

E. NOTIFICATION TEAM/CONFIDENTIALITY

Maine law authorizes law enforcement officers and criminal justice agencies to share with a Director, information pertaining to a juvenile when the information is credible and indicates an imminent danger to the safety of students or staff on Region Two grounds or at a Region Two function. Maine law requires the District Attorney to notify the Director when a juvenile is charged with use or threatened use of force or is adjudicated as having committed one or more juvenile crimes that involve the use or threatened use of force.

Within ten (10) days or immediately if necessary for Region Two safety, the Director shall convene a notification team. The notification team must include the Director or administrator of the building where the student attends, at least one classroom instructor to whom the student is assigned, a guidance counselor, and the student's parent or guardian. The notification team shall determine on this basis of need which Region Two employees are entitled to receive information concerning allegations of adjudications of use or threatened use of force. Information received by the Director and disclosed to the notification team and/or disclosed to Region Two employees is confidential and may not become part of the student's educational record.

The Director shall ensure that confidentiality training is provided to all Region Two employees who have access to this information.

F. PSYCHOLOGICAL EVALUATION/RISK ASSESSMENT

The Cooperative Board authorizes the director to request an immediate psychological evaluation of a student who engages in conduct prohibited by this policy when, in his/her opinion, such an evaluation will assist in assessing the risk that the student poses to Region Two safety if the student were to remain in school.

The Director 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 Region Two's expense.

If the parent/guardian and/or student refuses to permit a requested psychological evaluation, the Director and the Cooperative Board may draw any reasonable inferences from the student's behavior concerning the risk that the student poses to Region Two safety for purposes of determining appropriate action.

Legal Reference: 5 MRSA § 4681 et seq.

15 MRSA §§ 3301-A; 3308(7)(E); 3009

17-A MRSA §§ 2(9); 2(12-A)

20 USCA § 7151 (Gun-Free Schools Act)

20-A MRSA §§ 1001(9); 1001(9-A); 1055(11); 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

First Reading: November 15, 2016

Second Reading and Adoption: December 20, 2016

BOMB THREATS

Code: EBCC

The Region Two Cooperative Board recognizes that bomb threats are a significant concern to Region Two. 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 Region Two Cooperative Board directs the Director 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 Region Two premises. Because of the potential for evacuation of Region Two and other disruption of school operations, placement of a bomb or of a “look-alike” bomb on Region Two premises will be considered a threat for the purpose of this policy.

It is also a violation of Cooperative Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on Region Two premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the school. 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, that a bomb has been, or will be, placed on Region Two premises, including possession or placement of a bomb or look-alike bomb on Region Two premises.
4. “Region Two premises” means any school property and any location where any school activities may take place.

C. Development of Bomb Threat Procedures

The Director/designee shall be responsible for developing and implementing procedures specific to bomb threats as part of Region Two’s Emergency Management 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; and
7. Support services for students and staff.

The initial bomb threat procedure will be subject to approval by the Cooperative Board. The Director/designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the Cooperative Board's required annual approval of Region Two's Emergency Management 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 Region Two premises must immediately report such information to the Director, instructor, or other employee in a position of authority.

An employee of Region Two who learns of a bomb threat shall immediately inform the Director/designee. The Director/designee shall immediately take appropriate steps to protect the safety of students and staff in accordance with Region Two's bomb threat procedure, as developed under Section C, and inform the Cooperative Board Chair of the threat.

All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures.

The Director shall be responsible for reporting any bomb threat to the Department 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 any 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 Region Two.

The Director/designee 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-A M.R.S.A. § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of Region Two.

In addition, a student who is found, after a hearing by the Cooperative Board, to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A. § 1001(9-A) and Policy JICIA, except that the Director may modify the requirement for expulsion based on individual circumstances.

A student who has been identified through the PET 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 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 Region Two building or on Region Two property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

H. Staff Disciplinary Consequences

A Region Two 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 Cooperative Board policies.

A Region Two 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

Region Two 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 opportunity, as determined by the Director within parameters set by the Cooperative 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 Region Two 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 Cooperative Board policy and civil and criminal law.

Legal References: 18 U.S.C. §§ 921; 8921
17-A M.R.S.A. § 210
20-A M.R.S.A. §§ 263; 1001(9); 1001(9-A); 1001(17); 1001(18)

Cross References: EBCA – Comprehensive Emergency Management Plan
JKD – Suspension of Students
JKE – Expulsion of Students
JKF – Suspension/Expulsion of Students with Disabilities
JICIA – Weapons, Violence and School Safety
Student Code of Conduct

First Reading: January 19, 2016

Second Reading and Adoption: March 15, 2016

STOPPING SEXUAL HARASSMENT

**State of Maine
Department of Education
23 State House Station
Augusta, ME 04333-0023**

This pamphlet was prepared by the State of Maine Department of Education in response to student questions about sexual harassment in the schools.

The Department of Education insures equal employment, equal educational opportunities, and affirmative action regardless of race, sex, color, national origin, religion, marital status, parental status, age, or disability.

The printing of this pamphlet was funded by Federal Carl Perkins monies under account code 013-05A-6266-08.

Region Two's Affirmative Action Officer is:

**Ammie London, Auto Collision Instructor
Telephone: 532-9541**

WHAT IS SEXUAL HARASSMENT

Sexual harassment is unwelcome and unwanted sexual behavior which interferes with your life. Sexual harassment can take many forms. It can be....

- Touching or grabbing
- Comments about your body
- Sexual remarks or suggestions
- Conversations that are too personal
- Pornographic pictures or stories
- Obscene gestures
- Offensive display of sex related objects
- Sexual jokes
- Looks, leers, or noises
- Pressure for dates or sexual favors

Sexual harassment often involves feelings of helplessness and it can be distressing when it happens to an adult and particularly frightening when a teenager is the victim.

Sexual harassment can happen between students or between student and teacher or other adult. Because of the special trust involved in the student/teacher relationship, it is not a relationship of equals. The teacher/administrator is in a position to pass or fail the student, to assign grades and to make decisions about the student's future. Engaging in sexual activity with a student is an abuse of power whether or not the student welcomes the advances. Sexual harassment is illegal in both the school and the workplace (Title IX, Title VII, Maine Human Rights Law).

SOME EXAMPLES OF SEXUAL HARASSMENT....

Susan

Susan's biology teacher stands so close to her in the lab that she can feel his breath in her ear. Occasionally he reaches his arms around her "to change the slide" as she looks into the microscope. This closeness makes Susan extremely uncomfortable and she has begun cutting lab classes to avoid him.

Bill

Bill's English teacher, Miss Martin, invites him after class to discuss his work. During these times she brings the conversation around to his personal life, asking about dates, girls, and sexual activity. She recently invited him to her apartment over the weekend to work on his paper. When he refused, he received a D on his next assignment. Bill has always received good grades in English.

Julie

Each day as Julie leaves the lunch room, she must pass by "the wall" where approximately 20 male students stand passing judgment on the other students. They call out comments about physical appearance, sexual activity, and sexual orientation. Today they asked her for a date because "she looked like she had the hots" and made loud kissing noises as she walked by.

John

Every time his regular bus driver is sick, John is tempted to skip school rather than face the remarks the substitute driver directs at him about his long hair and earring. The driver calls John “sweetie” and “fag” and tells him not to sit too close to him.

Miss Clark

Each day in home room a group of students loudly swap dirty jokes and stories. Several of the students are extremely uncomfortable. Miss Clark, the teacher, says that whatever the students do before the bell is their own business.

DIRECT EFFECTS

Direct effects of sexual harassment may include retaliation for not complying with sexual demands. Some examples of direct effects are:

- *A teacher may lower a student’s grade.
- *A teacher may give the student less help with his/her studies.
- *A peer may sabotage a school project.
- *A peer may spread rumors or ostracize a person from friends.

These direct effects evoke feelings of embarrassment, fear, anger, powerlessness, loss of self-confidence and cynicism about education and work. In turn these emotional responses often result in:

- *Reduced ability to perform school/work.
- *Excessive absenteeism.
- *Change of courses.
- *Dropping out.

INDIRECT EFFECTS

Students who feel betrayed, discredited, or compromised by peers or school staff are likely to become less trusting of people in general and less enthusiastic about pursuing their education. They often feel self doubt and may even blame themselves for bringing on the behavior but remember...

SEXUAL HARASSMENT IS NOT THE FAULT OF THE VICTIM

It is wrong and illegal and can be stopped. If you think you are being harassed you have the right to do something about it.

WHAT CAN YOU DO

Try to stop the behavior before it becomes a bigger problem.

If you are offended by sexual comments, jokes, or physical gestures:

- *tell the individual that you are offended and that you want the behavior stopped.

If you are too uncomfortable, shocked, or embarrassed to confront the individual in person:

- *write a letter to the individual stating that you are offended and that you want the behavior stopped; or
- *report the incident to the teacher or guidance counselor; or
- *contact your district affirmative action officer to report the incident.

If you are the victim of physical touches, strokes, embraces, pressure for dates, or other sexual advances:

*report the incident immediately to a teacher, guidance counselor, administrator, or affirmative action officer.

If you feel your grade is dependent upon submitting to sexual harassment:

*report the incident immediately to your district affirmative action officer.

If you have already submitted to demand for sexual favors:

*report the incident immediately to your district affirmative action officer.

If you have taken the above steps and the behavior has not stopped:

*call or write to report the behavior to the State of Maine Affirmative Action Officer, Maine Department of Education, 23 State House Station, Augusta, Maine 04333-0023 (207-624-6820).

*call or write to report the behavior to the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333-0051 (207-624-6290).

REMEMBER, You Can Stop Sexual Harassment.

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

File: ACAA

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

Harassment

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

Sexual Harassment

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

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

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

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

Cross Reference: ACAA-R – Student Discrimination and Harassment Complaint Procedure
AC – Nondiscrimination/Equal Opportunity and Affirmative Action
JICIA – Weapons, Violence and School Safety

First Reading: September 29, 2015

Second Reading and Adoption: November 24, 2015

STUDENT COMPUTER AND INTERNET USE

File: IJNDB

Region Two computers, network and Internet access are provided to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and staff. This policy and the accompanying rules also apply to laptops issued directly to students, whether they are used at school or off school premises.

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

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

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

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

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

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

Students and parents shall be informed of this policy and the accompanying rules through student handbooks, Region Two's website and/or other means selected by the Director.

Legal Reference: 47 USC § 254(h)(5) (Children's Internet Protection Act)

Cross Reference: EGAD – Copyright Compliance
IJNDB-R – Student Computer and Internet Use Rules

First Reading: March 15, 2016

Second Reading and Adoption: May 17, 2016

STUDENT INTERNET ACCESS AGREEMENT FORM

File: IJNDB-E

INTERNET ACCESS AGREEMENT - STUDENTS

Name: _____ School: _____

Home Address: _____

I accept responsibility to abide by the Cooperative Board of Region Two School of Applied Technology's "Student Computer and Internet Use Rules" policy and procedures as stated in this agreement. I understand the use of the Internet is a privilege, not a right, and I agree:

1. To use the Internet for appropriate education purposes and research;
2. To use the Internet only with the permission of designated school staff;
3. To be considerate of other users on the network and use appropriate language for school situations;
4. Not to intentionally degrade or disrupt Internet services or equipment. This includes, but is not limited to, tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws;
5. To immediately report any security problems or breeches of these responsibilities to the appropriate staff; and
6. Not to divulge personal information such as address and telephone numbers over the Internet.

I understand that I have no right to privacy when I access the Internet through Region Two School of Applied Technology, and I understand that staff may monitor my communications.

I also understand that if I violate this agreement I may lose network access and face disciplinary action.

Student Name: (please print) _____

Student Signature: _____ Date: _____

The Board of Region Two School of Applied Technology makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. Region Two will not be responsible for any damages the student user suffers. Use of any information obtained via the Internet is at the student's own risk. Region Two specifically denies any responsibility for the accuracy or quality of information or software obtained through its services.

First Reading: March 15, 2016

Second Reading and Adoption: May 17, 2016

PARENTAL INTERNET ACCESS AGREEMENT FORM

File: IJNDB-E

Release, Assumption of Risk, and Agreement to Indemnify and Hold Harmless:

In consideration of _____ (student) being permitted access to the Internet on Region Two School of Applied Technology computers, I/we agree to assume all risk of injury, harm, or damage to his/her person, whether physical or emotional, or property, including harm caused by the negligence of the Region Two School, its Cooperative Board, its employees and agents, arising out of his/her use of Region Two's Internet access. It is further agreed to release and to indemnify and hold harmless Region Two School from any and all liability, actions, damages, and claims of any nature whatsoever, including liability arising out of the negligence of Region Two School for injury, harm, or damage to his/her person or property that may arise out of his/her use of Region Two's Internet access.

Parent/Guardian Name(s): (please print) _____

Parent/Guardian Signature(s): _____

Date: _____

Internet Etiquette

Users of the Internet are expected to abide by the following generally accepted rules of Internet etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Do not reveal personal information such as addresses and telephone numbers.
4. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to, or in support of, illegal activities may be reported to the authorities.
5. Do not use the Internet in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the Internet to be private property.

First Reading: March 15, 2016

Second Reading and Adoption: May 17, 2016

ONE CALL NOW

I am a parent, legal guardian, or staff member of Region Two School of Applied Technology. In case of emergency/storm closings or special announcements I give permission for Region Two to use the following information to contact me via the automated One Call Now system.

PARENT NAME: _____

STUDENT NAME (Please print): _____

PHONE NUMBER(S): _____

PUBLICITY RELEASE FORM

By signing this paper I give permission to the authorities of the Region Two School of Applied Technology, of which my son/daughter is a student, to use photographs, videos, movies, website postings or any other communications media containing photographs, drawings or facsimile of my son/daughter, or the name of my son/daughter, for advertising the purpose of the school, and/or the program my son/daughter is enrolled in.

Date

Name of program enrolled in

Print student name

Parent/guardian signature

Student signature

TELECOMMUNICATION DEVICES

Region Two prohibits the use of all telecommunication devices, including cellular phones and pagers/beepers, at all of our schools and school-sponsored or school-related activities on or off school property, during the instructional school day. Students shall be allowed to possess such devices; however, such devices must not be visible and must remain turned off during the instructional school day.

Students who violate this directive shall be subject to a warning for a first offense and subject to suspension for additional offenses.

Parent Signature

Student Signature

Date

ADMINISTRATION OF MEDICATION TO STUDENTS

File: JLCD

The students' well-being is the main concern of Region Two, especially in a shop/lab environment.

Region Two DOES NOT have a school nurse or other personnel licensed to dispense medications. For that reason, we ask that students only take medications here at Region Two when prescribed by a physician.

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

1. **A required form signed by the Physician/Parent/Guardian must be on file in the Region Two office.** This required form can be obtained in either the Region Two Office or in the Houlton/Southern Aroostook High School Nurses' Office.

A doctor's form must be on file in the Region Two office. Even if the medication is not a prescription (Ibuprofen, Tylenol and other over-the-counter medications), a form from the physician indicating the dosage amount, the frequency of doses, and any other dosage instructions will need to be filed in the Region Two office.

AND

2. **The medication will need to be delivered to Region Two by a Parent/Guardian.** The medication also needs to be in the prescription bottle or original container. The Region Two office will need to be notified to make alternate arrangements. Under no circumstances should the medication be sent to Region Two with the student.
3. For all Region Two students attending the center in Houlton, medications will be stored and dispensed by the Houlton High School nurse. For all Region Two students attending the Forestry program at the Dyer Brook site, medications will be stored and dispensed by the Southern Aroostook High School nurse.

First Reading: November 15, 2016

Second Reading and Adoption: December 20, 2016

BUS RULES AND REGULATIONS

1. STUDENTS WILL NOT GET OUT OF THEIR SEATS WHILE BUS IS MOVING.
NO STUDENTS WILL BE DISCHARGED EXCEPT AT HOME OR SCHOOL!
2. THERE WILL BE NO TAMPERING WITH DOORS.
3. NO SMOKING, CHEWING TOBACCO, ALCOHOL, ETC.
4. NO WASTE OR LITTER TO BE THROWN IN BUS OR OUT OF BUS.
5. ALL STUDENTS WILL CONDUCT THEMSELVES WITHIN THE
STANDARDS OF GOOD ORDER AND DISCIPLINE.
6. THE CTE BUS DRIVER HAS THE AUTHORITY TO
ASSIGN SEATS.
7. STUDENTS VIOLATING THESE RULES WILL BE OPEN TO
SUSPENSION FROM THE CTE BUS AND/OR CLASS.
8. BY ORDER OF:

**REGION TWO
COOPERATIVE BOARD OF EDUCATION**

PARENTS/STUDENTS:

Please sign below indicating that you have read and understand the contents of this Student Handbook and return this portion to your Region Two instructor. Thank you.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____