STUDENT HANDBOOK

Region Two

Katahdin Cougars
RSU #89

Hodgdon Hawks
RSU #70

Southern Aroostook Warriors
RSU #50

Houlton Shiretowners
RSU #29

East Grand Vikings
RSU #84

School of Applied Technology

Region Two School of Applied Technology
5 Bird Street – P.O. Box 307 – Houlton, Maine 04730
Phone: 532-9541
Website: www.regiontwo.mainecte.org

REGION TWO

School of Applied Technology

Mr. David Keaton, Director

NON-DISCRIMINATORY STATEMENT

Region Two does not discriminate in its education and employment programs on the basis of religion, age, race, color, national origin, gender, sexual orientation, marital or parental status, or disability in its programs and activities and provides equal access to designated youth groups and complies with Title VI of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the American's with Disabilities Act (ADA) of 1990. Inquiries regarding Title VI, Title IX, 504, and ADA may be made to Ammie London, Affirmative Action Officer for Region Two, at 5 Bird Street, Houlton, ME 04730, or by phone at (207) 532-9541. You may also contact the U.S. Department of Education, Office for Civil Rights, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, or by phone at (617) 289-0111.

WELCOME

August 10, 2020

Dear Student:

On behalf of the staff, school administration, and all associated with Career and Technical Education, I would like to welcome you to Region Two School of Applied Technology. Region Two's first day will being on a colors day, Thursday, September 3, 2020. Please check with your Guidance office to see if your Region Two program is scheduled for a colors or white day.

During these uncertain times of the pandemic, Region Two's back-to-school plan requires all Region Two students to wear a face covering on all our buses and while in attendance at your Region Two program. We require all parents/students to self-check your Region Two students prior to attending their Region Two program for possible COVID symptoms. If in doubt, please err on the side of caution and seek medical professionals with next steps.

We encourage all students, except Houlton HS students, to self-transport yourself to the Region Two campus enabling us to reduce bus transport of students to Region Two.

Region Two's program schedule is a full day every other day schedule starting at **8:10 a.m.** and concluding at 12:15 p.m. each day for all students except Katahdin HS bus students who will depart initially at 11:45. This schedule enables CTE programs to plan and implement lessons/projects within an entire scope of a school day.

Region Two will not be hosting an Open House this school year due to our limited access to the public in our facility. We invite you and your family to contact your CTE Instructor, hear about your CTE program, and to discuss with your Instructor your program training goals for this school year. It is our hope your education career building will continue to grow as this school year progresses and at the end of this school year you will be able to reflect on your personal growth.

While attending your scheduled program seek additional opportunities the Center offers you, such as our National Technical Honor Society local chapter or our Skills USA student organization, and program skill challenges. The quicker you use your program skills and extend them into your career skills, the better candidate you will become for your future occupation.

Your success at Region Two is not limited to CTE knowledge; you must dedicate your personal mindset to be successful. Your Region Two success is also associated with good attendance, school cooperation/politeness, and the respect you give to the staff/students.

My job is to assist you and your instructor to provide the very best CTE instruction, and we are committed to doing just that. If you have questions or concerns please contact us.

Yours in education,

David Keaton

David Keaton, Director
Region Two School of Applied Technology

GENERAL INFORMATION

Region Two School of Applied Technology was established in 1973 to provide CTE education in the area served by five (5) high schools: East Grand, Hodgdon, Houlton, Katahdin, and Southern Aroostook Community School.

Region Two's CTE program is available to all high school students. The programs and facilities are part of the curriculum of each of these schools.

Course offerings will continue to be revised to meet changing enrollment and job needs of Region Two high school and adult CTE students.

Every reasonable effort is made by Region Two and/or your high school to provide round trip transportation from your high school to the site of the technical course you choose.

OBJECTIVES

The purpose of the Region Two CTE program shall be to provide programs of education and training in trade, industrial, technical, and service occupations to students in secondary schools; to provide and maintain facilities, sufficient staff and materials that will make it possible for enrolled students to attain entry level skills in the careers of their choice.

The world of work can be entered more easily if you have obtained essential career skills while in high school. Learning a skill can reinforce, or discourage, your interest in a particular field, and early determination could save you valuable time and money at a later date. Upon graduation from high school, the student with CTE training is better prepared to become a responsible, productive, contributing member of the community.

ATTENDANCE

File: JE

Region Two School of Applied Technology believes that one of the most important factors relating to success is attendance. The following policy was developed to help ensure that students realize the importance of their presence in their program on a daily basis. The "hands on" learning experiences that are such an essential part of every program are not replaceable. Therefore, it is of utmost importance that students have good attendance. In addition, learning to make good decisions and setting priorities are skills which will lead to successful experiences not only in school, but in future endeavors.

Students will be allowed two excused absences per marking period. If a student is in attendance at a school function, this is considered excused (attendance will be checked with their sending school). If the sending school is closed and Region Two is open, students are encouraged to attend, but are not required (based on need, transportation will be provided from school to school).

Documented Absences

The only legitimate documented absences are:

A. Appointments with health professionals that are out of town.
B. Bereavement
C. Emergency family situations, at the discretion of the Director.
D. Planned personal or education activities, which must be approved in advance by Region Two.
E. Observances of recognized religious holidays – when the observance is required during a regular school day.

If a student is absent more than two days during a marking trimester the Student Services Coordinator will contact a parent or guardian at the request of the instructor. If the student missed school for an excusable absence they 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 seven (7) days of returning to school. Student will receive a failing grade if arrangements have not been made. Attendance will be taken at each session and reported to the sending school by the Region Two office.

Tardies

1. Tardy students must report to the office before going to class.
2. Instructors must verify that tardy students reported to the office.
3. Students needing dismissal must have a parent or guardian call the office to excuse them. Notes will not be accepted.
4. Every third (3rd) tardy or dismissal in a trimester will result in an absence.

Legal Reference: Title 20A MRSA Sec. 5001-A

First Reading: September 20, 2016

Second Reading and Adoption: November 15, 2016

GRADES

Grades are reported to students through their home schools. CTE instructors will submit grades to the CTE Student Services Coordinator, who will provide the home school with the grades. Attendance is a significant part of grades.

TRANSPORTATION

Transportation to and from CTE technical courses is provided by Region Two. Students are expected to behave as young adults so that drivers can give every attention to the tremendous responsibility entrusted to them as drivers.

Bus rules and regulations are posted on the bus and printed on the last page of this booklet. **(Please be aware of the operating procedures as you are expected to follow them at all times).**

Permission may be obtained by students to drive a personal vehicle with prior approval of parent or guardian, CTE Director, and high school principal. No other student will be permitted to ride in the car without a parental form completed and on file in the Region Two office.

SAFETY REGULATIONS

Learning good safety habits and attitudes is an important part of CTE education. Many of the skills taught involve the use of potentially dangerous tools and equipment. **OSHA safety procedures are followed and adhered to in all programs for your safety and the safety of all in our CTE programs.**

Shop safety rules and procedures will be discussed and students will be expected to understand, practice, and obey them.

A "Proof of Insurance" form is required of all students, signed by parent or guardian, prior to using CTE tools and equipment. School insurance is also available through your sending school.

SCHOOL CLOSINGS

The closing of the home school due to snow or other emergency will mean the closing of CTE courses for that location. Emergency/storm closings of Region Two will be announced over radio station WHOU (100.1 FM) and local Maine television stations. Staff/students will also be contacted by the use of the One Call Now phone alert for storm/emergency closings and other special announcements.

TEXTBOOKS, TOOLS, SUPPLIES

Textbooks, tools, and supplies are loaned to students. Reasonable care of them is expected, and they are to be returned in good condition.

APPLIED LEARNING PROJECTS POLICY

Region Two School of Applied Technology supports the instructional use of Applied Learning Projects to assist in providing our students with the BEST educational program. Applied Learning Projects performed by Region Two are for the sole purpose of instruction and must meet the educational objectives of the program's curriculum.

Students perform Applied Learning Projects for educational purposes and Region Two does not charge for the services and time of the students and instructors. Accordingly, Region Two, or any of its agents, assumes no liability for Applied Learning Projects undertaken. Region Two is not in the business of automotive repair, construction, culinary arts, welding, forest products and/or technical services and is not a merchant with respect thereto within the meaning of Maine Law. Accordingly, no implied warranties of merchantability or fitness exist with respect to the products and services provided. The products and services are expressly provided AS IS, WHERE IS.

Projects are selected based solely upon their educational value as determined by the Instructor and the Director. Order of submission is not a factor in selection of projects. As Applied Learning Projects request forms are received, they are given to the instructor for review, filed, and drawn upon to best fulfill the educational requirements of the program's curriculum.

A person seeking projects to be performed as part of Region Two's instructional program shall complete an Applied Learning Project request form, available at the Houlton Center office. The form must be completed in full and signed by the owner to indicate acceptance of the conditions set by Region Two. Region Two reserves the right to accept or reject any request for Applied Learning Projects. All Applied Learning Projects accepted will become a learning situation for students with no implied warranty or date of completion.

Cooperative Board Approval on **December 16, 1999**
Reaffirmed on **September 18, 2000, October 3, 2003,**
September 21, 2004, August 16, 2005, August 15, 2006,
August 14, 2007, August 19, 2008, August 26, 2009,
June 15, 2010, August 16, 2011, June 12, 2012, June 11, 2013,
June 17, 2014, June 16, 2015, June 14, 2016, June 13, 2017, June 12, 2018,
June 11, 2019, June 16, 2020

GUIDELINES FOR ACCEPTING APPLIED LEARNING PROJECTS

* All Applied Learning Projects shall meet the educational requirements of the Approved Program Curriculum. Program instructors will document the duty areas and tasks supported by each Applied Learning Project.

* All operations performed on Applied Learning Projects shall be conducted by students as an Applied Learning experience.

* Applied Learning Projects request shall only be accepted from:
  Nonsectarian, nonpolitical, nonprofit organizations which are exempt under Section 501C(3) of the Internal Revenue Code;
  Students enrolled in schools within the Region Two area;
  Staff members employed by schools within the Region Two area;
  Other requests, not fulfilling the above criteria, needs the specific approval from the Director.

* All Applied Learning Projects requests from Region Two staff members require the specific approval of the Director.

* All Applied Learning Projects shall have a written estimate of expenses, signed by the owner, prior to the start of the project. Applied Learning Projects shall not exceed $500.00 in total cost without the specific approval from the Director.

* Students shall not be compensated for operations conducted as part of an Applied Learning Project. However, Region Two does accept donations to the school's scholarship fund and/or tools donated to the CTE/technical department completing the Applied Learning Project.

* Individuals shall not use the Region Two's lab facilities for commercial ventures.

PROJECT COST:
The owner of the Applied Learning Project is required to provide all necessary materials. Any materials provided by Region Two will be charged to the owner. Operational fees are charged to assist in covering equipment maintenance and waste disposal fees. All revenue derived from Applied Learning Projects shall assist with the financial support of the educational program.
All projects must be paid in full to the office before the project can be removed from Region Two property. The office will provide a receipt to validate proof of payment.

Cooperative Board Approval on **December 16, 1999**
Reaffirmed on **September 18, 2000, October 3, 2003, September 21, 2004, August 16, 2005, August 15, 2006, August 14, 2007, August 19, 2008, August 26, 2009, June 15, 2010, August 16, 2011, June 12, 2012, June 11, 2013, June 17, 2014, June 16, 2015, June 14, 2016, June 13, 2017, June 12, 2018, June 11, 2019, June 16, 2020**

APPLIED LEARNING PROJECTS GRIEVANCE PROCEDURE

The purpose of this procedure is to secure, at the lowest possible level, a resolution to problems/concerns regarding the selection or scope of Applied Learning Projects.

Step 1. Any grievance must be filed in writing to the Director within five (5) days after the aggrieved person knew of the event or condition giving rise to the grievance. The Director shall review the materials submitted, discuss the issue with the parties involved, and shall render a written decision with the reasons therefore.

Step 2. The aggrieved person may appeal the decision of the Director, by submitting the reason of the appeal in writing to the Region Two Cooperative Board Chair, within five (5) days of the previous decision. The Cooperative Board Chair shall review the materials submitted, discuss the issue with the parties involved, and shall render a written decision with the reasons therefore.

Step 3. To carry a grievance to the full Cooperative Board, the aggrieved person shall submit the written reason for the appeal of the Cooperative Board Chair's decision, within five (5) days of the previous decision. The Chair of the Cooperative Board shall schedule an appeal hearing with the Board. The Cooperative Board shall render its final decision and the reasons therefore in writing to the aggrieved person.

Cooperative Board Approval on **December 16, 1999**
Reaffirmed on **September 18, 2000, October 3, 2003, September 21, 2004, August 16, 2005, August 15, 2006, August 14, 2007, August 19, 2008, August 26, 2009, June 15, 2010, August 16, 2011, June 12, 2012, June 11, 2013, June 17, 2014, June 16, 2015, June 14, 2016, June 13, 2017, June 12, 2018, June 11, 2019, June 16, 2020**

VEHICLE/PROJECT WORK ORDER

REGION TWO
AUTHORIZATION FORM
FOR WORK ON PRIVATE VEHICLES/PROJECTS

Customer Information	Contact
Name:	Home Phone #
Address:	Cell Phone #
	Email Address

Vehicle Information:

Year/Make/Model	Lic. Plate Number

WORK TO BE DONE:

NOTE: **This form, with three signatures, MUST be on file in the Region Two office before 3:00 p.m. at least one day prior to vehicle/project arriving in the shop.** No student shall drive to Region Two, except on a one-day basis (having prior approval and all necessary forms filled out). Even with one-day approval, the student shall have no other passenger in the vehicle.

My son/daughter, _____, has my permission to drive and/or perform services on a vehicle/project at the vocational program in which he/she is enrolled at Region Two School of Applied Technology on _____. SIGNED: _____
(Date) (Parent/Guardian)

This permission is granted for the time it takes for the repair work to be completed. Prior approval is required by the course instructor, as indicated below. Parent's signature is also necessary.

I hereby authorize the repair, as indicated above, to be completed by Region Two. This includes permission to operate the vehicle/project for purposes of testing, inspection, or delivery at my own risk. It is understood that the school assumes no responsibility for loss or damage by theft or fire to the vehicle/project on the premises for storage, repair, or road testing. It is further understood that the parent/owner of this vehicle/project agrees to hold harmless Region Two School of Applied Technology for any and all claims that may arise as a result of repairs made to this vehicle/project. It is further understood that the parent/owner has personal Liability Insurance on this vehicle/project. **The owner agrees that the item to be worked on will not be done by the instructor and the work may take longer to finish than estimated.**

PERMISSION/AUTHORIZATION GRANTED BY THE FOLLOWING SIGNATURES:

PARENT
GUARDIAN _____ Date _____
OWNER

INSTRUCTOR _____ Date _____

REG. TWO DIRECTOR _____ Date _____

Received at Region Two Office on this date _____

Approved by Reg. Two Cooperative Board: March 18, 2014

TOBACCO USE AND POSSESSION

File: ADC

TOBACCO USE AND POSSESSION

In order to promote the health, welfare and safety of students, staff and visitors and to promote the cleanliness of Region Two Cooperative Board facilities, the Cooperative Board prohibits smoking and all other use of tobacco products in school buildings and other Region Two facilities, on school buses and on school grounds at all times by all persons. For the purpose of this policy, all reference to tobacco products includes electronic cigarettes.

In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings, facilities and on school grounds and buses during school-sponsored events and at all other times.

Employees and all other persons are also strictly prohibited, under law and Cooperative Board policy, from selling, distributing or in any way dispensing tobacco products to students.

Legal Reference: 22 MRSA §§ 1578(B), 1580(A)(3)
Me. PL 470 (An Act to Reduce Tobacco Use by Minors)
20 USC 6081-6084 (Pro-Children Act of 1994)

First Reading: November 24, 2015

Second Reading and Adoption: January 19, 2016

PEST MANAGEMENT IN REGION TWO FACILITIES AND ON REGION TWO GROUNDS

Code: ECB

The Cooperative Board recognizes that structural and landscape pests can pose significant problems for people and Region Two property, but that use of some pesticides may also pose health and safety risks to people, property and the environment. It is therefore the policy of Region Two School of Applied Technology, to incorporate Integrated Pest Management (IPM) principles and procedures for the control of structural and landscape pests.

For the purpose of this policy, "pests" are populations of living organisms (animals, plants or microorganisms) that interfere with the use of school facilities and grounds. "Pesticide" is defined as any substance or mixture of substances intended for preventing, destroying, repelling or mitigating any pests and any substance or mixture of substances intended for use as a plant regulator, defoliant or desiccant.

The objective of the IPM program is to provide effective pest control, while minimizing pesticide use. The goals of the IPM program include managing pests to reduce any potential hazards to human health; preventing loss or damage to Region Two structures or property; preventing pests from spreading beyond the site of infestation to other Region Two property; and enhancing the quality of life for students, staff and others. The establishment of a Pest Management Plan will address these goals.

The Director and/or designee shall develop and implement a Pest Management Plan consistent with the following IPM principles and procedures:

A. Appointment of an IPM Coordinator

The Director/designee will appoint an IPM Coordinator for Region Two School of Applied Technology. The IPM Coordinator will be the primary contact for pest control matters and will be responsible for overseeing the implementation of the IPM plan, including making pest control decisions. The IPM Coordinator's responsibilities include:

1. Recording and monitoring data and pest sightings by Region Two staff and students;
2. Meeting with pesticide applicators to share information about pest problems in Region Two buildings and on Region Two grounds;
3. Recording and ensuring that maintenance and sanitation recommendations are carried out where feasible;
4. Ensuring that any pesticide use is done according to Region Two's Pest Management Plan;
5. Evaluating Region Two's progress in implementing the IPM plan;
6. Coordinating notification of parents and staff of pesticide applications according to Region Two's notification procedure; and
7. Recording all pesticides used by either a professional applicator or Region Two staff as a means to track compliance with Region Two's IPM policy.

B. Identification of Specific Pest Thresholds

Routine inspection and accurate identification of pests are needed to recognize potential problems and determine when actions should be taken. An "action threshold" should be determined by the IPM Coordinator, reflecting the pest control objective for each site. As pest management objectives will differ from site to site (e.g. maintaining healthy turf, carpenter ant control in buildings or maintenance of ornamental plants), differences should be considered before setting an action threshold.

C. Pesticide Applicators

Any person who applies pesticides in school buildings or on school grounds must possess a Maine pesticide applicator's license, and should be trained in the principles and practices of IPM. Region Two's IPM Coordinator must approve all pesticide use. Applicators must follow state regulations and label precautions and must comply with the IPM policy and pest management plan.

[Note: Region Two personnel do not need to be licensed to use disinfectants for normal or routine cleaning practices, to apply ready-to-use insecticides for emergency stinging insect control or for use of repellants for personal protection. However, Region Two personnel do need to be licensed if they will be using any other pesticides in Region Two's facilities or on Region Two's grounds.]

D. Selection, Use and Storage of Pesticides

Pesticides should be used only when needed. Non-chemical pest management methods will be implemented whenever possible to provide the desired control. The choice of using a pesticide will be based on a review of other available options (sanitation, exclusion, mechanical means, trapping, biological control) and a determination that these options have not worked or are not feasible. When it has been determined that a pesticide must be used to achieve pest management goals, the least hazardous effective pesticide should be selected.

Decisions concerning the particular pesticide to be used and the timing of pesticide application should take into consideration the use of the buildings or grounds to be treated.

Pesticide purchases should be limited to the amount expected to be used for a specific application or during the year. Pesticides will be stored and disposed of in accordance with label directions and state and federal regulations. Any chemicals diluted and placed in secondary containers must be labeled in accordance with Occupational Safety & Health Administration (OSHA) standards. Pesticides must be stored in an appropriate, secured location not accessible to students or unauthorized personnel. Safety Data Sheets (SDS) information must be maintained and updated for all pesticides used by Region Two.

E. Notification of Students, Staff and Parents of Use of Pesticide

Within the first two weeks of every school year, a notice will be provided to Region Two staff, students and parents or legal guardians briefly advising them that this pest management policy exists, that a report or prior pesticide applications and information about the pesticides used and a copy of the Pesticides in Schools regulation (CMR 01- 026 Chapter 27) are available, and where the policy, pesticide records and information, and a copy of the regulation is available for review. The notice will also indicate that pesticides may be used both indoors and outdoors as needed and that applications will be noticed in accordance with the Cooperative Board of Pesticide Control's Chapter 27: Standards for Pesticide Application and Public Notification in Schools. Specifically, the attached Appendix A will be handed out to all staff and sent home with all students for parents/legal guardians at least five (5) days prior to planned application.

F. Record Keeping

In order to keep track of pesticide use and locate problem areas in buildings and on Region Two grounds, records of pesticide use will be maintained for each site for two (2) years.

Records are to be completed on the day the pesticide is applied. Pest surveillance records should be maintained to verify the need for pesticide treatments.

Legal References: 22 M.R.S.A. §§ 1471-A-1471-X

First Reading: January 19, 2016

Second Reading and Adoption: March 15, 2016

REGION TWO SCHOOL OF APPLIED TECHNOLOGY

Dear Parent, Guardian, or Staff Member

I am writing about three (3) subjects that can affect children's health in school: pests, pesticides, and your right to know.

Pest Control

Because pesticides pose risks, Region Two uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at Region Two focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal and—as a last resort—pesticides. This holistic approach is often called Integrated Pest Management (IPM).

Pesticide Use

Sometimes pesticide use may be necessary to control a pest problem. When that happens, Region Two will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites and parents, guardians, and staff have a right to know.

Your Right to Know

Parents, legal guardians, and school staff may request prior notification of specific pesticide applications made at Region Two. To receive notification, you must be placed on the notification registry. Notification will be given at least two days before planned pesticide applications. Pesticide application notices will also be posted in the school building and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records as well as a copy of the "Pesticides in Schools" regulation (CMR 01-026 Chapter 27) by contacting our IPM coordinator at 532-9541.

If you would like to be placed on this registry, please complete and return the enclosed form.

If you have any questions, please contact our IPM coordinator. For further information about pests, pesticides, and your right to know, call the board of Pesticides Control at 207-287-2731 or visit the Maine School IPM web site at www.thinkfirstspraylast.org/schoolipm.

Sincerely,

Mr. David Keaton

Mr. David Keaton, Director
Region Two School of Applied Technology

REGION TWO SCHOOL OF APPLIED TECHNOLOGY

Notification for Specific Pesticide Application

I am a parent, legal guardian, or staff member of Region Two, and I would like to be notified before all specific pesticide applications are made at the school or on the school grounds except the following:

1) Non-volatile liquids injected into cracks, crevices, or wall voids;
2) Non-volatile baits, gels, pastes, and granular materials placed in areas inaccessible to students;
3) Paints, stains, and wood preservatives;
4) Disinfectants used for routine cleaning;
5) Non-powered applications of ready-to-use general-use pesticides to control or repel stinging or biting insects where there is an urgent need to protect the health or safety of a student, staff member, or other school occupant;
6) When school is not in session and will not be in session until the safe re-entry time specified on the pesticide label has elapsed; and,
7) Indoor applications of a pesticide with no re-entry interval specified on its label but entry to the treated area is restricted for at least 24 hours.

I would prefer to be notified by (circle one): U.S. Mail E-mail Phone

Name:_____

Date:_____

Mailing
Address:_____

Daytime Phone:_____ Evening Phone:_____

E-Mail:_____

Return this form to:

IPM Coordinator
Region Two School of Applied Technology
P.O. Box 307
Houlton, ME 04730

WEAPONS, VIOLENCE, AND SCHOOL SAFETY

File: JICIA

The Cooperative Board of Region Two School of Applied Technology believes that students and staff are entitled to learn and work in an environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Cooperative Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.
School staff is required to immediately report incidents of prohibited conduct by students to the Director for investigation and appropriate action.

A. PROHIBITED CONDUCT

Students, staff, and all other persons are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of Region Two.

1. Possessing and/or using of articles commonly used as weapons or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to, firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, crossbows, brass knuckles, switchblades, knives, chains, clubs, throwing stars and nunchucks;
2. Using any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to, bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort, and replicas of weapons (including toys);
3. Engaging in violent or threatening behavior including but not limited to, fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property; (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
4. Making verbal or written statements (including those made using computers or other electronic communications devices or technologies) which threaten intimidate or harass others, or which tend to incite violence and/or disrupt the school program;
5. Causing willful and malicious damage to Region Two, Region Two property, or personal property;
6. Stealing or attempting to steal Region Two or personal property;
7. Performing lewd, indecent or obscene acts or expressions of any kind;
8. Violating Region Two's drug, alcohol or tobacco policies;
9. Violating state or federal laws; or
10. Engaging in any other conduct that may be harmful to persons or property.

All firearm violations whether by adults or students, will be referred to law enforcement authorities. Use or possession of weapons on Region Two grounds will be referred to law enforcement authorities at the Director's discretion.

B. EXCEPTIONS TO PROHIBITIONS ON POSSESSION AND DISCHARGE OF FIREARMS ON REGION TWO PROPERTY

The prohibition on the possession and discharge of firearms on Region Two property does not apply to law enforcement officials acting in the performance of their duties.
Through this policy, the Cooperative Board authorizes the following additional exceptions to the possession and discharge of firearms on Region Two property:

a. Possession of firearms used in educational programs

The prohibition on the possession of a firearm does not apply to a person who possesses an unloaded firearm for use in a supervised educational program approved and authorized by the Cooperative Board and for which the Cooperative Board has adopted appropriate safeguards to ensure student safety.

Nothing in this policy shall prevent Region Two from offering or approving instructional activities related to firearms (e.g., hunter safety). Any proposal to introduce an instructional activity involving firearms must be submitted in writing to the Director, who will make a recommendation to the Cooperative Board. Such proposal must state the objectives of the activity and describe the safeguards that will be put in place to ensure student and staff safety.

No firearms may be used in instructional activities or brought to Region Two for instructional activities unless the Director has given permission in advance.

b. "Hunters' Breakfast" exception

The prohibition on possession of a firearm does not apply to a person who possesses an unloaded firearm that is stored inside a locked vehicle in a closed container, a zippered case or a locked firearms rack while the person is attending a "hunters' breakfast or similar event that:

1. Is held during an open firearm season established by a Maine law for any species of wild bird or wild animal;
2. Takes place outside of regular Region Two hours; and
3. Has been authorized by the Cooperative Board.

C. USE OF OTHER WEAPONS IN INSTRUCTIONAL ACTIVITIES

Nothing in this policy shall prevent Region Two from offering instructional activities using objects other that firearms that are generally considered weapons (e.g., bows and arrows) or from allowing an object generally considered a weapon to be brought to Region Two for supervised instructional activities (e.g., archery, boat building) approved by the Cooperative Board so long as the Cooperative Board has adopted appropriate safeguards to ensure student and staff safety.

Any proposal to introduce an instructional activity involving such objects must be submitted in writing to the Director, who will make a recommendation to the Cooperative Board. Such proposal must state the objectives of the activity and describe the safeguards that will be put in place to ensure student and staff safety.

No weapons or objects that are generally considered weapons may be used in instructional activities or brought to Region Two for instructional activities unless the Director has given specific permission in advance.

D. DISCIPLINARY ACTION

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

A student who is determined to have brought a firearm to Region Two or to have possessed a firearm at Region Two shall be expelled for a period of not 5 less than one (1) year, except that this requirement may be modified by the Director on a case-by-case basis.

All firearms violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Director.

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

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