St. Croix Regional Technical Center

PARENT/STUDENT HANDBOOK 2026-2027

Hello!

To ensure that parents/guardians and students are aware of the St. Croix Regional Technical Center's school policies and procedures, it is imperative that this handbook be read. Therefore, we are asking students to take a copy home, so that both the student and parent/guardian can go over the handbook together.

Upon completion, we ask that both the student and parent/guardian **sign below** to acknowledge the receipt of this handbook and agreement to the policies/rules listed, with specific attention to:

- **SCRTC Computer/Internet Use Policy (PAGE 7)**
- **SCRTC Student Cell Phone Use Policy (PAGE 15)** *UPDATED*

_____ _____

STUDENT PARENT/GUARDIAN

RETURN THIS PAGE AND ENROLLMENT FORMS TO SCRTC INSTRUCTOR OR SCRTC OFFICE.

Website: www.stcroixtech.org
Email: stcroixtech@calaisschools.org
Phone: 207-454-2581 Fax: 207-454-2597

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Parent/Student Handbook

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TO STUDENT AND PARENTS:

On behalf of the faculty and myself, I would like to welcome each of you to the St. Croix Regional Technical Center (SCRTC). Our goal is to provide our students with the opportunity to gain the knowledge, skills, and attitudes necessary to obtain and retain meaningful employment or to continue in higher education. We are committed to providing a quality educational experience for all of our students, and we strive to maintain high standards of instruction. The policies outlined in this handbook are designed to promote the general welfare of the entire student body at SCRTC. Respect for other people and regard for public property should be the guideposts for student behavior.

A positive attitude, regular attendance, and a commitment to making the time spent at SCRTC quality, in terms of your commitment to the goals and activities of the programs, will assure you of a worthwhile and satisfying experience. We urge you to take full advantage of the opportunities provided in order to obtain the best education possible. Have a productive and enjoyable year at SCRTC. We look forward to working with you.

Stan Sluzenski, Director

THE CENTER

The St. Croix Regional Technical Center was established in 1989 with the approval of the Bureau of Vocational Education and the Maine State Board of Education. The Center serves all of the students of Eastern Washington County, and enrolls approximately 150 students from Calais, Shead, and Woodland High Schools and homeschooled students.

PROGRAMS & STAFF

Director	Stanley Sluzenski	Computer Technology	Rob Finn
Admin. Asst. & Bookkeeper	Karyn Dean	Culinary Arts	Anne Eagan Jennifer Sondheimer
Student Service Coordinator	Kelli Toole	Early Childhood	Amber Anderson
Automotive Technology	Austin Ginn	Criminal Justice	Amanda Posick
Building Trades	Jerry James	Trades Exploration	Brian Duffy
Business Studies	Robyn Leighton	Truck Driving	Willard Doliber
Certified Nursing Assistant	Maureen Lund	Welding Technology	Ryan Johnson

NON-DISCRIMINATION POLICY

SCRTC does not discriminate on the basis of race, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, disability, or age in its educational programs and its employment practices. For inquiries regarding the non-discrimination policies please contact the Affirmative Action Officer for Calais School Dept., Lori Ellis, 32 Blue Devil Hill, Calais, ME 04619, telephone 207-454-7561.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

State and Federal law mandates annual notification.

1. The purpose of the law is to protect the privacy of parents and students through fair information practice.
2. The law covers all educational records, which contain personally identifiable information directly related to students.
3. Personally identifiable information from educational records of a student shall not be disclosed except as permitted or required by law.
4. Parents and eligible students may inspect and review their records in the presence of a member of the prof. staff.
5. Parents and eligible students may seek to correct or amend educational records when they believe such correction or amendment is justified by requesting such correction or amendment of the principal in charge of records.
6. A copy of the complete act shall be available in the office of the Director for your inspection.

The student's local school unit is required by the Commissioner to collect and report student social security numbers for longitudinal data purposes. The student's school unit will be asking parents to provide written consent to use their child's social security number for these purposes. Provision of a child's social security number is not required as a condition of enrollment in SCRTC, and no child's social security number may be used for longitudinal data purposes without prior written parental consent. When a student turns 18 years of age, the written consent must be obtained from the student and the rights previously accorded to the parent are accorded to the student.

MISSION STATEMENT

The mission of Career and Technical Education, as part of the educational system in Maine, is to ensure that students acquire the high-quality technical skills that will prepare them for post-secondary education and entry into an ever-changing workplace and society and meet the rigorous academic standards of Maine Learning Results.

OUR VISION

- The learning and developmental needs of students govern educational decisions.
- All students benefit from an integrated system of academic and applied learning, based on rigorous expectations and standards, throughout their school experience.
- All students and teachers place the highest priority on students' attainment of literacy at levels that will serve them throughout their lives as productive citizens and lifelong learners.
- Rigorous data analysis drives educational decisions and resource allocation and contributes to continuous improvement.
- A partnership between education (K-16) and business and industry enriches both sectors and enhances all students' educational experience.

PHILOSOPHY

The staff of SCRTC will provide students a learning environment that utilizes the latest industry standards in which everyone can increase their knowledge and skills to the best of their individual abilities.

GOALS AND OBJECTIVES

- Prepare students for further education and employment in current and emerging occupations and technologies
- Provide an opportunity for all students to develop interpersonal skills and attitudes that will allow them to become productive workers and contributing citizens
- Expand student aspirations and ensure access and equal opportunity to all students
- Create an educational environment which encourages and supports high expectations

SCRTC staff constantly strives to:

- Implement a curriculum that is responsive to the changing needs of industry and benchmarked to the Maine Learning Results and to national program standards.
- Utilize a teaching learning process that is responsive to the individual learning styles and needs of all students.
- Implement an assessment process that documents and validates student learning and encourages and supports student self-assessment with the ultimate goal of improving student achievement.
- Provide a wide-range of program options that represent current and emerging technologies and occupations.
- Establish and maintain a positive, symbiotic relationship with business and industry with the ultimate goal of expanding economic development opportunities for all industries.
- Provide opportunities for all students to validate and expand career and occupational choices.

ACCIDENT REPORTS

Any accident or injury occurring during a school activity should be reported immediately to the instructor in charge. A report will be completed by the instructor or school nurse and submitted to the office.

ATTENDANCE POLICY

Employers are interested in hiring people who are responsible and who can be relied upon to be on the job. Regular attendance is required if one is to receive a certificate of skill proficiency, gain the level of skill needed in today's work place, and demonstrate the behaviors expected by employers.

Career and Technical Education is a unique and concentrated shop/lab learning experience that is provided on a daily schedule to afford reasonable opportunity for skill acquisition by the learner. School attendance is considered to be a basic requirement for passing a subject and earning credits. Classroom and shop/lab instruction and the discussions that take place in the classrooms are important parts of each program. The experience of learning through work in a CTE program cannot be recreated with make-up assignments. Therefore, good attendance is essential for successful completion of all programs at SCRTC and has a direct bearing on your final grade.

If a student is in attendance at a school function, they will be excused and this will not be used against them (attendance will be checked on at their sending school). If the sending school is closed and SCRTC is open, students are expected to attend if transportation is available. Attendance will be taken at each session and reported to the sending school by the SCRTC office. Three tardies will be considered an absence. **Ten absences during one semester is grounds for dismissal from SCRTC.** Consideration will be given to special circumstances, such as chronic health conditions.

If a student is absent multiple days during a quarter, a form will be sent home to parents. If the student missed school for an excusable absence, then the student will be allowed to complete make-up work to maintain their grade. Make-up work will be completed in a reasonable time, typically two school days for each day absent.

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

- Appointments with health professionals that can't be made outside regular school day.
- Observance of recognized religious holidays when the observance falls on a regular school day.
- Family emergencies – deaths and hardships.
- Legal appointments not able to be scheduled outside of the school day.
- Personal illness – physician's note may be required at the discretion of the Director.

Parents/students are requested to notify the SCRTC office on the day of the student absence at 454-2581.

BELL SCHEDULE

Block	Time
Homeroom	7:35 – 7:40
Block 1	7:44 – 8:53
Break (when possible)	8:53 – 9:08
Block 2	9:12 – 10:21
Blue Devil Block	10:25 – 10:55
Lunch	10:59 - 11:24
Block 3	11:28 - 12:37
Block 4	12:41 - 1:50

CAFETERIA BEHAVIOR

Food and beverages are to be consumed only in the cafeteria during lunch. At the discretion of the individual instructor, food and beverages may be consumed in the classrooms during break periods and at other times during the school day.

CHEATING AND PLAGIARISM

Cheating takes a variety of different forms. Some examples are listed below:

- Participation in "borrowing" and/or copying another student's work
- Dividing an assignment between/among a pair or group and copying each other's answers
- Copying another student's answers in a quiz or test situation
- Writing test answers on a cheat sheet or the back of one's hand
- Letting one or a small number of people do most of the work in a group situation, and yet sharing credit equally within the group

Plagiarism is another form of cheating. This happens when you present someone else's ideas as your own. Some examples are listed below:

- Failing to cite without quotation marks the written words or symbols of another author
- Failing to document the author and sources of materials (including materials obtained through electronic media) used in composition
- Presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs, or other projects
- Cutting and pasting sections of text from Internet sites or online research sites, including AI generated results.

Students who cheat or plagiarize will receive a zero on the assignment. In addition, their parents or guardians will be contacted and their names given to the administration. Further disciplinary action will be taken for repeat offenders.

COMPUTER AND INTERNET USE RULES

Each student is responsible for their actions and activities involving SCRTC computers, networks, and Internet services, and for their computer files, passwords and accounts. These rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. **Failure to comply with these rules may result in loss of computer and Internet access privileges, disciplinary and/or legal action.** Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact the Director.

- ***Computer use is a privilege, not a right -*** Student use of SCRTC's computers, networks, and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action.

- ***No Expectation of Privacy -*** SCRTC retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by the Center. SCRTC reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including E-mail, stored files, and Internet access logs.

- ***Acceptable Use*** - SCRTC computers, networks and Internet services are provided for educational purposes and research consistent with SCRTC's educational mission, curriculum and instructional goals. The same rules and expectations govern student use of computers as apply to other student conduct and communications. Students are further expected to comply with these rules and all specific instruction from the instructor or other supervising staff member when accessing the Center's computers, networks, and Internet services.

- ***Prohibited Use*** - Examples of unacceptable uses expressly prohibited include, but are not limited to, the following:
  - Accessing 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.
    Illegal Activities - Using SCRTC's computers, networks and Internet services for any illegal activity or in violation of school rules. SCRTC assumes no responsibility for illegal activities of students while using school computers.
    Violating Copyrights – Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner's permission. SCRTC assumes no responsibility for copyright violations by students.
    Copying Software – Copying or downloading software without the express authorization of the network administrator, instructor, or Director. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. SCRTC assumes no responsibility for illegal software copying by students.
    Plagiarism - Representing as one's own work any materials obtained on the Internet (such as reports, articles, music, etc.). When Internet sources are used in student work, the author publisher, and Web site must be identified.
    Non-School-Related-Uses - Using the Center's computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising, or solicitation purposes; or any other personal use not connected with the educational program or assignment.
    Misuse of Password/Unauthorized Access - Sharing passwords, using other users' passwords and accessing or using other users' accounts.
    Malicious Use/Vandalism - Any malicious use, disruption or harm to the Center's computers, networks and Internet services, including but not limited to hacking activities and creating/uploading of computer viruses.
    Unauthorized Access to Blogs/Chat Rooms - Accessing chat rooms or news groups without specific authorization from the supervising instructor, or administrator.

- ***Compensation for Losses, Costs and/or Damages*** - The student and their parents are responsible for compensating SCRTC for any losses, costs or damages incurred by the school unit for violations of Board policy and school rules while the student is using school unit computers, 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.

- ***Student Security*** - A student shall not reveal their full name, address, telephone number, social security number, photograph, or other personal information on the Internet without prior permission from an instructor. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their instructor if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

- ***System Security*** - The security of SCRTC's computers, networks, and Internet services is a high priority. Any student who identifies a security problem must notify their instructor or system administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts a breach of 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 their computer privileges limited, suspended or revoked.

- ***Parental Permission Required -*** Students and their parent/guardian are required to sign and return the signature page at the front of this Student Handbook before being allowed to use SCRTC's computers.

COUPLES BEHAVIOR

Couples are expected to conduct themselves in a manner that is becoming and socially acceptable. No physical contact other than holding hands is allowed. Parents will be notified when a violation of this rule occurs. If the unacceptable behavior reoccurs, more serious discipline action will be taken.

DISCIPLINE POLICY (CONDUCT WITHIN THE CLASSROOM)

The classroom instructor will deal with general misbehavior within the classroom. The instructor can use student conferences, parent conferences, detention, and other means to resolve student behavior issues in the classroom.

Classroom Detention
If a student fails to report for an assigned detention by a classroom instructor, the following steps are to be taken:

1. Instructor will refer student to office via discipline form for office detention. If this student has skipped an instructor's assigned detention prior, student will serve two office detentions for each instructor assigned detention skipped.
2. If the student fails to report to the one-hour office detention, then a one-day in-school suspension will be assigned and the parents notified.
3. If the student fails to report to the one-day in-school suspension or is removed from the in-school suspension for misbehavior, then the student will receive a two-day out-of-school suspension.

Tardiness (Less than five minutes) **-** There will be one warning per ranking period. Second and subsequent offenses will result in detention with the instructor. Refer to classroom detention procedures if the student fails to report for assigned detention for being late to class.

DISCIPLINE POLICY (CONDUCT OUTSIDE THE CLASSROOM)

Instructors or staff members observing misconduct in the hallways, cafeteria or other areas outside the classroom should submit a referral form to the office on the day the offense occurs. Offending students should be notified at the time of the incident that their behavior is being reported to the office.

- Students reporting to school before 7:30 a.m. should report directly to the cafeteria. Students should not be in the hallways, gym, or locker areas before the 7:30 a.m. bell.
- During lunch periods, students are to stay in the cafeteria except to use the bathroom.
- Students in the building after 2:30 must remain in the cafeteria unless they are under the direct supervision of a teacher or coach.

Consequences for general misconduct outside the classroom:
1st offense – Warning
2nd offense - Meeting with administrator and one hour office detention
3rd offense - One day in-school suspension
4th offense - Two days in-school suspension
5th offense - Two days out-of-school suspension and possible school board hearing.

Serious issues, of course, will be subject to appropriate disciplinary action.

SERIOUS DISCIPLINE OFFENCES

Serious incidents of misbehavior should result in the student(s) being sent directly to the office. The instructor should immediately notify the office, submit a referral form, and contact the student's parents or guardian.

1. A. Vulgar/obscene language directed at another student
   B. Throwing food or objects
   C. Cutting class, study hall, or meeting
   D. Late to class (over five minutes)
   E. Failure to obey a reasonable request

1st Offense - One hour office detention. A first offense can result in in-school suspension or out-of-school suspension if the safety and well-being of an individual is threatened or the normal operation of school is impacted.
2nd Offense - One day in-school suspension
3rd Offense - Two day in-school suspension
4th Offense - Two day out-of-school suspension

2. A. Behavior that endangers other students
   B. Disrespect to school staff
   C. Misbehavior during an evacuation procedure
   D. Leaving school grounds without permission

1st Offense - One day in-school suspension
2nd Offense - Two days in-school suspension
3rd Offense - Two day out-of-school suspension
4th Offense - Three day out-of-school suspension
5th Offense - Five day out-of-school suspension and school board hearing

3. A. Vulgar/obscene language directed at a member of school staff
   B. Theft
   C. Destruction of school or another person's property
   D. Fighting
   E. Setting off firecrackers, smoke bombs, or other acts that seriously endangers
   F. Sexual harassment
   G. Racial or ethnic insults
   H. Threatening

1st Offense - Student is removed from school; two day in-school suspension. Out-of-school suspension may be assigned for one to ten days depending on the severity of the act.
2nd Offense - Five days out-of-school suspension and a parent conference
3rd Offense - Ten day out-of-school suspension and a school board hearing

4. All behavior concerning possession, use, or under the influence of drugs, alcohol, tobacco or any controlled substance will be dealt with in compliance with the established school board policy.

5. All behavior concerning possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person is prohibited on school property, while in attendance at school or at any school-sponsored activity. Examples of such articles include, but are not limited to: firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, crossbows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars, and nunchucks.

6. Any student discovered to be involved in a bomb threat will be dealt with to the fullest extent that school disciplinary action allows. In addition, the police will be notified immediately.

DISMISSAL FROM SCRTC

A student who continually refuses to conform to school policies and/or the authority of school personnel will be withdrawn from participation at SCRTC. Dismissal may also occur as a result of excessive absences or safety violations.

DRESS CODE

SCRTC administration recognizes that the primary responsibility for the dress and appearance of students rests with the individual students and their parents/guardians. Dress choices of students should not create a disruptive influence on the school program or affect the health or safety of others.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the school to provide a safe, healthy, and nondiscriminatory environment for educating students, the following restrictions on dress shall be enforced:

1. All clothing will be free of language/images that a reasonable person would consider sexually indecent or harassing.
2. All clothing will be free of language/images that promote things that are illegal for students to use. Gang insignia is prohibited.
3. All clothing worn should present no safety hazard to the wearer or be destructive to school property.
4. Heelys and other shoes with wheels/roller-type devices are prohibited in the school building.

CTE Programs may require special clothing for health and safety reasons for students attending SCRTC programs. Students must follow the specific dress code or uniform requirement for each individual program offered at SCRTC. This includes proper footwear and personal protective equipment PPE.

Students who are not appropriately dressed will be asked to change. A student who violates the dress code after being warned shall be disciplined.

FIRE DRILLS & EMERGENCIES

Fire drills will be conducted to ensure an understanding of the following exiting procedures:

1. A fire evacuation sign is posted in each classroom. Students should familiarize themselves with the fire exit in each of their classrooms.
2. When the fire alarm sounds students should evacuate the building in a quick and orderly fashion.
3. Students should leave the driveways and doorways around the building clear so that emergency equipment may travel freely and safely.

GRADING POLICY

The two major areas that constitute a student's grade are COMPETENCIES AND WORK HABITS. Competencies refers to performance of skills (shop/lab scores), and ability to apply knowledge (test and quiz scores). Work habits refer to punctuality, attitude, initiative, interest, responsibility, cooperation, safety, and attendance. Numerical grades are recorded each quarter by the instructor, and forwarded to the student's home school. Credits for work satisfactorily completed at SCRTC are awarded by the home school and a corresponding grade is assigned.

PLEASE NOTE: All SCRTC programs are based on 70-minute blocks with each block being graded as a separate class. It is the responsibility of the students to meet with their guidance counselors for eligibility requirements to participate in extra-curricular activities.

GUESTS

Before bringing a guest to SCRTC, students must obtain permission in advance from their instructor and the Director. If the guest is to ride the bus, the sending principal must also grant permission.

APPLIED LEARNING (LIVE WORK) PROJECTS POLICY

SCRTC supports the instructional use of Applied Learning Projects (ALP) to assist in providing our students with the best educational program. ALPs performed by SCRTC students are for the sole purpose of instruction and must meet the educational objectives of the program's curriculum.

Students perform applied learning projects for educational purposes and SCRTC does not charge for the services or time of the students and instructors. Accordingly, SCRTC is not in the business of automotive repair, construction, culinary arts, child care, nursing assisting, computer technology, business management, law enforcement, truck driving, and/or welding services and is not a merchant with respect thereto within the meaning of Maine Law. Accordingly, no implied warranties of merchantability of fitness exist with respect to the products and services provided. The products and services are expressly provided AS IS, WHERE IS.

Projects are selected based solely upon their educational value as determined by the Instructor and the Director. Order of submission is not a factor in selection of projects. As ALP request forms are received, they are given to the instructor for review, filed, and drawn upon to best fulfill the educational requirements of the program's curriculum. A person seeking a project to be performed as part of SCRTC's instructional program shall complete an ALP request form, available in the office. The form must be completed in full and signed by the owner to indicate acceptance of the conditions set by SCRTC. SCRTC reserves the right to accept or reject any request for an ALP. All ALPs accepted will become a learning situation for students with no implied warranty or date of completion.

GUIDELINES FOR ACCEPTING APPLIED LEARNING PROJECTS (LIVE WORK)

- All ALPs shall meet the educational requirements of the approved program curriculum. Program instructors will document the duty areas and tasks supported by each ALP.
- All operations performed on ALPs shall be conducted by students as an applied learning experience.
- ALP requests shall only be accepted from:
    - Nonsectarian, nonpolitical, & nonprofit organizations which are exempt under Section 501C(3) of the IRS Code
    - Students enrolled in schools within the SCRTC area
    - Staff members employed by schools within the SCRTC area
    - Other requests not fulfilling the above criteria need the specific approval of the Director
- All ALPs requests from SCRTC staff members require the specific approval of the Director.
- All ALPs shall have a written estimate of expenses, signed by the owner, prior to the start of the project. ALPs shall not exceed $500.00 in total costs without the specific approval from the Director.
- Students shall not be compensated for operations conducted as part of an ALP. However, SCRTC does accept donations to the school's scholarship, tool, and specific activity funds.
- Individuals shall not use the SCRTC's lab facilities for commercial ventures.

PROJECT COST - The OWNER of the ALP is required to provide all necessary materials. Any materials provided by SCRTC will be charged to the owner. Operational fees are charged to assist in covering equipment maintenance and waste disposal fees. All revenue derived from ALPs shall assist with the financial support of the educational program.

ALL PROJECTS MUST BE PAID IN FULL TO THE OFFICE BEFORE THE PROJECT CAN BE REMOVED FROM SCRTC PROPERTY. THE OFFICE WILL PROVIDE A RECEIPT TO VALIDATE PROOF OF PAYMENT.

LOCKERS

Wherever possible each student will be assigned a locker and will be held responsible for that locker during the year. No permanent decals or pictures may be affixed to lockers. Locks will be issued to students. Students are not to use their personal locks. The school reserves the right to inspect any locker, if necessary, to maintain the integrity of the school environment and to protect other students and staff.

MAKE-UP WORK

The instructor will assign make-up work for excused absences. If the assigned work is completed and presented in a manner and time frame acceptable to the instructor, full value credit will be given. When not presented, a zero will be given for the missed time. **Students are responsible for obtaining their make-up assignments.**

SAFETY EQUIPMENT

SAFETY EQUIPMENT: Safety equipment is provided by SCRTC. The proper safety equipment must be used at all times when performing any operation. Eye protection must be worn in the shop areas at all times.

EXCEPTION: All exceptions shall be specifically designated by the instructor.

EYE SAFETY POLICY: No person will be allowed in a shop environment without the proper eye safety protection.

- Safety glasses are mandatory eye protection for all persons present in the shop environment.
- Safety goggles are mandatory eye protection for all persons who wear prescription glasses in the shop environment.
- EXCEPTION: Performing no hazardous operations that are specifically designated by the instructor, the use of side shields with prescription glasses may suffice.
- Face shields may be required by the instructor for specific industrial operations in the shop.
- Visitor's glasses or safety goggles are required eye protection for all visitors entering the shop environment.
- Safety glasses or safety goggles must be worn under welding helmets or cutting face shields at all times.

VIOLATION OF SAFETY PROTECTION POLICY

A student may be referred to the Center Director for consultation for any violation of safety regulations.

- The instructor will give students who fail to follow safety regulations two verbal warnings per semester. *(Instructors must record the specific violation and the dates of the verbal warnings.)*
- **With the third violation** of safety regulations during a semester, the instructor shall refer the student to the Center Director. The student shall be removed from the class for a period of **one day**. (The SCRTC office will notify student's parent(s)/guardian(s) of the safety violations and the one-day in school suspension from class.)
- **With the fourth violation** of safety regulations during a semester, the instructor shall refer the student to the Center Director for a second consultation. The student shall be removed from the class for a period of **two days.** (Again, the SCRTC office will notify the student's parent(s)/guardian(s) of the four safety violations and of the two day in school suspension from class.)
- Any further violation of safety regulations shall determine the student as a safety hazard and shall require that the student be removed from the program.

SHOP SAFETY REGULATIONS

Operation of Tools and Equipment: All tools and equipment will be operated according to the manufacturer's specifications relating to safety and method of operation. Safety guards or safety equipment should not be removed to perform any operation.

Responsibility for Tools and Equipment: All tools and equipment issued become the direct responsibility of the student. The student will be charged the full amount of replacement for tools or equipment lost, stolen or damaged. Remember, always use the proper tool or equipment for the job.

Safety Rules: Each program has specific regulations that enable students to work and learn without injury. Students are

expected to comply with the regulations as outlined and posted by the instructor. Safety rules and regulations must be followed in all shop situations. Any student found not responsible and/or continually ignores safety practices will not be permitted to participate in shop activities. Steps will be taken for the removal of the student from the program.

Headphones/Earbuds: Headphones and earbuds may not be used in any shop, lab, or live work environment. Headphones and ear buds can only be used in the classroom setting with the instructor's permission.

GENERAL SHOP SAFETY RULES:

1. Running, fooling, horseplay or throwing anything strictly forbidden.
2. Permission must be granted from the instructor before using any equipment.
3. Remove loose jewelry, roll up sleeves, and tie back long hair.
4. Safety glasses and proper clothing are required when in the shop area.
5. Report all injuries or accidents, no matter how slight, to the instructor.
6. In an emergency situation, emergency stop buttons will turn off all equipment in most shops. (See your instructor.)
7. Never start or operate a machine until you receive proper instruction from the instructor.
8. Machines are not to be operated while the instructor is out of the shop; this applies during and after classes.
9. Follow an order of procedure, and never take shortcuts.
10. Be sure all safety guards are in place.
11. Only one person operates a piece of equipment at one time.
12. Do not take or distract students when they are operating equipment.
13. Always use tools and equipment for their intended use.
14. Make and secure all adjustments when the machine is at a dead stop and power disconnected.
15. Any strange noise or faulty operation of the equipment should be reported to the instructor at once.
16. Never use a tool in dull or poor condition.
17. Never leave a machine until it has come to a dead stop.
18. Spills and other materials on the floor must be cleaned up at once.
19. Oily rags must be thrown in the safety cans.
20. Keep the laboratory neat and return all materials to the proper storage place.

SAFETY FORMS

Before using tools and equipment, all students are required to sign and return SCRTC's Shop Safety Agreement Form. In addition, parents must sign and return SCRTC's Permission to Operate Machines Form and Emergency Medical Treatment Permission Form.

SCHOOL CLOSING POLICY

When Calais High School closes due to adverse weather conditions, SCRTC will also close. Should Woodland or Eastport cancel school, those respective students will be excused. Listen for school cancellations on WQDY radio station, WABI-TV Channel 5 Storm Watch, and WLBZ Channel 2 Storm Center. Any other closings not in the annual calendar will be announced to students in advance. Any questions regarding school closings should be addressed to either the local superintendent's office or the Center's office. All parents should know that they have the final decision as to whether or not they send their child/children on the school bus or allow them to drive their own vehicle.

SIGN-IN/OUT

Students entering school after classes have begun must sign in with the secretary at the Tech Center office. Students leaving school prior to the regular dismissal may sign out with the secretary upon presenting a signed parental permission note. The student must ride with the parent or person indicated in the note. Students leaving early must follow the guidelines for excused absences as stated in the attendance policy. Otherwise, it is an unexcused absence and the student will receive a zero for the time missed.

SMOKING/TOBACCO/VAPE USE

Tobacco use in any form and vapes are prohibited in all school buildings and buses and on school grounds at any time. Offenders will be punished as outlined in the general discipline policy. (Code: ADC; Ref.: GBEC, JICH, KFAA)

STUDENT CLUBS

SKILLS USA

All students enrolled at the Center are eligible and encouraged to participate in SkillsUSA. This student organization is used to develop leadership and professional development competencies. SkillsUSA members are involved in several leadership events statewide and nationally. These activities include a state leadership conference and the local, state, and national skill competitions. In the state skill competition programs, local students compete against students from other technical centers in their trade/skill area. Winners (gold medalists) of the state competition may compete at the national SkillsUSA conference.

NATIONAL TECHNICAL HONOR SOCIETY

The National Technical Honor Society (NTHS) is an internationally recognized and proven program with thousands of member schools and colleges nationwide. The purpose of NTHS is:

- to recognize and honor excellence in career and technical education
- to encourage students to reach for higher levels of achievement and develop self-esteem and pride
- to promote critical work-place values, such as skill development, honesty, responsibility, service, scholarship, citizenship, and leadership
- to provide greater career opportunities for the NTHS membership.

National Technical Honor Society (NTHS) membership requirements are as follows:

- A current junior, or senior
- Strict adherence to SCRTC Attendance Policy. Ten absences during the first semester, for any reason, disqualifies a student from NTHS.
- A grade of B+ / 88 or higher in the CTE program AND a B / 85 cumulative grade average at the sending school
- Ability to follow instructions, be safety conscious, work well with others, be dependable, trustworthy, responsible, honest, take pride in their work, exhibit good citizenship, and participate in community service
- Three letters of recommendation - one from a sending school administrator (principal, vice principal, or guidance counselor), one from the CTE instructor, and one personal reference
- Personal interview and presentation of career portfolio

STUDENT OF THE YEAR

Process for SCRTC Student of the Year - One senior student from SCRTC will be selected for SCRTC Student of the Year. This student and her/his parents will be invited to the State Student of the Year Luncheon for a ceremony and presentation. We are looking for a student who represents the best ideals of Career & Technical Education, not necessarily the highest GPA. The Student of the Year is awarded a $1000 scholarship. We have many wonderful students, and we hope to honor one as a representative who exemplifies Career & Technical Education at our school.

Timeline (Strictly Enforced)

Second Week of March	*All applications received at the SCRTC Main Office*
End of March	*Announcement of winner*
Early April	*Nomination form submitted to MACTE*

Student of the Year Criteria

1. Must be a current SCRTC senior student in good standing
2. Completeness of the application form (see rubric)
3. Response to prompt (below)
4. Instructor's observations
5. All materials must be received by the timeline listed above
6. The SCRTC Student of the Year will be invited to attend the ceremony at the State Student of the Year Luncheon. The student's parents and instructor will also be invited to the ceremony.

General Prompt

How has your experience at SCRTC helped you to prepare for your career and life after high school?

Specific Questions

1. Identify your plans for your career.
2. What is the current status of your plans to attend a post-secondary/ career related education program or to enter the work force?
3. Detail your experiences helping others during high school.
4. What activities have you been involved with at your home school? Have you held any leadership positions there?
5. What activities have you been involved with in your community? How do you plan to be involved with your community in the future?

To the student: You can answer these questions in any form. You can submit a portfolio, create a video, write an essay, or make a slide show. You can choose another format. Feel free to get creative. When answering the questions, give examples and provide evidence. For example, if you have been involved in sports, tell us about a great game you played and show us your varsity letter. If you are involved in a community organization, tell us about your role in the group and show us samples of what you do.

Rubric for SCRTC's Student of the Year

Score	4	3	2	1
SCRTC Experience	Took full advantage of every opportunity at SCRTC	Participated fully in their CTE program	Did the required work	Only showed up for class
Career Pathway	Clear, well-articulated plan for pursuing a career in a CTE field	Plans for career are evident. May or may not be CTE related	Vague plans for career	No plans for career
Helping Others	Well evidenced list of volunteer/ helping activities	Some experiences helping others	Minimal list of assistance to others	No experience with helping others
Post-Secondary Education Plans	Evidenced acceptance at the student's choice of programs	Acceptance pending at the student's choice of programs	Application made to student's choice of program	No application to a post-secondary program
Sending School Activities	Well evidenced, broad range of activities at sending school, including leadership	Evidence of participation, limited activities	Little evidence of sending school activities	No participation in sending school activities
Community Activities	Evidence of significant achievement and leadership outside of school	Evidence of participation outside of school	Some participation in activities outside of school	No activities outside of school

TEXTBOOKS

Textbooks and other classroom materials issued must be returned in good condition. Items lost, damaged, or destroyed must be paid for prior to grades being released at the end of each semester.

UNIFORMS - EQUIPMENT - TOOLS

Some of the programs at SCRTC require students to wear special uniforms or clothing and use equipment that will enable them to work and learn. In addition, some of the programs issue tools. All items issued must be returned in good condition. Items lost, damaged, or destroyed must be paid for prior to grades being released at the end of the semester.

VEHICLES/STUDENT DRIVERS

Transportation to and from SCRTC is provided. No student will drive a vehicle to SCRTC without permission. Official permission may be obtained by students with good reason to drive to the Center on a specific date. Permission forms may be obtained in the office and must be signed in advance by the Director, parent or guardian, and a sending school official. Any student authorized to drive their own vehicle that is found to be providing other students rides to or from the Center will lose future privileges. Riders who violate this policy may be subject to detention or suspension.

APPENDIX OF SCHOOL POLICIES

Student Cell Phone and Electronic Device Use Policy 15
Harassment Policy 16
Non-Sexist Language Policy.....16
Hazing Policy..... 17
Allegation of Physical and/or Sexual Abuse Policy 17
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CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES IN SCHOOLS

NEPN/NSBA Code: JICJ

This policy intends to support a focused learning environment, minimize distractions, and promote student social and emotional well-being by setting the expectations regarding the use of students' personal cell phones, smart watches, and other personal electronic devices (PEDs) during the school day.

This policy applies to all students' personal electronic devices with Internet or cellular network connectivity capabilities, wearable or handheld.

BELL TO BELL PROHIBITION

All students, from Pre-K through Grade 12, are prohibited from using cell phones and other personal electronic devices with Internet or cellular network connectivity capabilities for the duration of the entire school day, from start to dismissal, except as otherwise permitted in this policy.

Students are not permitted to carry/wear or access personal cell phones, smart watches, or other PEDs during the school day.

- Prior to the starting bell, cell phones and other PEDs must be powered off, remain off, and be stored as determined by the building administrator.
- Exceptions to the prohibition on use may be granted for monitoring or management of a health condition in accordance with a health care provider's order as incorporated into the student's individual health plan (IHP) (e.g., glucose monitoring); implementation of a student's IEP; a documented Section 504 accommodation for an individual student (e.g., use of assistive technology); in language support services for emergent English language learners when no other translation option is reasonably available; or in an emergency as authorized by the building administrator in accordance with the school unit's health and safety and emergency management plan.

At all grade levels, violations of this policy may result in:

A. **First offense**– Student's electronic device is confiscated and turned into the office. The student earns a teacher detention.
B. **Second offense**– The student's electronic device is confiscated and turned in to the office. The student earns a one-hour detention after school. The phone is returned to the student at the end of the day, and after a phone call to parents/guardians.
C. **Third offense**–The student's electronic device is confiscated and turned into the office. The student is issued an extended detention after school, and the office retains the electronic device for five (5) school days or until his/her parent/guardian picks up the device. If the parent/guardian picks the device up before the five (5) days, loss of privileges.
D. **Fourth offense**–The student's electronic device is confiscated and turned in to the office. A parent meeting with the student and administration, 30-day loss of privileges if caught with the device and sent home for the remainder of the school day, and one (1) day suspension.
E. **Fifth Offense**–The student's electronic device is confiscated and turned in to the office. Same as previous offense, with the suspension increasing by two days for each additional offense.

In the event of a school emergency, the school/district will communicate with parents as promptly as possible in accordance with the school unit's Health and Safety and Emergency Management Plan.

The school unit will not be responsible for loss, theft, or damage to students' personally owned cell phones, smart watches, or other PEDs brought into schools or onto school property, including school buses, parking lots, athletic fields, and/or any other school facilities.

The administration will be responsible for developing and implementing procedures to implement/enforce this policy. Students and parents will be provided notice of this policy through student handbooks and/or other means of communication before the beginning of the school year.

Legal Reference: 20-A MRSA § 1001(23)

Cross Reference: GBCC–Employee Use of Cell Phones
IJNDB–Student Computer and Internet Use and Internet Safety JIC–Student Code of Conduct
JIH–Questioning and Searches of Students

HARASSMENT

The board recognizes the right of each employee and student to a working and learning atmosphere, which is free of intimidation, hostility, and offensiveness. In order to ensure such an atmosphere, employees and students are not to engage in harassment of any other person. Acts of harassment based upon race, color, sex, religion, age, national discrimination under state and federal laws.

Examples of prohibited harassment:

A. Unwelcome sexual advances, gestures, comments or contact;
B. Threats;
C. Offensive jokes;
D. Ridicule, slurs, derogatory action or remarks; and
E. Basing employment or academic decisions or practices on submission to harassment.

Employees and students should also be advised of the importance of informing the harasser that their behavior is unwelcome, offensive, in poor taste, or highly inappropriate. Employees who believe that they are victims of harassment should report such occurrences to the Affirmative Action Coordinator, immediate supervisor, or superintendent of schools. Students who believe that they are victims of harassment should report such occurrences to an instructor, counselor or administrator. The person who has allegedly been harassed shall be advised of the various options available to the person: Maine Human Rights Commission complaint, Title IX civil action, or formal request for discipline by the superintendent and/or board.

A substantiated charge against a staff member will subject them to disciplinary action, which may include dismissal.
A substantiated charge against a student will subject them to disciplinary action, which may include suspension or expulsion.
Appropriate information regarding harassment and recourse shall be posted in a prominent and accessible location in each workplace in the unit. Education and training shall take place as required by law for each new employee.

Legal Reference: TITLE IX OF 1972 EDUCATIONAL AMENDMENTS ACT / TITLE VII OF 1964 CIVIL RIGHTS ACT
GUIDELINES OF EQUAL EMPLOYMENT OPPORTUNITY COMMITTEE
PL 1991, CHAP. 474 (5 MRSA SEC. 4613.2; 26 MRSA SEC. 806, 807) **Code: ACAA**

NON-SEXIST LANGUAGE

The School board directs that all staff members be especially alert to and avoid the use of sexist or other discriminatory language in all communications, both oral and written.

Code: ACA Cross Reference: AC – Nondiscrimination/Equal Opportunity

HAZING POLICY

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

It is the policy of the board that injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process, and shall be prohibited at all times (any time of day, any day of week, and week of the year).

“Harassing behavior” includes acts of intimidation and any other conduct that recklessly or intentionally endangers the mental or physical health of a student or staff member.

“Act of intimidation”: includes extortion, menacing, direct or indirect threats of violence, and incidents of violence, bullying, statements or taunting of a malicious and/or derogatory nature that recklessly or intentionally endanger the mental or physical health or another person, and property damage or theft.

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

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

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

In the case of an organization affiliated with this school unit that authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

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

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

This right to appeal does not apply to student suspensions of 10 days or less or to matters submitted to grievance procedures under applicable collective bargaining agreements.

A copy of this policy shall be included in all school, parent, and employee handbooks or otherwise distributed to all school employees and students.

Calais School Committee
Adoption: August 28, 2002

Code: JICFA, ACAD;JICI Weapons in the Schools
Cross Reference – ACH Harassment and Violence

ALLEGATION OF PHYSICAL AND/OR SEXUAL ABUSE

In the event that an allegation of harassment, physical and/or sexual abuse is made against an employee from any source, internal of external, the following steps will be taken.

A. Any employee learning of the allegation is to immediately advise their supervisor/director or the superintendent.
B. The superintendent is to immediately assess the situation, cause the appropriate report(s) to be made to the Department of Human services, and cause an internal investigation to be made.
C. If there is reasonable cause to believe the allegation, and the allegation would severely impair the unit’s reputation or endanger the health and welfare of students and/or fellow employees, the employee will be assigned immediately to another position not having contact with students, or be placed on administrative leave. In the event an employee is placed on administrative leave, the board shall be notified as soon as practicable.

D. The employee will not be returned to their primary position until the superintendent is satisfied that the allegation is false or the charges are dismissed. Every effort will be made to conclude the investigation within a reasonable time from the initial notification to the superintendent.
E. If the superintendent finds that the allegation is true, the appropriate disciplinary action will be initiated which may include but not necessarily be limited to dismissal.

Legal Reference: TITLE 22 MRSA SEC. 4001-4010-A (CHILD AND FAMILY SERVICES AND CHILD PROTECTION ACT)
P. L. 1991, CHAP. 474 (5 MRSA SEC. 4613.2; 26 MRSA SEC. 806, 807) Cross Reference: JLF – REPORTING CHILD ABUSE/CHILD PROTECTION

CALAIS SCHOOL COMMITTEE
NEPN/NSBA Code: ACAA-R

STUDENT DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE

This procedure has been adopted by the Calais School Committee 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 their concern promptly to the school principal. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the school principal.
B. School staff are 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 U.S. Department of Education, Office for Civil Rights/ED, 5 Post Office Square, Suite 900, Boston, MA 02109-3921 (telephone: 617-223-9622; TDD: 877- 521-2172; fax: 617-289-0150).

Complaint Handling and Investigation

A. The school principal shall promptly inform the Superintendent/designee and the person(s) 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/designee, 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 unless the Superintendent/designee chooses to investigate the complaint or designates another person to investigate it on their 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/designee should be submitted to the Chair of the School Committee, 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 principal shall keep a written record of the investigation process.
5. The school principal may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
6. The school principal shall consult with the Superintendent/designee 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 determines that discrimination or harassment occurred, he/she shall, in consultation with the Superintendent/designee
   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/designee within 14 calendar days after receiving notice of the resolution. The Superintendent/designee shall review the investigation report and may conduct further investigation if deemed appropriate. The Superintendent/designee's decision shall be final

F. If the student's parents/legal guardians are dissatisfied with the decision of the Superintendent/designee, an appeal may be submitted in writing within 14 calendar days after receiving notice of the decision. The School Committee will consider the appeal in executive session, to the extent permitted by law, at its next regular meeting or a special meeting. The Superintendent/designee shall submit the investigation report and any other witnesses or documents that he/she believes will be helpful to the School Committee.

The student, their parents/legal guardians and their 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 School Committee's decision shall be final.

Legal Reference:

Section 504 of the Vocational Rehabilitation Act (34 CPR § 104.7)
Title IX of the Education Amendments of 1972 (20 USC § 1681 et seq.)
Title VI of the Civil Rights Act of 1964 (PL 88-352) 20 USC § 1232g;
34 CPR Part 99
5 MR.SA §§ 4571; 4602; 4681 et seq.
20-A MR.SA §§ 6001 et seq.

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action ACAA - Harassment and Sexual Harassment of Students

Adopted: January 21, 2014

CODE: ACB-R2

HARASSMENT AND VIOLENCE

I. GENERAL STATEMENT OF POLICY

It is the policy of the Calais School Department to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School Department prohibits any form of harassment, which includes, but is not limited to religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, instructor, administrator or other school personnel of the School Department to harass a pupil, instructor, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes: school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the School Department.)

It shall be a violation of this policy for any pupil, instructor, administrator or other school personnel of the School Department to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, instructor, administrator or other school personnel.

The School Department will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, instructor, administrator or other school personnel who is found to have violated this policy.

II. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment Definition: Sexual harassment consist of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or obtaining an education; or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment may include, but is not limited to:

- unwelcome verbal harassment or abuse;
- unwelcome pressure for sexual activity;
- unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by instructors, administrators or other school personnel to avoid physical harm to persons or property.
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual employment of educational status;
- unwelcome sexual behavior or words, including demands for sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment definition: Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment
- has the purpose of effect of substantially or unreasonable interfering with an individual's work or academic performance; or otherwise adversely affects an individual's employment or academic opportunities.

C. Sexual Violence definition: Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts.
Sexual violence may include, but is not limited to:

- touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another, or
- threatening to force or coerce sexual acts, including the touching of intimate parts, or intercourse, on another.

D. Racial Violence definition: Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

E. Religious Violence definition: Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

F. Assault definition: Assault is:

- an act done with intent to cause fear in another of immediate bodily harm or death;
- the intentional infliction of, or attempt to inflict bodily harm upon another; or
- the threat to do bodily harm to another with present ability to carry out the threat.

STUDENT TO STUDENT HARASSMENT

Harassment of students will not be tolerated in the Calais Schools. His policy is in effect while students are on school grounds, while on school-operated buses, and while attending or engaged in school-sponsored activities (home or away).

Harassment prohibited by the Calais School Department includes harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure that may result in discipline, up to and including, suspension and expulsion.

Harassment as set forth above may include, but not limited to the following: Verbal, physical or written harassment, abuses or threats. The school will promptly and reasonably investigate allegations of harassment. The director will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to discipline, up to and including, suspension and expulsion. A student who makes false reports will also face disciplinary action.

It shall be the responsibility of the superintendent, in conjunction with the director, to develop administrative rules regarding this policy. The superintendent shall be responsible for organizing training programs for students and employees. The training shall include how to recognize harassment and what to do in case a student is harassed.

CODE: JICK
Cross Reference: ACH

WEAPONS, VIOLENCE, AND SCHOOL SAFETY

The School Committee believes that students and staff are entitled to learn and work in a school environment free of violence, threats, and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Committee policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws. School staff is required to immediately report incidents of prohibited conduct by students to the building administrator/designee for investigation and appropriate action.

Prohibited Conduct

Students are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline, or general welfare of the school:

A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, crossbows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars, & nunchucks
B. Use of 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 of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g. matches, lighters), files, tools of any sort, and replicas of weapons (including toys)
C. Violent or threatening behavior including but not limited to fighting, assault and/or battery, taking hostages, and threats to commit violence against persons or property (e.g. verbal or written death threats, threats of bodily harm, bomb threats)
D. Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program
E. Willful and malicious damage to school or personal property
F. Stealing or attempting to steal school or personal property
G. Lewd, indecent, or obscene acts or expressions of any kind
H. Violations of the school unit's drug/alcohol and tobacco policies
I. Violations of state or federal laws
J. Any other conduct that may be harmful to persons or property.

Disciplinary Action

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA § 1001 (9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA § 1001 (9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing, and trafficking of scheduled drugs.

Students who are found to have brought a firearm to school (as defined by federal law), shall be expelled for a period of not less than one year, unless this requirement is modified by the Superintendent on a case-by-case basis. All firearms violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent. Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Committee policy (JKF).

The Committee authorizes the Superintendent to request an immediate psychological evaluation of a student who violates this policy when, in their opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school. The Superintendent is also authorized to request psychological evaluations of students who have been identified as posing a substantial risk of violent behavior. All such evaluations shall be performed at the school unit's expense. If the parents/guardians and/or student refuse to permit a requested psychological evaluation, the Superintendent and the Committee may draw any reasonable inferences from the student's behavior concerning the risk the student poses to school safety for purposes of determining appropriate action.

Legal References: 20 USCA § 8921 (Gun-Free Schools Act of 1994) 5 MRSA § 4681 et seq.
17-A MRSA §§ 2(9); 2(12-A) 10-A MRSA §§ 1001(9); 1001(9-A); 6552

Cross References: ACAA - Harassment and Sexual Harassment of Students; ADC - Tobacco Use and Possession
EBCA - Crisis Response Plan; JICH - Drug and Alcohol Use by Students
JK - Student Discipline JKD - Suspension of Students
JKE - Expulsion of Students JKF - Suspension/Expulsion of Students with Disabilities
JIH - Questioning and Searches of Students KLG - Relations with Law Enforcement Authorities

BOMB THREATS

The Board recognized that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false. Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

A. Conduct Prohibited – No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a "look-alike" bomb on school premises will be considered a threat for the purpose of this policy. It is also a violation of Board policy to communicate by any means, that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools. For the purpose of this policy, "toxic or hazardous substance or material" means any material or substance, including biomedical materials or organisms, that when placed as threatened, could be harmful to humans.

B. Definitions
   1. A "bomb" means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, "Molotov cocktail" or other destructive device.
   2. A "look-alike bomb" means any apparatus or object that conveys the appearance of a bomb or other destructive device.
   3. A "bomb threat" is the communication, by any means, whether verbal or non-verbal, direct or indirect, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
   4. "School premises" means any school property/ location where any school activities may take place

C. Development of Bomb Threat Procedures – The Superintendent/designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the school unit's Crisis Response Plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:
   1. Threat assessment (for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety)
   2. Building evacuation and re-entry (including selection of potential alternative sites for those who are evacuated)
   3. Incident "command and control" (who is in charge and when)
   4. Communications contacts and mandatory bomb threat reporting
   5. Parent notification process
   6. Training for staff members
   7. Support service for students and staff

   The initial bomb threat procedure will be subject to approval by the Board. The Superintendent/designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the Board's required annual approval of the school unit's Crisis Response Plan, or following implementation of the procedure in response to a specific threat.

D. Reporting of Bomb Threats – A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, the School Resource Officer, of other employees in a position of authority.
   - An employee of the school unit who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with the school unit's bomb threat procedure, as developed under Section C, and inform the Superintendent of the threat.
   - All bomb threats shall be reported immediately to local law enforcement authority, as provided in the bomb threat procedures.
   - The Superintendent shall be responsible for reporting any bomb threat to the Dept. of Education within two business days of the incident. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

E. Student Disciplinary Consequences – Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from the penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school. The administration may suspend and/or recommend

for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-AMRSA, subsection 1001, and will be grounds for expulsion if found necessary for the peace and usefulness of the school. In addition, a student who is found after hearing by the Board to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-AMRSA, subsection 1001(9-A) and Policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances. A student who has been identified through the IEP process as having a disability and whose conduct in violation of this policy is related to the disability shall be disciplined as provided in Policy JKF.

F. Aiding Other Students in Making Bomb Threats – A student, who knowingly encourages, causes, aids, or assists another student in making or communicating a bomb threat shall be subject to the to the disciplinary consequences described in Section E of this policy.

G. Failure to Report a Bomb Threat – A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

H. Staff Disciplinary Consequences – A school system employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements and Board policies. A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on school premises will be subject to discipline up to and including termination of employment.

I. Civil Liability – The school unit reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

J. Lost Instructional Time – Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate (or practicable) opportunity, as determined by the Board. Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

K. Notification Through Student Handbook – All student handbooks shall address the school unit's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb threats violate Board policy and civil and criminal law.