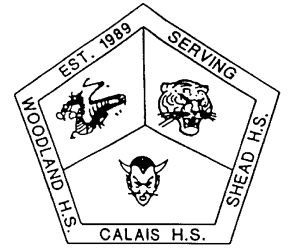


# St. Croix Regional Technical Center PARENT/STUDENT HANDBOOK



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 to their parent/guardian, so that both the student and parent/guardian can go over the handbook together.

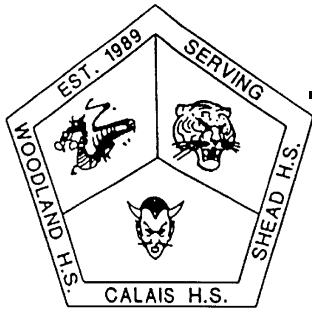
Upon completion, we ask that both the student and parent/guardian sign the receipt form, the computer/Internet use acknowledgement form, and the media permission slip attached to the front of the handbook. The student must then bring the forms back to the school and turn them in to their instructor.

If you have any questions or concerns, please feel free to contact me at 454-2581.

Sincerely,

**Bob Moholland**

Bob Moholland  
Director



# ST. CROIX REGIONAL TECHNICAL CENTER

Robert Moholland  
Director

34 Blue Devil Hill  
Suite 1  
Calais, ME 04619  
Phone: (207) 454-2581  
Fax: (207) 454-2597  
E-mail: [stcroixtech@yahoo.com](mailto:stcroixtech@yahoo.com)

## MEDIA PERMISSION SLIP PHOTOGRAPH AND/OR SOUND RELEASE

Throughout the school year, photos, videos, and other visual and/or auditory media are made of SCRTC students during various school activities and events. These may appear in newspaper articles or media publications, used on the school's website, brochure, or other school publication or presentation.

Please check the appropriate box below regarding the use of such media with regard to your son/daughter:

YES, I grant my permission for SCRTC to use photos, videos, or other media of my son/daughter on various school publications, in newspaper articles, etc.

NO, please do not take or use any photos, videos, or other media that include my son/daughter. I understand that this may prohibit them from participating in some school activities.

Student's Name \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

PLEASE PRINT

Parent/Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

**RECEIPT**

I have received and read the St. Croix Regional Technical Center's Parent/Student Handbook. I understand that it is my responsibility to be familiar with the policies and procedures set forth in the handbook.

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STUDENT

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PARENT/GUARDIAN

**St. Croix Regional Technical Center  
Student Computer/Internet Use  
Acknowledgement Form**

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

**To the Student:**

I have read, **and agree to comply with** the St. Croix Regional Technical Center's Student Computer/Internet Use Policy and Rules.

**Signature of Student**

**Date**

|  |  |
|--|--|
|  |  |
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**To the Parent/Guardian:**

I have read the St. Croix Regional Technical Center's Student Computer/Internet Use Policy and Rules, and understand that my son/daughter's use of school computers is subject to compliance with these rules.

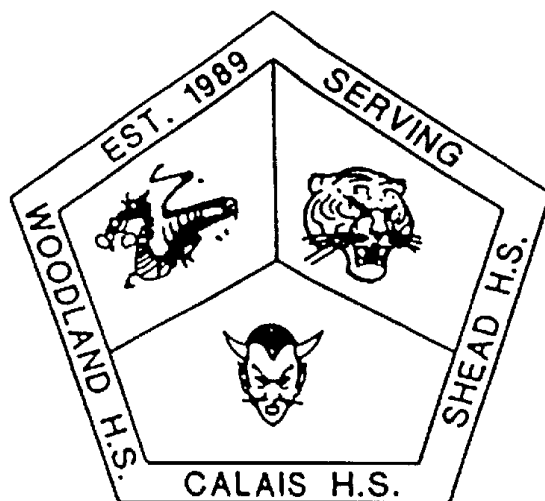
**Signature of Parent/Guardian**

**Date**

|  |  |
|--|--|
|  |  |
|--|--|

# ST. CROIX REGIONAL TECHNICAL CENTER

## PARENT/STUDENT HANDBOOK



**WWW.STCROIXTECH.ORG**

[stcroixtech@yahoo.com](mailto:stcroixtech@yahoo.com)

Phone: 454-2581

Fax: 454-2597

UPDATED 6-25-10

## **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.

Bob Moholland, Director  
St. Croix Regional Technical Center

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## **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 professional 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.

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## 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 in grades 10, 11 and 12 from Calais, Shead, and Woodland High Schools.

### SCHOOL NON-DISCRIMINATION POLICY

It is the policy of the Calais School System and the St. Croix Regional Technical Center in particular to insure affirmative action and equality of education and employment opportunities to all students regardless of race, sex, color, national origin, marital status, religion, age, or disabilities in accordance with all federal and state legislation relative to discrimination.

Conduct that is harassing to other students will not be permitted. A student who believes he/she has been or is being subjected to harassing acts or conduct should bring such acts or conduct to the prompt attention of the Center Director. If you as a student feel that you have been subjected to any discriminating act(s) relating to race, sex, color, national origin, marital status, religion, age or any handicapping condition, you should contact James Randall, Affirmative Action Officer for School Union #106, either in person at the Calais High School or by telephoning 454-2591.

### DAILY SCHEDULE

| <i><b>BLUE DAY (PERIODS 1-4)</b></i> |                      | <i><b>WHITE DAY (PERIODS 1-4)</b></i> |                      |
|--------------------------------------|----------------------|---------------------------------------|----------------------|
| <b>ENTRANCE BELL</b>                 | <b>7:30</b>          | <b>ENTRANCE BELL</b>                  | <b>7:30</b>          |
| WARNING BELL                         | 7:35                 | WARNING BELL                          | 7:35                 |
| <b>PERIOD 1</b>                      | <b>7:40 - 9:00</b>   | <b>PERIOD 1</b>                       | <b>7:40 - 9:00</b>   |
| <b>BREAK</b>                         | <b>9:00 – 9:10</b>   | <b>BREAK</b>                          | <b>9:00 - 9:10</b>   |
| WARNING BELL                         | 9:07                 | WARNING BELL                          | 9:07                 |
| <b>PERIOD 2</b>                      | <b>9:10 – 10:35</b>  | <b>PERIOD 2</b>                       | <b>9:10 - 10:35</b>  |
| <b>LUNCH</b>                         | <b>10:40 - 11:05</b> | <b>LUNCH</b>                          | <b>10:40 - 11:05</b> |
| <b>PERIOD 3</b>                      | <b>11:10 – 12:25</b> | <b>PERIOD 3</b>                       | <b>11:10 – 12:25</b> |
| <b>PERIOD 4</b>                      | <b>12:30 - 1:45</b>  | <b>PERIOD 4</b>                       | <b>12:30 - 1:45</b>  |
| <b>DETENTION BEGINS</b>              | <b>2:00</b>          | <b>DETENTION BEGINS</b>               | <b>2:00</b>          |
| <b>DETENTION ENDS</b>                | <b>3:00</b>          | <b>DETENTION ENDS</b>                 | <b>3:00</b>          |

## **PROGRAMS & STAFF**

|                              |                   |
|------------------------------|-------------------|
| Director                     | Bob Moholland     |
| Student Services Coordinator | Bob McShane       |
| Administrative Assistant     | Karyn Demmons     |
| Auto Mechanics               | Don Barnes        |
| Building Trades              | Stanley Sluzenski |
| Certified Nursing Assistant  | Ann Skriletz      |
| Computer Electronics         | Jon Bragdon       |
| Culinary Arts                | Weibley Dean      |
| Early Childhood Education    | Julee Hallowell   |
| Commercial Truck Driving     | Bob Moholland     |
| Welding                      | Dick McPhee       |

## **INSURANCE**

Before using tools and equipment, all students are required to present evidence of medical insurance signed by their parents or guardians. School accident insurance may be purchased at the beginning of the school year in the office of the sending school or at the Technical Center.

## **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.

## **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.

## **BOOKS**

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.

## **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.

## **SAFETY**

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.

## **STUDENT DRIVERS**

Transportation to and from the Center is provided. No student will drive a vehicle to SCRTC without permission.

Official permission may be obtained by students with good reason to (1) drive to the Center on a specific date; and (2) drive to the Center on a daily basis. Permission forms may be obtained in the main office at the Center. Permission forms must be signed in advance by the instructor, parent or guardian, and a sending school official.

Any student authorized to drive his/her 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.

## **RADIOS, CD PLAYERS, ETC.**

Radios, tape recorders, walkmans, CD players, MP3 players, and Ipods are not to be used in the building during the school day unless for class purposes. If brought to school, these items are to be left in the office.

## **TELEPHONE**

Telephones are located in all rooms, and may be used with the permission of the instructor. The use of cell phones is not allowed during class time. Cell phones must be turned off prior to the start of class. Non-emergency telephone messages to students will be delivered during class break or prior to dismissal.

## **FIRE DRILL & 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.

## **SMOKING**

Tobacco use in any form is 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)

## **NO SCHOOL 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 local radio stations. 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.

## **DISCIPLINE POLICY**

### **CONDUCT WITHIN THE CLASSROOM**

The classroom instructor will deal with general misbehavior within the classroom. The instructor should 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. At the discretion of the administration, Saturday Work School may also be assigned.
- 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. This also applies to any student who fails to report for or must be removed from Saturday Work School.

#### **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

## 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.

### **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 or Saturday Work School

**4th offense** - Two days in-school suspension or Saturday Work School

**5th offense** - Two days out-of-school suspension and possible School Board hearing.

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

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.

### **Serious Discipline Offenses**

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 Saturday Work School, 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 or Saturday Work School

**3rd Offense** - Two day in-school suspension or Saturday Work School

**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 or Saturday Work School

**2nd Offense** - Two days in-school suspension or Saturday Work School

**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.

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.

### **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, including detentions, in-school suspension and Saturday Work School.

## **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 or images that a reasonable person would consider sexually indecent or harassing.
2. All clothing will be free of language or 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 of school property.
4. Tank top straps are required to be one (1) inch wide. If they are less, a shirt will be required underneath.
5. Clothing may not be revealing (for example: tops that reveal the midriff or cleavage, clothing that exposes underwear or private body parts, and skirts and any shorts worn that are less than mid-thigh length).
6. Hats, hoods, visors, and bandanas in any form may not be worn in the school building, other than the hats or headgear required by an SCRTC program.
7. Heelys and other shoes with wheels/roller-type devices are prohibited in the school building.

Instructors may require special clothing for health and safety reasons for students participating in SCRTC programs. Students must follow the specific dress code or uniform requirement for each individual program offered at SCRTC.

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

## **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.

Any student involved in a food fight or any other act, which incites a riot, will be suspended from school for 10 days and from all school-sponsored events/activities for 30 days. This includes, but is not limited to athletic events, dances, and all graduation activities (including commencement). If necessary, penalties will carry over into the next school year. In addition to the preceding, a School Board hearing and additional disciplinary action may be taken if the action warrants.

## **DISMISSAL**

A student who continually refuses to conform to school policies and/or the authority of school personnel will be withdrawn from participation at the St. Croix Regional Technical Center.

## **GUESTS**

Students must obtain permission in advance from their instructor and the Center Director before bringing a guest to the Center. If the guest is to ride the bus, the sending principal must grant permission.

## **SIGN-IN/OUT**

Students entering school after classes have begun must sign in with the secretary at the Center. 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.

## **MAKE-UP WORK**

The instructor will assign make-up work. 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.**

## **ATTENDANCE**

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. Therefore, good attendance is essential for successful completion of all programs at the Technical Center, and has a direct bearing on your final grade.

Students will be allowed two excused absences per quarter (if they are absolutely necessary – we strongly encourage full attendance). If a student is in attendance at a school function, they will be excused and this will not be used against him/her (attendance will be checked on at their sending school). If the sending school is closed and SCRTC is open, students are encouraged to attend, but are not required (based on need, transportation will be provided from school to school).

If a student is absent more than two days during a marking quarter, a form will be sent home to parents and a meeting will be scheduled with the Director and Instructor. If the student missed school for an excusable absence, then the student will be allowed to make up the day at the discretion of the Instructor. Students who

are absent more than two days during a marking quarter will be required to make arrangements with their Instructor to make up the work within three days, or the student may be considered for removal from the program.

Attendance will be taken at each session and reported to the sending school by the SCRTC office. Three tardies will be considered an absence.

Upon returning to school after an absence, students must report to the SCRTC office with a note from their parent/guardian and fill out an absence slip. Students who have been absent due to meeting(s) with professionals need to provide the office with a note from that professional. This will entitle students the privilege of returning to class. Failure to do so could result in an “In-House Suspension” until a note is provided.

The student/parent has the right to appeal any part of this policy to a committee made up of the Principal of the sending school, the Director of SCRTC, and their Instructor.

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

### **EXCUSABLE ABSENCES**

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

- Appointments with health professionals that cannot be made outside the 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 certificate may be required at the discretion of the director.

### **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 student’s home school. Credits for work satisfactorily completed at SCRTC are awarded by the home school, and a corresponding letter grade may be assigned. SCRTC classes generally meet for a block of two hours and twenty-five minutes each day.

## **SAFETY PROTECTION**

**SAFETY EQUIPMENT:** Safety equipment is provided by the St. Croix Regional Technical Center. The proper safety equipment must be used at all time 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 Technical Center office will notify the student's parent(s)/guardian(s) of the safety violations and the one-day 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 one week. (Again, the Technical Center office will notify the student's parent(s)/guardian(s) of the four safety violations and of the one-week 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 for the remainder of the semester with loss of credits.

## 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 any job.

**SAFETY RULES:** 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.

### 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. (Please 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.

## **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 competitions program, local students compete against students from other technical centers in their trade/skill area. Winners of the state competition compete at the national level.

### **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
- to 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.

## **CERTIFIED NURSING ASSISTANT PROGRAM**

### **Admission Requirements:**

1. Must be at least 16 years old
2. Good physical and mental health
3. Absence of drug and/or alcohol abuse
4. Ability to read and write English
5. Ability to perform ninth grade level for reading and math skills
6. Good grooming and personal hygiene
7. Dependable, reliable work habits
8. School and workplace immunization compliance
  - a. Tetanus
  - b. Hepatitis B Series
  - c. Evidence of T. B. test or negative chest x-ray
  - d. Evidence of chicken pox or immunization
9. Ability to lift 25 pounds without problems
10. Two letters of recommendation from teachers
11. IEP conference if receiving special services
12. Interview with instructor
13. Participate in a tour of the CNA clinical lab facilities (Calais Regional Hospital and Atlantic Rehab Center)

### **Dismissal Criteria:**

Students may be dismissed from this program for the following reasons:

1. Failure to maintain an academic average above 70
2. Failure to comply with the attendance policy
3. Failure to meet course requirements
4. Any new physical or emotional problem that interferes with completion of course requirements
5. Any substance abuse will result in IMMEDIATE dismissal

6. Any form of abuse toward a patient will result in IMMEDIATE dismissal
7. Acts of aggression towards another person
8. Dishonesty (including cheating), theft or misuse of property
9. Failure to maintain confidentiality
10. Failure to maintain patient safety

When a student is given a warning, a conference will be set up and the student and faculty member will establish goals. If the student does not meet these goals, the student will be dismissed.

**Retention Requirements:**

1. Attitude must be positive
  - a) Students will have conference with instructor if there is a problem and will have the opportunity to resolve issues/concerns.
2. Attendance
  - a) Students are expected to attend all classes, labs and clinical days
  - b) Absences due to illness or other unavoidable reasons, students must call their instructor the morning of said class

**Failure to notify instructor on clinical days will result in a “0”**

  - c) Excessive unexcused absences (more than 8 days) are grounds for dismissal from the program

**A warning will be given and if no improvement, student will be dismissed**
3. Evaluations
  - a) Students must demonstrate academic and clinical progress
4. Safety
  - a) Must not jeopardize other students or patients

## STUDENT USE OF ELECTRONIC DEVICES

At SCRTC, we believe that students learn best in classrooms free of unnecessary disruptions and that the school climate must remain conducive to learning. **Devices that may interrupt the teacher and other students have no place in the classroom and are prohibited**, unless for legitimate educational purposes expressly permitted or directly assigned by the classroom teacher. Examples of such devices include, but are not limited to the following: *cell phones, digital cameras, CD players, laser pointers, digital messaging devices, and other electronic devices with similar capabilities.*

The following guidelines apply to possession and use of electronic devices:

- Electronic devices may not be used in any unethical or illegal manner,
- Electronic devices may not be used to harass, intimidate, or bully another person or to invade and violate another person's privacy or copyright;
- Camera devices may not be used to photograph another person in any locker room, restroom, or any other place where others have reasonable expectation of privacy

When it has been established that a student has failed to follow the above stated guidelines, the following disciplinary actions will be administered:

1. First offense: Student is warned and the electronic device is turned in to the office. It will be returned to the student, upon request, at the end of the school day. If the student refuses to turn in the electronic device, he/she will be sent to the office for the remainder of the period.
2. Second offense: Student's electronic device is confiscated and turned in to the office. The student earns a one-hour detention after school and the office retains the electronic device for five school days. If the student refuses to turn in the electronic device, he/she will be sent to the office for the remainder of the period and also earn a one-hour detention after school.
3. Third offense: Student's electronic device is confiscated and turned in to the office. The student earns a Friday school and the office retains the electronic device for 10 school days. If the student refuses to turn in the electronic device, he/she will be sent to the office for the remainder of the period and also earn a Friday school.
4. Fourth offense: The same as the third offense, except parents need to come in and have a face-to-face scheduled meeting with administration to create a plan. Each subsequent offense will be handled in the same manner as this offense.

## STUDENT COMPUTER AND INTERNET USE RULES

Each student is responsible for his/her actions and activities involving SCRTC computers, networks, and Internet services, and for his/her 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 or Student Services Coordinator.

- ***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 computer, 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 computer, 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 that are 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 his/her parents are responsible for compensating the St. Croix Regional Technical Center 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 his/her 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 his /her instructor or system administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to 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 his/her computer privileges limited, suspended or revoked.

- ***Parental Permission Required***

Students and their parent/guardian are required to sign and return the Student Computer/Internet Acknowledgment Form before being allowed to use SCRTC's computers.

## **APPENDIX**

- Hazing Policy
- Harassment Policy
- Allegation of Physical and/or Sexual Abuse Policy
- Sexual Harassment - Student Complaint Process
- Harassment and Violence Policy
- Reporting Procedures
- Student to Student Harassment Policy
- Non-Sexist Language Policy

## 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: include 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**

**Cross Reference – ACH Harassment and Violence  
JICI Weapons in the Schools**

## 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 his/her 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 him/her to disciplinary action, which may include dismissal.

A substantiated charge against a student will subject him/her 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**

## 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 or external, the following steps will be taken.

- A. Any employee learning of the allegation is to immediately advise his/her 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 his/her 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

**CODE: ACAA-R**

## **SEXUAL HARASSMENT-STUDENT COMPLAINT PROCESS**

In The event that a student wishes to submit a complaint of sexual harassment by an employee or another student of either gender, he/she may use the following internal grievance procedure, may report the grievance to the Maine Human Rights Commission (State House Station 51, Augusta, ME 04333, 624-6050) or pursue a Title IX civil action.

- A. The Superintendent or his/her designee shall appoint a complaint manager of each gender in every school. Thus, students shall have access to a complaint manager of the same sex during the school day and at other times as arranged by appointment. Students may also report an allegation of sexual harassment to any other adult employed in the school who shall inform a complaint manager of the allegation.
- B. Confidentiality, both of the complainant and of the accused, will be respected consistent with the school unit's legal obligations to investigate allegations and to discipline perpetrators when misconduct has occurred.
- C. Within 24 hours of receiving the student's complaint, the complaint manager shall notify the complaining student's parent(s)/guardian(s) and the director, who shall inform the superintendent. The parent(s)/guardian(s) shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview shall take place within 5 school days from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student's advocate.
- D. The complaint manager shall impress upon all persons present the confidential nature of the complaint process.
- E. Following the interview, the student will be asked to sign a written statement describing the alleged sexual harassment. Copies will be given to the student, the principal, the superintendent and one copy will be kept in the complaint manger's file.
- F. The complaint manager will keep the complainant and his/her parent(s)/guardian(s) informed about the progress of the investigation.
- G. If the complaint manager finds a substantiated charge of sexual harassment by another student, the offending student shall be subject to disciplinary action.
- H. If a substantiated charge of sexual harassment by an employee is found, the results of the investigation will be sent to the superintendent for consideration of appropriate disciplinary action.
- I. The complaint manager shall fully document the investigation of every complaint of sexual harassment even if inconclusive. Such documentation will include a summary of the allegations, a description of the investigation and any recommendations made by the complaint manager.

No reprisals or retaliation by students or employees resulting from the good faith reporting of charges of sexual harassment will be tolerated. If a student is not satisfied with the results of the investigation as performed according to this procedure, appeal may be made to the superintendent.

Calais School Committee  
First Reading: September 12, 2001  
Second Reading: October 10, 2001  
Adopted: October 10, 2001

**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:

- (i) 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
- (ii) 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
- (iii) 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:

- (i) unwelcome verbal harassment or abuse;
- (ii) unwelcome pressure for sexual activity;
- (iii) 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.
- (iv) Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual employment of educational status;

- (v) 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
- (vi) 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:

- (i) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment
- (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- (iii) 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:

- (i) touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- (ii) coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- (iii) coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another, or
- (iv) 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:

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

Cross Reference: JICR  
ACAD/JICFA - HAZING  
JICI – WEAPONS IN SCHOOLS

**CODE: ACH**

## REPORTING PROCEDURES

CODE: ACH-R

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, instructor, administrator or other school personnel of the School Department, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, instructor, administrator or other school personnel should report the alleged acts immediately to an appropriate School Department official designated by this policy. The School Department encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the Affirmative Action Officer, Civil Rights Team, Superintendent, Director or designee.

- A. In each school building the director or designee is the person responsible for receiving oral or written reports of religious, racial, or sexual harassment or violence at the building level. Any adult School Department personnel who receives a report of religious, racial or sexual harassment or violence shall inform the director, or designee, immediately.

Upon receipt of a report, the director must notify the School Department's Affirmative Action officer/Civil Rights Team immediately, without screening or investigating the report. The director may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practical by the director to the Affirmative Action Officer/Civil Rights Team. If the report was given verbally, the director shall personally reduce it to written form within 24 hours and forward it to the Affirmative Action Officer/Civil Rights Team. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the director. If the complaint involves the director, the complaint shall be made or filed directly with the Superintendent or the School Department's Affirmative Action Officer/Civil Rights Team by the reporting party or complainant.

- B. In the district the Affirmative Action Officer will be designated by the Superintendent to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves an Affirmative Action Officer, the complaint shall be filed directly with the Superintendent.
- C. The School Department shall conspicuously post the name of the Affirmative Action Officer including mailing address and telephone number. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- D. Use of formal reporting forms is not mandatory.
- E. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

## INVESTIGATION

By authority of the School Department, the Affirmative Action Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the School Department.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the School Department should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, the School Department may take immediate steps, at its discretion, to protect the complainant, pupils, instructors, administrators, or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

The investigation will be completed as soon as practical. The Affirmative Action Office/Civil Rights Team shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

#### SCHOOL DISTRICT ACTION

Upon receipt of a report, the School Department will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Washington and federal law and school district policies.

The result of the School Department's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy.

#### REPRISAL

The School Department will discipline or take appropriate action against any pupil, instructor, administrator or other school personnel who retaliates against any person who reports religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

#### RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Washington Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

#### HARASSMENT OR VIOLENCE AS ABUSE

Under certain circumstances, alleged harassment or violence may also be possible abuse under Maine law. If so, the duties of mandatory reporting under Maine State law may be applicable.

**HARASSMENT COMPLAINT FORM**

**DATA**

**Date:** \_\_\_\_\_ **Instructor** \_\_\_\_\_

**Time:** \_\_\_\_\_ **Place:** \_\_\_\_\_

**Harasser:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Harasee:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**COMPLAINT**

**A) Verbal Harassment**

- 1) Name calling (sexual, ethnic, gender, etc.) \_\_\_\_\_
- 2) Unwelcome slurs/jokes \_\_\_\_\_
- 3) Threatening \_\_\_\_\_
- 4) Other \_\_\_\_\_

**B) Written Harassment**

- 1) Written notes/e-mails \_\_\_\_\_
- 2) Explicit pictures/photos \_\_\_\_\_
- 3) Written threats \_\_\_\_\_
- 4) Other \_\_\_\_\_

**C) Physical Harassment**

- 1) Inappropriate touch/grab of person's body \_\_\_\_\_
- 2) Grabbing/pulling of clothes \_\_\_\_\_
- 3) Pushing/shoving. . . use of force \_\_\_\_\_
- 4) Physical assault \_\_\_\_\_
- 5) Abuse of personal property \_\_\_\_\_
- 6) Other \_\_\_\_\_

**WITNESSES**

**A.** \_\_\_\_\_

**B.** \_\_\_\_\_

**C.** \_\_\_\_\_

**D.** \_\_\_\_\_

**COMMENTS**

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**INVESTIGATION BY DIRECTOR**

(Student's \_\_\_\_\_ Offense)

**A. Data**

1) Time: \_\_\_\_\_

2) Date: \_\_\_\_\_

**B. Steps taken:**

1) Statements from following attached to this report:

- a) Harasser \_\_\_\_\_
- b) Victim \_\_\_\_\_
- c) Instructor \_\_\_\_\_
- d) Witnesses \_\_\_\_\_

**C. Conclusions:**

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**D. Actions taken:**

- 1) Warned \_\_\_\_\_
- 2) Detention \_\_\_\_\_
- 3) Saturday School \_\_\_\_\_
- 4) In-School Suspension \_\_\_\_\_
- 5) Out-of-School Suspension \_\_\_\_\_
- 6) Counseling \_\_\_\_\_
- 7) Other: \_\_\_\_\_

**E. Follow up Reports to:**

- 1) Parents \_\_\_\_\_
- 2) Instructors \_\_\_\_\_
- 3) Superintendent \_\_\_\_\_
- 4) Law Enforcement \_\_\_\_\_
- 5) Other: \_\_\_\_\_

Calais School Committee  
First Reading: September 12, 2001  
Second Reading: October 10, 2001  
Adopted: October 10, 2001

## **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

## **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