Title IX of the Education Amendments of 1972 (20 SC § 1681 et seq.)  
 Title VI of the Civil Rights Act of 1964 (PL 88-352)  
 20 USC § 1232g;  
 34 CFR Part 99  
 5 MRSA §§ 4571; 4602; 4681 et seq.  
 20-A MRSA §§ 6001 et seq.

Cross Reference: AC- Nondiscrimination/Equal Opportunity and Affirmative Action  
 AC-E – Discrimination/Harassment Complaint Form  
 ACAA - Harassment and Sexual Harassment of Students

History: Adopted: Meeting #645                      October 4, 1993 (as policy AC-R)  
 Revised: Meeting #822                      March 6, 2006  
 Revised: Meeting #890                      September 1, 2010

## MAINE SCHOOL ADMINISTRATIVE DISTRICT #33

**Staff Conduct with Students**

Maine School Administrative District #33 expects all staff members, including teachers, coaches, counselors, administrators and others, to maintain the highest professional, moral and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The intent of this policy is to ensure that the interactions and relationships between staff members and students are based upon mutual respect and trust; that staff members understand the importance of maintaining appropriate professional boundaries between adults and students in an educational setting; and that staff members conduct themselves in a manner consistent with the educational mission of the schools. It is understood that staff members may interact with and have friendships with students' families outside of school. This policy is not intended to prohibit such interactions and friendships, provided that professional boundaries are maintained at all times.

**Prohibited Conduct**

Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following:

- A. Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students;
- B. Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- C. For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff for assistance.
- D. Sexual banter, allusions, jokes or innuendos with students;
- E. Asking a student to keep a secret;
- F. Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- G. Addressing students with terms of endearment, pet names or otherwise in an overly familiar manner;

- H. Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner;
- I. “Friending” students on social networking sites (outside of any school-approved activity); and
- J. Communicating with students on non-school matters via computer, text message, phone calls, letters, notes or any other means.

Before engaging in the following activities, staff members are expected to review the activity with their building principal or supervisor, as appropriate:

- A. Being alone with individual students out of public view;
- B. Driving students home or to other locations;
- C. Inviting or allowing students to visit the staff member’s home (unless the student’s parent approves of the activity, such as when a student babysits or performs chores for a staff member);
- D. Visiting a student at home or in another location, unless on official school business known to the parent;
- E. Exchanging personal gifts (beyond the customary student-teacher gifts); and/or
- F. Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events or organized community activities.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

### **Reporting Violations**

Students and/or their parents/guardians are strongly encouraged to notify the Principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to promptly notify the Principal or Superintendent if they become aware of a situation that may constitute a violation of this policy.

**Disciplinary Action**

Staff violations of this policy may result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services, the District Attorney and/or law enforcement.

**Policy to be Included in Handbooks**

This policy shall be included in all employee, student and volunteer handbooks.

Cross Reference:       ACAA-Harassment and Sexual Harassment of Students  
                              JLF-Reporting Child Abuse and Neglect

History:                 Adopted         Meeting #820         January 2, 2006  
                              Revised         Meeting #908         November 9, 2011

## MAINE SCHOOL ADMINISTRATIVE DISTRICT #33

**Student Computer/Computing Device and Internet Use and Internet Safety**

Maine School Administrative District No. 33 desktop computers, laptops, tablet devices, and handheld devices issued to students, hereinafter referred to as computers/computing devices, network, and Internet access are provided 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 laptops issued directly to students, whether they are used at school or off school premises.

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

Violations of this policy and the District's computer/computing device and/or Internet rules may also result in disciplinary action, referral to law enforcement, and/or legal action.

The District computers/computing devices 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/computing devices, whether they are used on school property or elsewhere.

**Internet Safety**

Maine School Administrative District No. 33 uses filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. Although the District takes precautions to supervise and monitor student use of the Internet, parents should be aware that the District cannot reasonably prevent all instances of inappropriate computer/computing device 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 Internet safety, Maine School Administrative District No. 33 also educates students about online behavior, including interacting with other people on social networking sites and in chat rooms, the dangers of engaging in "hacking" and other unlawful online activities, and issues surrounding "sexting" and cyberbullying awareness and response.

The Superintendent/designee shall be responsible for integrating age-appropriate Internet safety training and "digital citizenship" into the curriculum and for documentation of Internet safety training.

## **Implementation of Policy and “Acceptable Use” Rules**

The Superintendent/designee shall be responsible for implementation of this policy and the accompanying “acceptable use” rules. Superintendent/designee may implement additional administrative procedures or school rules consistent with Board policy to govern Internet access and the day-to-day management, security and operations of the school unit’s computer/computing devices and network systems and to prevent the unauthorized disclosure, use and dissemination of personal information regarding minors.

Students and parents shall be informed of this policy and the accompanying rules through student handbooks, the school website, and/or other means selected by the Superintendent.

Legal Reference:       20 USC § 677 (Enhancing Education through Technology Act)  
                              47 USC § 254(h)(5) (Children’s Internet Protection Act)  
                              47 CFR § 54.52 (Children’s Internet Protection Act Certifications)  
                              Federal Communications Commission Order and Report 11-125,  
                              (August 10, 2011)

Cross Reference:       EGAD – Copyright Compliance  
                              GCSA – Employee Computer and Internet Use  
                              IJNDB-R – Student Computer and Internet Use Rules  
                              IJND – Distance Learning Program

History:                   Adopted:       Meeting #917                   July 9, 2012

MAINE SCHOOL ADMINISTRATIVE DISTRICT #33

**Student Computer/Computing Device and Internet Use Rules**

These rules accompany Board policy IJNDB (Student Computer/Computing Device and Internet Use and Internet Safety). Each student is responsible for his/her actions and activities involving school unit desktop computers, laptops, tablet devices, and handheld devices issued to students, hereinafter referred to as computers/computing devices, networks, and Internet services, and for his/her computer files, passwords, and accounts.

These rules provide general guidance concerning the use of the school unit's computers/computing devices and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact the building principal or the Technology Coordinator.

**A. Acceptable Use**

The school unit's computers/computing devices, networks, and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum, and instructional goals.

All Board policies, school rules, and expectations concerning student conduct and communications apply when students are using computers, whether the use is on or off school property.

Students are also expected to comply with all specific instructions from school administrators, school staff or volunteers when using the school unit's computers.

**B. Consequences for Violation of Computer Use Policy and Rules**

Compliance with the school unit's policies and rules concerning computer/computing device use is mandatory. Students who violate these policies and rules may, after having been given the opportunity to respond to an alleged violation, have their computer/computing device privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement, and or legal action.

The building principal shall have final authority to decide whether a student's privileges will be limited, suspended or revoked based upon the circumstances of the particular case, the student's prior disciplinary record, and any other relevant factors.

**C. Prohibited Uses**

Examples of unacceptable uses of school unit computers/computing devices that are expressly prohibited include, but are not limited to, the following:

1. **Accessing or Posting Inappropriate Materials** – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials or engaging in “cyber bullying;”
2. **Illegal Activities** – Using the school unit’s computers, networks, and Internet services for any illegal activity or in violation of any Board policy or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers;
3. **Violating Copyrights** – Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner’s permission (see Board policy/procedure EGAD – Copyright Compliance). The school unit assumes no responsibility for copyright violations by students;
4. **Copying Software** – Copying or downloading software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for illegal software copying by students;
5. **Plagiarism** – Representing as one’s own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher, and website must be identified;
6. **Non-School-Related Uses** – Using the school unit’s computers, networks, and Internet services for any personal reasons not connected with the educational program or assignments;
7. **Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users’ passwords, and accessing or using other users’ accounts;
8. **Malicious Use/Vandalism** – Any malicious use, disruption or harm to the school unit’s computers/computing devices, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer/computing device viruses;
9. **Unauthorized Access to Blogs/Chat Rooms/Social Networking Sites** – Accessing blogs, chat rooms or social networking sites to which student access is prohibited; and
10. **Unauthorized Access to Computer Games** – Students may not play computer games during the school day. (This does not include “game like” educational programs that are available as a menu option from Maine School Administrative District No 33 network menu.)

**D. No Expectation of Privacy**

Maine School Administrative District No. 33 computers/computing devices remain under the control, custody, and supervision of the school unit at all times. Students have no expectation of privacy in their use of school computers/ computing devices, including e-mail, stored files, and Internet access logs.

**E. Compensation for Losses, Costs, and/or Damages**

The student and his/her parents are responsible for compensating the school unit for any losses, costs, or damages incurred by the school unit for violations of Board policies and rules while the student is using school unit computers/ computing devices, including the cost of investigating such violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by a student while using school unit computers.

**F. Student Security**

A student is not allowed to reveal his/her full name, address or telephone number, social security number, or other personal information on the Internet without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

**G. System Security**

The security of the school unit's computers, networks, and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security, or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer/computing device privileges limited, suspended, or revoked.

**H. Additional Rules for Laptops Issued to Students**

1. Laptops are loaned to students as an educational tool and are only authorized for use in completing school assignments.
2. Before a laptop is issued to a student, the student must sign the school's "acceptable use" agreement. Parents are required to attend an informational meeting before a laptop will be issued to their child. Attendance will be documented by means of a "sign in" sheet. The meeting will orient parents to the goals and workings of the laptop program, expectations for care of school-issued

laptops, Internet safety, and the school unit's rules in regard to use of this technology.

3. Students and their parents are responsible for the proper care of laptops at all times, whether on or off school property, including costs associated with repairing or replacing the laptop. Maine School Administrative District No. 33 offers an insurance program for parents to cover replacement costs and/or repair costs for damages not covered by the laptop warranty. Parents who choose not to purchase insurance should be aware that they are responsible for any costs associated with loss, theft, or damage to a laptop issued to their child.
4. Loss or theft of a laptop must be reported immediately to the school principal, and, if stolen, to the local law enforcement authority as well.
5. The Board's policy and rules concerning computer/computer device and Internet use apply to use of laptops at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of laptops issued by school staff.
6. Violation of policies or rules governing the use of computers, or any careless use of a laptop may result in a student's laptop being confiscated and/or a student only being allowed to use the laptop under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies or school rules.
7. Parents will be informed of their child's login password. Parents are responsible for supervising their child's use of the laptop and Internet access when in use at home.
8. The laptop may only be used by the student to whom it is assigned and by family members, to the extent permitted by Maine's laptop program.
9. Laptops must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

Cross Reference: EGAD – Copyright Compliance  
IJNDB – Student Computer/Computing Device and Internet Use and  
Internet Safety

History: Adopted Meeting #917 July 9, 2012

***STAFF DIRECTORY***

2013-2014 School Year

*DAVID L. MORSE*

*DIRECTOR*

*J. CHRIS HASKINS*

*AUTOMOTIVE TECHNOLOGY*

*PAM CARON*

*EARLY CHILDHOOD OCCUPATIONS*

*OPEN*

*GLOBAL INFORMATION TECHNOLOGIES*

*CHARLES COLLIN*

*CONSTRUCTION TRADES*

*MARIE MAY CHASSE*

*HEALTH OCCUPATIONS*

*KEVIN DAIGLE*

*WELDING/METAL FABRICATION*

*KATHLEEN KING*

*ED TECH I*

*TESSIE SIROIS*

*ED TECH II*

*ADAM PELLETIER*

*BLDG CUSTODIAN*

*KAREN MICHAUD*

*ADMINISTRATIVE SECRETARY*

MAINE SCHOOL ADMINISTRATIVE DISTRICT #33

**Student Computer/Computing Device/Internet Use  
Acknowledgment Form**

No student shall be allowed to use school computers/computing devices or the Internet until the student and parent/guardian have signed and returned this acknowledgment to the school.

**Student:**

I have read policy IJNDB – Student Computer/Computing Device and Internet Use and Internet Safety and IJNDB-R – Student Computer/Computing Device and Internet Use Rules and agree to comply with them.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**Parent/Guardian:**

I have read policy IJNDB – Student Computer/Computing Device and Internet Use and Internet Safety and IJNDB-R – Student Computer/Computing Device and Internet Use Rules and understand that my son/daughter’s use of school computers/computing devices is subject to compliance with these rules.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Parent/Guardian of Wisdom Middle/High School Students:**

I understand that I have the option to purchase insurance to cover damages including, but not limited to, liquid damage, accidental dropping, and stolen or lost laptops/computing devices.

\_\_\_\_ I have sent the paperwork to school and paid for the insurance.

\_\_\_\_ I have sent the paperwork to school and declined the insurance with the understanding that I am responsible for all damages.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

NOTE: This Acknowledgement Form shall be signed annually and submitted to the building principal.

History:                      Adopted                      Meeting#917                      July 9, 2012