

Presque Isle Regional Career & Technical Center

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and Technical Center*



Student Handbook

2018-2019

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Presque Isle Regional Career & Technical Center

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SCHOOL PROFILE

Presque Isle Regional Career and Technical Center is one of 27 centers/regions located throughout the State of Maine. Our programs include AgriScience, Building Trades, Business Technology, Cosmetology, Drafting/Engineering, Early Childhood Education, and Farm Mechanics and are served by nine teachers. In addition to the Director, our full-time Administrative Assistant and half-time Student Services Coordinator work with both staff and students to ensure that students from our seven sending schools enjoy a smooth transition into our academically and technically challenging programs.

Maine School Administrative District No. 1 (MSAD #1) is the parent district for Presque Isle Regional Career and Technical Center (PIRCTC), and all policies adopted by the MSAD #1 School Board govern PIRCTC's educational relationships with students from all sending schools.

SCHOOL MISSION

Mission Statement

Develop a positive learning environment where academics and applied learning meet, helping students discover ways to become effective community citizens.

PIRCTC will meet the mission standard by introducing and updating innovative programs which will

- ▶ Prepare students for postsecondary education in career-technical fields and for lifelong learning experiences.
- ▶ Train students for entry-level and continuing employment opportunities.
- ▶ Assist students in making realistic educational and career decisions.
- ▶ Apply and reinforce related learning in the areas of English Language Arts and Reading, Mathematics, Science and Economics.
- ▶ Assist students in developing and reinforcing skills in the areas of
 - decision-making
 - communication – oral and written
 - problem-solving
 - leadership and teamwork opportunities
 - school and community citizenship
- ▶ Prepare students to make informed consumer decisions and apply practical life skills.
- ▶ Make appropriate modifications for students with special needs to succeed in career-technical education programs.

CONFIDENTIALITY OF SCHOOL RECORDS

It shall be the policy of the school unit to provide for the confidentiality of all student education records that are maintained by the school unit, as required by both Maine Law and the Federal Family Educational Rights and Privacy Act (FERPA).

The school unit shall provide annual notification to the parents of students currently in attendance and to eligible students (18 years or older) of their adult rights in relation to the student education records being maintained by the school unit.

The policy and regulations clearly specify the rights of parents to receive their child's records. A copy of the policy and regulations are available for review in the office of the director. In case of student transfer, all education records must be sent to a school administrative unit to which a student applies for transfer. Prior consent of the parent or guardian is not required.

Parents who believe that MSAD #1 has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

INSURANCE

Many of our PIRCTC programs use equipment which is potentially hazardous if the student has not been trained in its proper use; therefore, responsible attitudes and proper procedures for operation must be taught to all persons participating in these programs. Due to the nature of any CTE experience and the many unforeseen situations which could occur, it is required for the benefit of parent/guardian, student, PIRCTC, and MSAD #1 that each student be covered by an appropriate accident insurance policy while they are enrolled in any PIRCTC program

The PIRCTC administration recommends that every student have either independent accident insurance or school insurance. It may be appropriate to have both in some cases while the student is enrolled in a PIRCTC program. The standard school accident insurance policy covers school activities only. More information is available through your high school office or the Office of the Superintendent.

NOTICE OF NONDISCRIMINATION

Discrimination against and harassment of school employees and students because of race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability are prohibited. MSAD #1 complies with Title VI of the Civil Rights of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Inquiries regarding Title VI, Title IX, 504, and ADA may be made to:

Tim McCue
Affirmative Action Coordinator
PO Box 1118
Presque Isle, ME 04769
(207) 764-4101

RELEASE OF STUDENT INFORMATION

Maine law prohibits public schools from publishing/providing on the Internet any personal information about students without first obtaining the written approval of the parents. Personal information is defined as information that identifies a student including but not limited to student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number, and parents' names. This law does not apply to newspapers, newsletter, and the like.

The federal "No Child Left Behind Act" requires schools to release student names, addresses, and telephone numbers to military recruiters and institutions of higher education upon request. Before releasing such information, schools must first notify parents of their right to request that no information be released without their prior written consent.

SURVEILLANCE

Students, employees, and visitors should be aware that PIRCTC utilizes video cameras in public areas to assist in maintaining safety and security within the school and in the area immediately surrounding the school.

ACADEMIC PROGRAM INFORMATION

Our faculty, staff and administration truly believe that students learn in different ways, a belief supported by PIRCTC programs since 1968. If students can use language arts, mathematics and science skills in their CTE programs, these subjects become "real" and not just something found in a textbook. Most CTE students want to learn skills to use now and later in life and are often surprised to find that they must possess foundation skills, like mathematical measurement, to use tools and equipment found in many CTE courses. Geometry is essential to construction and carpentry as well as drafting. Physics is an important part of Farm Mechanics. Biology is a core subject in agriculture. All students must be capable of expressing themselves verbally and in writing.

Theory alone has no relevance in the workforce. We believe if our students can see a connection between Math, Science or English in their technical program and their past experiences and/or future goals, they will see the relevance of these subjects.

CHILD CUSTODY

Parents in nontraditional families must provide the Technical Center with the names and addresses of all parents, step-parents, and legal guardians who have legal access to students, student records and student information. Parent assistance in providing the school with this information will help to ensure that all parents of students will be kept informed of school events and student progress.

If a parent has been denied access to the student or the student records, court documents must be provided to the school and kept on file.

If parents are going to be out of town for any length of time, they must notify the school in writing that there is a temporary guardian in place in the parents' absence.

CONTACTING TEACHERS

In addition to the annual open house and parent/teacher conferences, parents may contact the faculty via telephone (764-1356) and leave a voice mail message. Most teachers check their voice mailbox on a daily basis. The faculty and staff also have e-mail accounts at PIRCTC. The faculty and staff e-mail addresses may be accessed via the District website (www.sad1.org).

It is important for parents to be aware that when contacting teachers, an e-mail using Hotmail and/or Yahoo will not reach a teacher or other MSAD #1 employees. Incoming Hotmail and Yahoo mail is blocked by the District.

GRADING SYSTEM/GRADE REPORTS

Grade reports are mailed home at the end of first, second, third and fourth quarters. A copy is also sent to the sending school. The system of grading at PIRCTC is as follows:

90 – 100	A
80 – 89	B
70 – 79	C
65 – 69	D
64 and below	Failing

HABITS OF WORK (HOW)

Students will be assessed in each course based on their Habits of Work. Habits of Work contain information to students and parents relative to behaviors exhibited in class. The Habits of Work at PIRCTC include...

- Classroom/Lab Time
- Engagement in the class
- Demonstration of effort and perseverance
- Live Work Skills

Habits of Work will be included each quarter on the student's report card and will play a role in determining eligibility for extracurricular activities.

INCOMPLETES

Incomplete grades are identified with a '0' on a grade report. Incompletes must be made up within four weeks after the close of the grading quarter. If a student's fourth quarter grade report shows an incomplete, all make-up work must be completed before school resumes in August. Incomplete work at the end of the make-up period will be recorded as a '0' and averaged accordingly.

MAKE-UP WORK

It is the responsibility of the student to make up school work as a result of an absence from school. All class assignments and assessments missed because of absences must be made up as soon as possible upon the student's return to school. It is important to note that teachers have their own policies regarding making up homework, quizzes, in-class work, tests and exams. It is the student's responsibility to work within the parameters of these policies. Teachers will enter zeros in their grade books for all incomplete work if arrangements are not made for its completion. Students who miss class work, labs, quizzes, tests, or other assessments due to an unexcused absence will receive a zero unless otherwise stated in the teacher's make-up work policy.

When a student is absent from school for three or more consecutive days, his/her parent may request homework assignments from teachers through the Guidance Department. The requested will be forwarded to the Guidance Department to be picked up. The work provided is due when the student returns to school, and will be graded by the teacher. Assignments not completed will receive a grade of zero.

This policy also applies to students serving In-School or Out of School suspension. Work provided during the student's absence is due upon the student's return to school or class, and will be graded by the teacher. Work not completed will receive a grade of zero. At the teacher's discretion, students may be required to complete make-up work prior to returning to the shop or lab sections of the class. Students may also be required to make up shop or lab work missed during their absence. This work will be scheduled by the teacher and student as needed.

MID-YEAR/FINAL COMPREHENSIVE ASSESSMENTS

Midyear and final assessments will be administered in January and June respectively. If a comprehensive midyear or final assessment is given, the student must be notified in writing at the beginning of the semester. No comprehensive midyear or final assessment will be given to any student prior to the regularly scheduled time. Students who miss a comprehensive assessment with an unexcused absence must make up the time missed (no less than 2 hours) and, at the teacher's discretion, may be allowed to make up the exam. Midyear and final comprehensive assessments will not be weighted more than 20% of the semester grade.

Every effort is made to schedule these assessments with the sending school's assessment schedules.

PARENTAL REVIEW OF EDUCATIONAL MATERIALS

A student's parent/guardian may inspect upon request any instructional or library materials used as part of the curriculum. Such requests shall be made to the appropriate teacher or to the library/media specialist. If a parent/guardian wishes to restrict his/her child's access to particular instructional materials, the procedure in District policy IMBB shall be followed. More information may be obtained regarding the selection of educational materials from District policy IJJ.

PARENT/TEACHER CONFERENCES

PIRCTC offers parent/teacher conferences in the fall and again in the spring. In addition, the school hosts an open house in the fall. Invitations are mailed home for all three events, and parents (and students) are urged to attend.

SPECIAL PROGRESS REPORTS

Student Progress Reports (SPRs) are mailed to parents and sending schools four times each school year, approximately in the middle of each grading quarter. A student may receive an SPR if he/she has demonstrated marked improvement, if he/she has fallen behind, if he/she is failing, or if he/she is in danger of failing. Parents may request a SPR at any time through the Technical Center Office.

ATTENDANCE

It is critical for PIRCTC students to attend school daily. Success in school hinges on excellent attendance. Understandably, the occasional circumstance may arise when a student must miss school. However, it is important to understand that even when these absences are for legitimate reasons, the student's education is compromised.

Under Maine State Law, students are required to attend school until age seventeen unless conditions specifically listed under the law are met. An absence of ½ day or more is a violation.

Under the law, the only excusable absences from school are:

- Personal illness;
- An appointment with a health professional *that must be made during the regular school day*;
- Observance of a recognized religious holiday when the observance is required during the regular school day;
- A family emergency; or
- A planned absence for a personal or educational purpose that has been pre-approved by the director and/or sending school principal.

All students are reminded that work, hair appointments, tanning appointments, and the like are not legitimate reasons for missing school. School officials may request validation of a school absence with documentation from health care providers.

ATTENDANCE POLICY

All attendance reporting is coordinated with the sending school.

- A student who accumulates more than five absences in any class *for any reason* in a nine week grading period will receive no credit for that course, subject to appeal.

- If a student is absent from school to work in the potato harvest, an additional five days will be allowed without penalty provided the student completes a harvest excuse form signed by his/her parent and the farmer verifying days missed for harvest activities. Absences due to harvest that are in excess of the days permitted under the Attendance Policy will not be permitted.
- If a student receives no credit in a course for attendance reasons, a grade of 60 or the earned grade (whichever is lower) will be recorded.

BELL SCHEDULE

Warning Bell	8:12
Homeroom	8:15-8:23
Period 1	8:27-9:13
Period 2	9:17-10:03
Period 3	10:07-10:53
1 st Lunch	10:57-11:20
Period 4B	11:24-12:10
Period 5	12:14-1:00
Period 6	1:04-1:50

GRADE APPEAL PROCESS

Each grading quarter, students who have missed more than five days in any one class are given the opportunity to file a Grade Appeal Form in the Technical Center Office.

Even though a student has accumulated more than five absences as a result of school-related activities, he/she must still file a Grade Appeal Form in order to receive his/her earned grade for that grading quarter.

It is required that students attach documentation from health care providers to their Grade Appeal Form validating their absences.

A Grade Appeal Form filed more than two weeks after report cards are released will NOT be considered.

LEAVING SCHOOL

Once a sending school student has been dropped off at PIRCTC they may NOT leave campus during lunch.

If a student must leave school during the day, he/she must come to the Technical Center Office with his/her sending school dismissal pass before class starts.

Students are not permitted to leave campus during the four minutes between periods.

Students who become ill during the day and want to go home must report directly to the Health Office or to the Technical Center Office. Failure to do so will result in unexcused absences.

NOTIFYING THE OFFICE

When a student must be absent from school, parents/guardians are required to call the school (764-1356) or offer notification in the form of a written note providing information regarding the student's absence. You may e-mail the office at: eva.murphy@sad1.org.

SKIPPING CLASSES

Attendance in all classes is mandatory. Unexcused absences will result in detention or suspension. Students who miss class work, labs, and assessments due to an unexcused absence will receive a zero unless otherwise stated in the teacher's make-up work policy.

TARDINESS

Students who are late at the beginning of the school day and/or the period following lunch must report to the office for an appropriate pass. If the tardiness is unexcused, time may be made up with the receiving teacher. Tardies in excess of three per quarter at the beginning of the day and/or the period following lunch will result in automatic noon detentions.

Student tardiness to all other periods will be handled by the receiving teacher. Three unexcused tardies to class will count as one absence and will affect the student's attendance record. The teacher may take other preventive action when necessary.

Habitual tardiness to class is cause for being dropped from the course for the remainder of the school year.

CODE OF CONDUCT (MSAD #1)

The MSAD #1 Board of Directors believes that personal and collective achievement across the learning community is enhanced by observing and working toward five core elements of the Code of Conduct: Honesty, Respect, Responsibility, Compassion and Ambition. These expectations apply to all members of the MSAD #1 community and extend to all school activities.

Honesty - Be a trustworthy student, citizen, and friend

- Tell the truth.
- Do your own work on assignments and tests.
- Request and receive permission before using or borrowing others' things.

Respect - Recognize the rights of others and practice appropriate ethical and civil behavior at all times.

- Use kind, considerate, polite and safe language and gestures.
- Honor others' physical space. Keep hands, feet, and objects to self.
- Take care of and show appreciation for the property of the school and others.

- Be a courteous, supportive citizen.
- Contribute to an environment where all individuals feel safe and valued.

Responsibility - Know what is expected, do what is right, and be accountable for your actions.

- Inform an adult right away about possible damage to property or harm to others.
- Obey District rules.
- Dress for success. Follow the MSAD #1 dress guidelines.
- Be a law-abiding citizen.
- Be a positive role model for others.

Compassion - Be thoughtful, kind, and considerate.

- Be mindful of others' feelings.
- Support others by demonstrating tolerance of differences in beliefs, opinions, appearance, and skill levels.
- Seek and offer assistance when needed.
- Manage conflicts or disagreements respectfully.

Ambition - Be diligent in meeting your personal and academic goals.

- Complete assigned tasks to the best of your ability.
- Attend school regularly. Arrive on time.
- Give your best effort to reach your highest potential.
- Challenge yourself.
- Be a difference maker in the greater school community.

The following is designed to accommodate existing learning and developmental differences of students associated with any violation of the Conduct Code. Behavior related to a child's disability will be managed consistent with applicable laws and regulations.

- Level I Consequence Disciplinary action administered by the classroom teacher.
- Level II Consequence Disciplinary action administered by the Director (or designee)
- Level III Consequence Disciplinary action administered by the Superintendent or Board of Directors

Adherence to the MSAD #1 Code of Conduct is expected. Failure by students to behave as required will result in consequences for unacceptable action(s)

CO-CURRICULAR ACTIVITIES

Eligibility

Membership in all co-curricular activities is subject to a student meeting the following criteria:

- A student must pass five full-time subjects (or their equivalent) during the last completed grading quarter – this does not include school service
- At the midpoint of the ranking quarter, the athletics director will check students' grades for eligibility purposes. If a student's grade falls below passing he/she can remain eligible by having a Habits of Work (HOW) score of 3.0 or higher. The student must also agree to

attend applicable school provided interventions, which may include meetings with teachers, attending Academic Recovery, and attending Structured Study Hall.

- Due to the length and duration of harvest break, grades will not be checked for eligibility purposes at the mid-point of the first quarter.
- If a student were found to be ineligible by passing fewer than 5 classes and having a HOW score below 3 in the classes he/she is failing, he/she would be placed on Academic Probation.
- The ineligible student will be given two weeks to demonstrate progress and satisfy the eligibility criteria described above. The student will be allowed to practice with the team but will not be allowed to participate in games, scrimmages, or performances of any kind. If the student satisfies the eligibility criteria during the probationary period, he/she will be reinstated for full participation at the end of the two-week period.
- If, after the two-week probationary period, the student has not met the eligibility criteria, he/she would then be removed from the team for the remainder of the season.
- A student is eligible for eight consecutive semesters from the time s/he enters grade nine
- A student who has reached his/her 20th birthday is ineligible
- Eligibility goes into effect the day grade cards are issued

FBLA

FBLA (Future Business Leaders of America) is a national organization of high school students who are currently enrolled in or have previously taken business courses. Its major goal is to foster an interest in and understanding of American business enterprise through the development of individual projects which contribute to the improvement of home, business, and community. One of the underlying purposes of **FBLA** is to facilitate the transition from school to work. Students will have the opportunity to participate in activities on the local secondary level as well as the state levels.

FFA

FFA is a national organization of high school and postsecondary students preparing for careers in agricultural production, processing, supply and service, mechanics, horticulture, forestry and natural resources. **FFA** chapters are established in public schools offering instruction in CTE agriculture. The primary purposes of **FFA** are to develop agricultural leadership, cooperation and citizenship. Students will have the opportunity to participate in activities on the local secondary level as well as the state and national levels.

SkillsUSA

SkillsUSA is a national organization developed specifically for all CTE students and is designed to be an integral part of the students' education. In addition to leadership training, involvement in **SkillsUSA** offers students a chance to compete in local, state and national events in more than 60 skills and leadership areas. This organization welcomes students from all CTE programs.

ENVIROTHON

Teams consisting of 3-5 students compete first at a regional level, answering questions and solving hands-on problems at five stations: Wildlife, Water/Aquatics, Forestry, Soils, and a Current Natural Resource Issue. The top four teams from each Regional Envirothon then compete at the State Finals held in May.

CO-CURRICULAR CODE OF CONDUCT

Students participating in PIRCTC co-curricular activities/organizations will be informed of the MSAD #1 code of conduct and will conform to all aspects of the code while participating. These expectations will be sent to the sending school. All students participating on a Co-Curricular club must sign a Code of Conduct Contract.

RULES AND REGULATIONS

It is the policy of MSAD #1 that good citizenship in schools is based on respect and consideration for the rights of others. The students in the schools of the district shall be expected to conduct themselves in such a way that the rights and privileges of others are not violated. They shall be required to respect constituted authority, to conform to school rules and regulations, and to adhere to those provisions of law that apply to the conduct of minors.

The following rules and regulations apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

Furthermore, the consequences outlined in this section are guidelines only, and more serious discipline, up to and including expulsion, may be imposed for any offense when the administration determines that the offense warrants such action.

COMPUTER AND INTERNET USE

These rules implement Board policy IIBG-A - *Student Computer and Internet Use*. The 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 Board policy IIBG-A and these rules may result in loss of computer and Internet access privileges, disciplinary action, and/or legal action.

A. Computer Use is a Privilege, Not a Right

Student use of the school unit'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. The director (or his/her designee) shall have final authority to decide whether a student's privileges will be denied or revoked.

B. Acceptable Use

Student access to the school unit's computers, networks and Internet services are provided for educational purposes and research consistent with the school unit's educational mission,

curriculum and instructional goals. The same rules and expectations govern student use of computers that apply to other student conduct and communications. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school unit's computers, networks and Internet services.

C. Prohibited Use

The user is responsible for his/her actions and activities involving school unit computers, networks and Internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

- 1. Accessing Inappropriate Materials** - Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
- 2. Illegal Activities** - Using the school unit's computers, networks and Internet services for any illegal activity or activity that violates other Board policies, procedures and/or school rules;
- 3. Violating Copyrights** - Copying or downloading copyrighted materials without the owner's permission;
- 4. Plagiarism** - Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and Web site must be identified.
- 5. Copying Software** - Copying or downloading software without the express authorization of the system administrator;
- 6. Non-School Related Uses** - Using the school unit's computers, networks and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use;
- 7. Misuse of Password/Unauthorized Access** - Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts;
- 8. Malicious Use/Vandalism** - Any malicious use, disruption or harm to the school unit's computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and
- 9. Unauthorized Access to Chat Rooms/News Groups** – Accessing chat rooms or news groups without specific authorization from the supervising teacher.

D. No Expectation of Privacy

The school unit retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school unit. The school unit reserves the right to monitor all computer and internet activity by students. Students have no expectations of privacy in their use of school computers, including email and stored files.

E. Compensation for Losses, Costs and/or Damages

The student and/or the student's parent/legal guardian shall be responsible for compensating the school unit for any losses, costs or damages incurred by the school unit related to violations of policy IIBG-A and/or these rules, including investigation of violations.

F. School Unit Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use

The school unit assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

G. Student Security

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

H. System Security

The security of the school unit's computers, networks and Internet services is high priority. Any user who identifies a security problem must notify the system administrator or building Director. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

I. Parental Permission Required

Students and their parent/guardian are required to sign and return the Computer/Internet Access Acknowledgement Form before being allowed to use school computers.

ADULT RIGHTS AND RESPONSIBILITIES

Although students eighteen years of age and older are given legal adult rights and responsibilities, these rights and responsibilities do not supersede school policies which are unrelated to a student's age and are designed to maintain a healthful atmosphere.

CELL PHONES

Cell phones are permitted but must be in the "off" mode during class time. Students may not use or allow phones to ring during class time. A student who uses a cell phone (including for text messaging purposes) or allows it to ring during class will have his/her phone confiscated by the teacher who in turn, will turn the cell phone in to the director: the student may retrieve the cell phone at the end of the school day. The first offense will result in the student being sent to the office for a 3-noon detention. Further infractions will result in greater disciplinary action.

Cell phones equipped with digital photography capabilities must never be brought into restrooms or locker rooms.

CHEATING

Cheating of any kind is absolutely not tolerated at PIRCTC. Beyond the school's plagiarism policy (see *Plagiarism*), any student caught cheating on homework, quizzes, tests, lab reports, and the like will receive a '0' on the assignment and may be referred to the director's office for additional disciplinary action.

CONSUMPTION OF FOOD/BEVERAGES

The consumption of food is restricted to the PIHS cafeteria. Consuming food and in classrooms/labs, gymnasiums, and auditorium is strictly prohibited and may result in disciplinary action. Beverages may be consumed in the halls and in classrooms **with teacher permission**.

DISCIPLINE

It is essential for schools to maintain a safe and orderly environment which supports student learning and achievement. Good discipline allows the schools to discharge their primary responsibilities to educate students and promote good citizenship. All students are expected to conduct themselves with respect for others in accordance with School Board policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, discipline or general welfare of the school.

The Board expects the following principles to guide the development and implementation of school rules and disciplinary procedures:

- A. Discipline should emphasize positive reinforcement for appropriate behavior, as well as appropriate consequences for misbehavior. The focus should be on providing a school environment where students are engaged in constructive learning and interactions with others.
- B. Expectations for student behavior should be clear and communicated to school staff, students and parents.
- C. Consequences for misbehavior should be in proportion to the offense, fair and consistently enforced.
- D. Parents should be actively involved in the process of preventing and resolving disciplinary problems at school.

Physical force and corporal punishment shall not be used as disciplinary methods. State law provides that “a teacher or other person may not be held civilly liable for the use of a reasonable degree of force against the person who creates a disturbance if the teacher or other person reasonably believes it is necessary to a) control the disturbing behavior: or b) remove the person from the scene of the disturbance.”

Teachers are authorized to make and enforce rules for effective classroom management and to foster appropriate student behavior, subject to the direction and approval by the director/designee.

School-wide rules shall be developed by the director with appropriate input from school staff, students and parents and subject to approval by the Superintendent. Directors shall provide for the suspension or other serious disciplinary action against students in accordance with Board policies, administrative procedures and Maine law.

The CTE Director will notify sending schools of student actions and will coordinate disciplinary consequences with the authorized administrator of the sending school

DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE

This procedure has been adopted by the Board in order to provide a method of prompt and equitable resolution of student complaints of discrimination or discriminatory harassment.

For the purpose of this procedure:

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

How to Make a Complaint

- A. Any student who believes he/she has been discriminated against or harassed should report their concern promptly to the director. Students who are unsure whether discrimination or harassment has occurred are encouraged to discuss the situation with the director.
- B. School staff are expected to report possible incidents of discrimination or harassment of students. Parents and other adults are also encouraged to report any concerns about possible discrimination or harassment of students.
- C. Students and others will not be retaliated against for making a complaint. Any retaliation by students or school staff will result in disciplinary measures, up to and including expulsion or dismissal.
- D. Students are encouraged to utilize the school unit’s complaint procedure. However, students are hereby notified that they also have the right to report complaints to the Maine Human Rights Commission, State House Station 51, Augusta, ME 04333 (telephone: 207-624-6050) and/or to the federal Office for Civil Rights, Regional Director, U.S. Department of Education, S.W. McCormack POCH Room 222, Boston, MA 02109-4557 (telephone: 617-223-9622).

Complaint Handling and Investigation

- A. The director or designee shall promptly inform the Superintendent and the person(s) who is the subject of the complaint that a complaint has been received.
- B. The director may pursue an informal resolution of the complaint with the agreement of the parties involved. The informal resolution is subject to the approval of the Superintendent,

who shall consider whether the informal resolution is in the best interest of the school unit in light of the particular circumstances and applicable policies and laws.

- C. The complaint will be investigated by the director, unless the Superintendent chooses to investigate the complaint or designates another person to investigate it on his/her behalf. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority.
 - 1. The person who is the subject of the complaint will be provided with an opportunity to be heard as part of the investigation.
 - 2. If the complaint is against an employee of the school unit, any applicable individual or collective bargaining contract provisions shall be followed.
 - 3. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.
 - 4. The director shall keep a written record of the investigation process.
 - 5. The director may take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
 - 6. The director shall consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.
 - 7. The investigation shall be completed within 21 business days of receiving the complaint, if practicable.
- D. If the director determines that discrimination or harassment occurred, he/she shall, in consultation with the Superintendent:
 - 1. Determine what remedial action is required, if any:
 - 2. Determine what disciplinary action should be taken against the person(s) who engaged in discrimination or harassment, if any: and
 - 3. Inform the student who made the complaint in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).
- E. If the student's parents/legal guardians are dissatisfied with the resolution, an appeal may be made in writing to the Superintendent within 14 calendar days after receiving notice of the resolution. The Superintendent shall review the investigation report and may conduct further investigation if deemed appropriate. The Superintendent's decision shall be final.

DRESS CODE

It is the school's philosophy that extremes in dress and grooming that interfere with, disrupt, or are inappropriate for the educational process or setting will not be permitted. Dress and grooming must also meet reasonable standards of health and safety. Administrators will interpret and apply this philosophy and are given reasonable reach to interpret and judge policy violations.

Particular attention will be paid to the following items. Certainly, this is not intended to be an all-inclusive list, but instead simply clarifies past and current interpretation of the PIRCTC dress code:

1. Shorts of at least **mid-thigh** length will be permitted. Dresses and skirts must meet the same standard.
2. Shorts or pants/jeans that are torn or ripped **must not have holes above mid-thigh**.
3. Hats/caps and the like will not be worn in any classroom, including the gymnasiums and auditorium. This applies to male and female students.
4. Clothing that contains messages that violate the Board's discrimination/harassment policies are prohibited.
5. Clothing and accessories, including jewelry, with inappropriate language, slogans, or innuendo will not be permitted.
6. Clothing and accessories, including jewelry, involving alcohol, tobacco, or illicit drugs will not be permitted.
7. Spandex shorts/pants and undergarments worn as exterior clothing will not be allowed. **Undergarments must be completely covered at all times.**
8. Males may not wear tank tops or sleeveless shirts.
9. Chains other than small, ornamental jewelry are prohibited. Examples of prohibited chains include chains worn as belts, chains used to attach wallets to pants, and large chains worn as necklaces or bracelets.
10. Immodest clothing is not permitted. Females may not wear halter tops, backless tops/dresses, spaghetti strap tops/dresses, tube tops, tops/dresses with low or revealing necklines, or tops/dresses that expose the midriff unless these articles of clothing are fully covered by an appropriate outer garment.
11. Females are permitted to wear sleeveless tops/dresses.
12. Scarves and headbands may be worn as hair accessories as long as they are 2" wide or less.
13. Bandanas are a known gang symbol and may not be worn at any time on any part of the body.
14. Leggings may be worn as long as the shirt or top that the student wears extends below the waist.

This policy adheres to the parameters set by the *MSAD #1 Board of Directors Policy Manual* (file: JFCA).

DRUGS, ALCOHOL, AND TOBACCO

The MSAD # 1 School Board supports a safe and healthful learning environment for students which is free of the detrimental effects of drugs, alcohol, and tobacco. Students will be provided with appropriate information and activities focused on educating students about drugs, alcohol, and tobacco and preventing their use. Comprehensive Health Education curriculum shall teach students

that the use of drugs, alcohol, and tobacco is wrong and harmful. How to resist peer pressure and the legal, social and health consequences of drug, alcohol and tobacco use is addressed.

No student shall distribute, dispense, possess, sell or use tobacco products. No student shall distribute, dispense, possess, sell, manufacture, use or be under the influence of alcohol. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any scheduled drug (as defined in 17-A MRSA § 1101); any controlled substance (as defined in the federal Controlled Substances Act, 21 USC § 812); any substance which can affect or change a student's mental, physical or behavior pattern (including but not limited to volatile materials such as glue, paint or aerosols, when possessed for the purpose of inhalation) or steroids; paraphernalia used for distribution or consumption of a prohibited substance; or any look-alike drug or substance that is described as or is purported to be a prohibited substance defined in this section.

These prohibitions apply to any student who is on school property or can be viewed from school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

Any school staff member who has reason to suspect that a student has violated this policy shall report the incident to an appropriate administrator.

Administrative Procedures

Voluntary Referrals

Any school staff member who is approached by a student(s) about a substance abuse or tobacco problem shall refer the student(s) to the Guidance Department or the Substance Abuse Counselor. Self-referral will not result in any disciplinary action.

However, a student may not use self-referral to avoid disciplinary action after a known violation of the policy. Students will be assisted in addressing their drug/tobacco problems and in continuing their educational program. Students will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws. Parents will be notified unless such notification violates State/Federal laws.

Students Involved in Co-Curricular Activities

A student involved in a co-curricular activity who violates this policy will be dismissed from the activity for the remainder of the season or school year in addition to any disciplinary consequences imposed under this policy.

Discipline

The following progressive intervention and disciplinary procedures are intended as guidelines only. The administration and the Board reserve the discretion to modify consequences based on the facts of an individual case. In determining the level of discipline, the administration may consider any relevant facts and circumstances, including but not limited to the student's grade level, the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation and referral recommendations, and the student's prior disciplinary record.

Disciplinary Action – Alcohol and Drug Violations

A. Possession/Use/Under the Influence

FIRST OFFENSE – The administrator shall:

1. Confiscate the prohibited substance and verify offense;
2. Notify District Safety Coordinator;
3. Meet with student;
4. Notify and meet with parents;
5. Notify Superintendent and police as appropriate;
6. Suspend student from school for up to ten (10) days
7. Arrange appointment with Drug and Alcohol Counselor.

SECOND OFFENSE – The administrator shall:

1. Confiscate the prohibited substance and verify offense;
2. Notify the District Safety Coordinator;
3. Meet with student, parents, and Drug and Alcohol Counselor to develop a follow-up plan;
4. Notify Superintendent and police as appropriate;
5. Suspend student from school for up to ten (10) days. Inform student and parents that failure to follow the recommended plan may result in further disciplinary action.

THIRD OFFENSE – The administrator shall:

1. Confiscate the prohibited substance and verify offense;
2. Notify the District Safety Coordinator;
3. Notify the Superintendent and the police as appropriate;
4. Recommend to parents that student be referred for clinical evaluation of problem;
5. Suspend student for ten (10) days and recommend expulsion to the Superintendent of Schools.

B. Distribution/Dispensing/Sale/Manufacture

1. Confiscate the prohibited substance and verify offense;
2. Notify District Safety Coordinator;
3. Meet with student;
4. Notify parents, Superintendent and police;
5. Suspend student for ten (10) days and recommend expulsion to the Superintendent of Schools.

Disciplinary Action – Tobacco Violations. Including the use of e-cigarettes, vaporizers, and all types of ejuice and/or vape juice

Use/Distribution/Dispensing/Possession/Sale

A. FIRST OFFENSE – The administrator shall:

1. Confiscate the tobacco product and verify offense;
2. Meet with student;
3. Notify parents;

4. Notify Superintendent, District Safety Coordinator, and police as appropriate;
 5. Suspend student in-school for one (1) day and assign a Friday detention.
- B. SECOND OFFENSE – The administrator shall:**
1. Confiscate the tobacco product and verify offense;
 2. Meet with student and parents;
 3. Notify Superintendent, District Safety Coordinator, and police as appropriate;
 4. Suspend student for up to five (5) days;
- C. THIRD OFFENSE – The administrator shall:**
1. Confiscate the tobacco product and verify offense;
 2. Meet with student and parents;
 3. Notify Superintendent, District Safety Coordinator, and police as appropriate;
 4. Suspend student for up to ten (10) days.
- D. SUBSEQUENT OFFENSES – The administrator shall:**
1. Confiscate the tobacco product and verify offense;
 2. Notify parents, District Safety Coordinator, and police;
 3. Suspend student for ten (10) days and recommend expulsion to the Superintendent of Schools.

Drug, Alcohol, Tobacco, and Tobacco Products

Students are prohibited from wearing and/or displaying any type of tobacco/drug/alcohol promotion materials.

DUE PROCESS

Prior to a suspension, except as hereinafter provided:

- A. The student shall be given oral or written notice of the charge(s) against him/her:
- B. The student shall be given an explanation of the evidence forming the basis for the charge(s): and
- C. The student shall be given an opportunity to present his/her version of the incident.

However, students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the instructional process may be immediately removed from school. In such cases, the notice of charges, explanation of evidence, and the student’s opportunity to present his/her version of the incident shall be arranged as soon as practicable after removal of the student from school.

EXPULSION

No student will be expelled from PIRCTC except by action of the Board. More details are available from the *MSAD #1 Board of Directors Policy Manual* (file: JGE).

FIGHTING

PIRCTC has no tolerance for fighting. The school must maintain a safe environment for students and staff members. Any student behavior that jeopardizes the safety of any person at PIRCTC will result in a minimum of a five-day suspension from school.

BULLYING

The Board believes that bullying, including cyberbullying, is detrimental to student well-being and to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate in and witness such behavior.

Bullying Prohibited:

Bullying, including “cyberbullying,” is not acceptable conduct in MSAD #1 and is prohibited. Retaliation for the reporting of incidents of such behavior is also prohibited.

In adopting this policy, it is not the Board’s intent to prohibit students from expressing their ideas, including religious, political and philosophical views that may offend the sensibilities of others, or from engaging in civil debate. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy, and/or responsible behavior in the classroom and the school environment. However, the Board does not condone and will take action in response to conduct that directly interferes with students’ rights at school under applicable laws or with the educational mission, operations, discipline or general welfare of the schools.

Definition of Bullying:

“Bullying” and “cyberbullying” have the same meaning in this policy as in Maine law:

Bullying:

“Bullying” includes, but is not limited to a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

- A. Has, or a reasonable person would expect it to have, the effect of:
 - a. Physically harming a student or damaging a student’s property; or
 - b. Placing a student in reasonable fear of physical harm or damage to his/her property;

- B. Interferes with the rights of a student by:
 - a. Creating an intimidating or hostile educational environment for the student; or
 - b. Interfering with the student’s academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or
 - c. benefit from the services, activities or privileges provided by the school; or

- C. Is based on:
 - a. A student’s actual or perceived characteristics identified in 5 MRS § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal

- characteristics (such as socioeconomic status; age; physical appearance; weight; or family status);
- b. A student's association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics; and that has the effect described in subparagraph A. or B. above.

Cyberbullying:

“Cyberbullying” means bullying through the use of technology or any electronic communication, including but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device including, but not limited to, a computer, telephone, cellular telephone, text messaging device or personal digital assistant.

Application of Policy:

This policy applies to bullying that:

- A. Takes place at school or on school grounds, at any school-sponsored or school-related activity or event or while students are being transported to or from school or school sponsored activities or events; or
- B. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in the definition of “bullying.”

Consequences for Policy Violations:

Students:

Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion or a series of graduated consequences including alternative discipline or other behavioral interventions.

The Board retains the right to impose disciplinary consequences for bullying and other conduct that occurs at any time or place that substantially disrupts the instructional program, operations of the schools or welfare of students.

Any student violating this policy may also be subject to civil or criminal penalties.

School Employees and Others:

Administrators, professional staff and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal, and in accordance with any applicable collective bargaining agreements.

Volunteers, contractors and visitors who violate this policy will be barred from school property until the Superintendent is satisfied that the person will comply with Maine's bullying law and this policy. Any person violating this policy may also be subject to civil or criminal penalties.

Any school-affiliated organization that authorizes or engages in bullying or retaliation is subject to forfeiture of Board approval/sanctioning and/or suspension or revocation of its permission to operate on school grounds.

Staff Training:

MSAD #1 will provide professional development and staff training in bullying prevention and response.

Delegation of Responsibility:

The Superintendent will designate the school principal and/or other school personnel to be responsible for implementation/enforcement of this policy and associated procedures on the school level.

The Superintendent/designee will be responsible for developing and implementing procedures in accordance with applicable law to implement this policy.

Dissemination of Policy:

This policy, any associated administrative procedures and the names of the person(s) responsible for implementing the policy/procedure at the school level will be provided, in writing to students, parents, school employees and volunteers in handbooks, and on the school unit's website and by such other means (if any) as may be determined by the Superintendent.

Legal Reference: 20-A M.R.S.A. § 1001(15), 6554

Cross Reference: AC - Nondiscrimination, Equal Opportunity

ACAA-R - Harassment and Sexual Harassment of Students

ACAD - Hazing

ADF - School District Commitment to Learning Results

CHCAA - Student Handbooks

JI - Student Rights and Responsibilities

JIC - Student Code of Conduct

JICC - Student Conduct on Buses

JICIA - Weapons, Violence and School Safety

JK - Student Discipline

JKD - Suspension of Students

JKE - Expulsion of Students

KLG - Relations with Law Enforcement Authorities

Adopted: September 13, 2006

Revised: January 9, 2013

Responding to Bullying

In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the ages and maturity of the students involved, the type of behaviors, the frequency and/or pattern of behaviors, the context in which the incident occurred, and other relevant circumstances.

Consequences may range from positive behavioral interventions up to and including suspension, expulsion, and/or reports to law enforcement officials.

FUNDRAISING

It is the policy of MSAD #1 that students are prohibited from door-to-door solicitation.

HARASSMENT/SEXUAL HARASSMENT

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

Harassment

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

Sexual Harassment

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

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

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

Hazing

Maine statute defines injurious hazing as "any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school." The MSAD # 1 Board of Directors further defines hazing as unauthorized or non-sanctioned initiation associated with any official MSAD # 1 activity.

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.

No administrator, faculty member, or other employee of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in injurious 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 may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures. In the case of an organization affiliated with MSAD # 1 which authorize 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 shall assume responsibility for administering this policy.

INTERNET/MEDIA

Under Maine law, MSAD #1 shall not publish on the Internet any information that identifies a student without written parental consent.

LANGUAGE

Profanity and/or vulgar language are not permitted. Students who use unacceptable language will be subject to disciplinary action.

LAPTOP COMPUTERS/iPads

Students who use laptop computers/iPads must be aware that individual classroom rules governing laptops vary. Laptop/iPad users are encouraged to acquaint themselves with these rules and to adhere to them.

MEDICATION

Students may not possess or self-administer medication (over-the-counter or prescription). All medication must be stored and administered through the Health Office. Special arrangements must be coordinated through the District Health Office. Their telephone number is 764-8105.

PERSONAL DATA ASSISTANTS

Personal data assistants (marketed as Palm Pilot, Handspring Visor, etc...) are permitted for use by students but must be in the “off” mode during testing or other evaluation activities. Individual teacher rules may vary and take precedence over the above.

PERSONAL RADIOS/STEREOS

Students are not permitted to use personal radios/CD players (marketed as Discman, iPod, MP3, etc...) during school hours without the expressed authorization of a supervising teacher. Student use of personal radios and stereos is confined to the cafeteria. Students are NOT to have headsets on in the corridor at any time.

PLAGIARISM

The faculty and administration of PIRCTC believe that personal integrity is a quality to be possessed and exhibited by all of our students. This belief is also evidenced in the PIRCTC Mission Statement. The following points are embedded within that document:

- Strong Work Ethic – “Assume accountability for all tasks”
- Function in a Technological Society – “Demonstrate an understanding for legal and ethical behaviors among peers, family and community regarding the use of technology and information”
- Effective Communication – “Use appropriate and responsible oral, written...modes of expression”
- Productive and Responsible Citizenship – “Accept responsibility for personal decisions and actions made within their family, school, and community circles”

The *State of Maine Learning Results* for Secondary English/Language Arts states that students will:

- Use referencing while doing research

Each of the above expectations can be cited as a declaration prohibiting plagiarism. Plagiarism is an example of unethical and illegal behavior and, whether deliberate or unintentional, is held as a most serious offense by Presque Isle High School. It is essential that students have the opportunity to demonstrate their understanding of academic responsibility and find success in maintaining their personal integrity.

WHAT IS PLAGIARISM?

Plagiarism is stealing and passing off as one's own the ideas, words, organization, knowledge, productions, pictures or graphics of another ("Plagiarism." Webster's New World Dictionary. 1985 ed.). There are various forms of plagiarism including:

- **Complete plagiarism:** the student submits another's work in its entirety as his or her own. This could be the work of another student or a published article or an Internet site or book chapter.
- **Patchwork plagiarism:** the student takes ideas, phrases, sentences and paragraphs directly from a source(s) without parenthetical citations and/or a "Works Cited" page.
- **Lazy plagiarism:** the student is guilty of sloppy note taking or research shortcuts. This form of plagiarism includes citations and a "Works Cited" page which show an attempt to adhere to the format: some citations are incorrect or omitted.
- **Paraphrased plagiarism:** the student rewords the work (partial or total rewording) without including any parenthetical citations and/or "Works Cited" page.
- **Self-plagiarism:** the student uses a product written for one course to satisfy the requirements of another course, unless the student has received written permission from the teachers prior to beginning of the assignments.

Based on Plagiarism: What it is, and How to Avoid it. June 24, 2003
<http://www.zoology.ubc.ca/bpg/plagiarism.htm>

All papers involving research must include both parenthetical citations and a "Works Cited" page.

CONSEQUENCES OF PLAGIARISM

The faculty and administration present these consequences of plagiarism which **apply throughout a student's career at PIRCTC**.

A. Lazy plagiarism

- **First offense consequences:**
 - i. Teacher notifies the student of the plagiarism.
 - ii. Student's grade on the assignment is lowered ten points (or one full letter grade).
- **Second Offense**
 - i. Teacher notifies student of the plagiarism
 - ii. Teacher notifies student's parents of the plagiarism
 - iii. Teacher notifies student's NHS advisors, if applicable
 - iv. Referral is sent to the administration
 - v. Student receives a 0 on the assignment
- **Third Offense**
 - i. Teacher notifies student of the plagiarism

- ii. Teacher notifies student's parents of the plagiarism
- iii. Teacher notifies student's NHS advisors, if applicable
- iv. Referral is sent to the administration
- v. Student receives a 0 on the assignment
- vi. Student may receive a failing grade for the quarter

B. Self-plagiarism

C. Paraphrased plagiarism

D. Patchwork plagiarism

E. Complete plagiarism

- **First Offense Consequences:**

- i. Teacher notifies the student of the plagiarism.
- ii. Teacher notifies student's parents of the plagiarism.
- iii. Teacher notifies NHS advisors, if applicable
- iv. Referral is sent to the administration.
- v. Student receives a 0 on the assignment.

- a. **Second Offense**

- i. Teacher notifies student of the plagiarism.
- ii. Teacher notifies student's parents of the plagiarism.
- iii. Teacher notifies student's NHS advisors, if applicable.
- iv. Referral is sent to the administration.
- v. Student receives a 0 on the assignment
- vi. Student may receive a failing grade for the ranking quarter.

While there are two commonly used research guides (**MLA and APA**), teachers may require their own specific formats for projects. It is the responsibility of the student to know what format a teacher expects for an assignment. Several departments within the school have adopted a department-wide format for research and papers. Teachers will make their format requirements clear at the beginning of the school year and throughout the year as assignments are presented.

POST SECONDARY READINESS AND SKILLS ASSESSMENT

Accuplacer Testing:

The Accuplacer is a college entrance examination that is used in Maine Community Colleges and University System to determine an applicant's readiness for college level work. In order to encourage and assist our students in pursuing post-secondary education, each junior enrolled in our programs will complete the Accuplacer test. Students will receive individualized feedback from the Student Services Coordinator. Remedial assistance will be provided to any students wishing to participate.

National Occupational Competency Testing Institute (NOCTI):

As part of our ongoing effort to expose students to curriculum aligned with national and industry-recognized standards, student learning will be assessed using standardized tests developed by the National Occupational Competency Testing Institute. Scores received on these assessments will be used to inform students and teachers of the level of learning acquired in the topics tested compared with that of other students across the country. These test scores are not used in determining student grades.

PRIVILEGES

Violations of school rules and regulations may lead to the loss of privileges enjoyed by most students at PIRCTC. Among these privileges are:

- Attendance at assemblies or as a spectator at after school activities
- Computer use
- Library use
- Membership in interscholastic/co-curricular activities
- Riding a school bus

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection beyond hand-holding are inappropriate at school or school activities.

QUESTIONING/SEARCHING OF STUDENTS

The purpose of this administrative procedure is to provide guidelines for the conduct of student questioning and searches by authorized school administrators. These are guidelines only and may be adjusted within reasonable and lawful limits on a case-by-case basis. School administrators have the discretion to request the assistance of law enforcement authorities as they deem necessary.

A. Questioning by School Administrators

1. School administrators are under no obligation to notify a student's parents/guardians prior to questioning a student regarding alleged violations of Board policies, school rules and/or federal/state laws.
2. School administrators shall make a reasonable effort to question the student in a location out of the sight and hearing of other students.
3. If a student fails to cooperate, lies, misleads or threatens any person during questioning, he/she may be subject to disciplinary action.

B. Searches of Students, Personal Property in Students' Immediate Possession, Student Vehicles and School Storage Facilities

1. School administrators are authorized to search students, personal property in students' immediate possession, and vehicles when, in their judgment, there are reasonable grounds to suspect that a student possesses any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.
2. All searches of students, personal property or vehicles shall be authorized and conducted by a school administrator in the presence of a witness, except where the circumstances render the presence of a witness impractical.

3. Searches should be reasonably related to the objective of the search and not excessively intrusive. Searches may include the student's clothing and personal belongings. School administrators shall not conduct strip searches. If a more intrusive search appears to be necessary, law enforcement authorities shall be contacted.
4. When special circumstances exist, including but not limited to a suspected ongoing violation of the Board's drug/alcohol or weapons policies, or when a potential threat to safety is identified, school administrators may search groups of students or the entire student body without individualized suspicion.
5. Student use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.
6. The Superintendent may authorize the use of exploratory canine patrols to assist in the detection of drugs, weapons, or other illicit substances. Canine patrols may be utilized on a random basis, with or without reasonable suspicion, and without notice or consent, to scan all school storage facilities and all personal property, including a backpack that is brought onto school property.
7. School administrators shall consult with the Superintendent prior to conducting random searches.
8. If a search produces evidence that a student has violated or is violating the law, Board policies and/or school rules, such evidence may be seized and impounded by school administrators and appropriate disciplinary action will be taken. Evidence will be forwarded to law enforcement authorities as required by law or as deemed appropriate by school administrators.
9. A student who refuses to comply with a search directive may be subject to disciplinary action, including the disciplinary consequences for the suspected violation.
10. School administrators are required to document all searches and any items seized/impounded

SCHOOL BUS TRANSPORTATION

Students are required to ride the sending school bus from the sending school to PIRCTC. Provisions for student transportation other than the bus must be coordinated between the sending school and PIRCTC.

THREATS

Any type of threat to the well-being of the school community is grounds for suspension or expulsion. False fire alarms and bomb threats are included in this category. Such incidents will be reported to the appropriate law enforcement agency. More details are available in the *MSAD #1 Board of Directors Policy Manual* (file: EBBC).

THREE-STRIKES POLICY

A student who is sent from a class three times during one nine-week grading quarter will be subject to permanent removal from that class following a hearing.

VANDALISM

School property is clearly protected under the law. Students (and their parents) are financially responsible for damage to property and lost/stolen books or other materials. Books that are issued for student use must be returned in good condition. Students who intentionally misuse equipment or damage property are not only financially liable, but also subject to disciplinary action. Under Maine law, the school may recover monetarily from the student (and his/her parents) double the damages.

VISITORS

On a very limited basis, a student may be permitted to invite a visitor to school and accompany him/her to classes throughout the day during one school day. In such cases, the student must make the request to the director **no less than 24 hours prior to the day of the visit**. Furthermore, teachers are given the opportunity to refuse visitors in their classrooms. The visitor must be enrolled in a high school him/herself and must verify that his/her school is not in session on the day of the planned visit. Visitors to PIRCTC must check in at the Technology Center Office immediately upon entering the building and are expected to adhere to all school rules.

As a courtesy, teachers will be offered a 24-hour notice prior to a classroom observation/visit by a parent or other citizen of the District.

WEAPONS, VIOLENCE, AND SCHOOL SAFETY

The School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats, and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

School employees are required to immediately report incidents of prohibited conduct by students to the building administrator/designee for investigation and appropriate action.

Prohibited Conduct

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

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

Disciplinary Action

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

of 20-A MRSA § 1001 (9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing and trafficking of scheduled drugs.

Students who are found to have brought a firearm to school (as defined by federal law), shall be expelled for a period of not less than one year, unless this requirement is modified by the Superintendent on a case-by-case basis.

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

Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Board Policy JGF.

The Board authorizes the Superintendent to request an immediate psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school.

COMPUTERS

Students at PIRCTC have access to computer labs which house over 175 personal computers complete with Internet access. Additionally, many classes are equipped with computers for student use.

Earliest access to computers is at 7:00 a.m. in the library: the lab in room 129, the largest lab in the school, is accessible from 7:30 a.m. to 4:00 p.m. Although students have open access to computers before and after school, they must attain a pass from the computer lab supervisor in order to use any one of the labs during the school day. Often, students use computers during their study hall or during their lunch break. MSAD #1 adheres to an acceptable use policy for computers and requires students and parents to sign an agreement form before computers can be accessed.

All MSAD #1 computers remain under the control, custody, and supervision of the District. The District reserves the right to monitor all computers and Internet activity by students and employees. Neither students nor employees should have an expectation of privacy in their use of school computers.

E-MAIL

Every PIRCTC student is issued an e-mail account. Students may access their e-mail accounts before school, during the lunch break, during study halls, and after school. E-mail privileges are very closely supervised and may be revoked if misuse is discovered. They may NOT access their accounts during class time. Students who do not adhere to this policy will:

- Lose e-mail privileges for nine weeks (first offense)
- Lose e-mail privileges for 18 weeks (second offense)
- Lose e-mail privileges permanently (third offense)

FIRE/EVACUATION DRILLS

Each classroom in PIRCTC is clearly marked with a “Fire/Evacuation Procedure” sign. Periodically throughout the school year, drills are conducted in cooperation with the local Emergency Management Office, Police Department, and Fire Department.

FOOD SERVICES

PIRCTC is the home of “The Ship’s Galley,” the school’s full-service cafeteria. Through the District’s Food Service Program, PIRCTC offers both breakfast and lunch to all students, administration, faculty, and staff. Breakfast sandwiches, hash browns, bagels, cereals, and juices may be found on the breakfast menu each morning from 7:45 – 8:10 AM. Lunch offers a variety of traditional favorites including pizza, breadsticks, sub sandwiches, chips, and ice cream sundaes along with more healthful options from a fresh and delicious salad bar and the traditional daily hot lunch line.

A student who applies and is accepted to the “Free/Reduced Lunch and Breakfast Program” may access his/her account by keying-in a personal student identification number from his/her student identification card as he/she passes through the line. Other students may use their student I.D. card as a debit card for breakfast and lunch. Parents and students may apply money to their meal accounts by bringing cash or a personal check to the cafeteria during either breakfast or lunch. **It is important to note that effective August 2004, charging in the cafeteria is not permitted.**

It is the school’s strict policy not to cash checks: however, the kitchen staff will be happy to apply the full amount of a personal check to the student’s meal account. As always, students may opt to pay for their breakfast or lunch each time they visit the cafeteria.

GUIDANCE OFFICE

Mr. Michael Tardif will serve as Student Services Coordinator at PIRCTC and his office is located in Room 409B of the Center. Students wishing a conference with Mr. Tardif will meet with Mrs. Murphy to establish a time.

HEALTH OFFICE

The MSAD #1 Health Office is located at PIHS. Three registered nurses and one secretary meet the health needs of students throughout the district. The Health Office is open during the regular school year from 7:30 a.m. to 3:00 p.m.

LETTERS OF RECOMMENDATION

From time to time throughout a student’s high school career, particularly during his/her senior year, a PIRCTC student may need a letter (or letters) of recommendation from a member of the administration, faculty, or staff. Although the faculty, staff, and administrators are not obligated to write letters of recommendation, they are usually happy to take the time to do it, especially when a request comes from a student who has worked hard and maintained excellent citizenship during his/her years at PIRCTC. It is important to note that requests must be made well in advance of the

date that the letter is needed, and it is customary for the recipient of the letter to offer a note of thanks to anyone who writes a letter of recommendation.

LIBRARY

The Roland B. Andrews Library Media Center functions as a learning and research facility which supports students in both their classroom experience and their personal growth.

The library is open each school day from 7:00 a.m. to 3:15 p.m. for quiet study, research, reading, and assigned work. All members of the PIRCTC community, students and teachers alike, are welcomed to use the library's print and online resources. All are encouraged to make full use of library services before school, at lunchtime, during study halls, and after school.

The library has diverse holdings, comprising over 11,100 print volumes, compact disks, and videotapes as well as ten public access computers connected to the Internet, the library's computerized catalog, and various online databases. The staff is happy to provide instruction in the best use of the many resources available in the collection.

Materials circulate for two-week periods and can be renewed up to three times. There is a charge of five cents per day for materials kept past the due date.

LOST AND FOUND

The lost and found area is located in the PIRCTC office.

MESSAGES

The Technical Center Office does not make it a rule to take messages for students. **Emergency** messages from parents will be taken and delivered to students.

PHOTOCOPYING

No PIRCTC students will use the photocopier in the PIRCTC office.

MOBILE DEVICES

Mobile Devices Mobile devices (also known as cell phones, cell phone devices, handheld devices, handheld computers, Palmtop, iPod Touch, or simply handheld) are permitted At PIRCTC, but they must remain out of sight and in the "off" mode during class time. Students may not use or allow devices to ring (even on silent mode) during class time. A student who uses a mobile device (including text messaging) or allows it to ring or vibrate during class will have his/her device confiscated by the teacher who will turn the device in to the director. Consequences for a mobile device are based on yearly infractions, not quarterly. The following disciplinary protocols will be followed for mobile device infractions:

First offense – the student will be assessed three noon-detentions, and the student may retrieve the device from the director’s office at the end of the school day.

Second offense – the student will be assessed a Friday detention; the student’s parent is required to pick up the device from the director’s office.

Third offense – the student will be assessed a Friday detention; the student’s parent is required to pick up the device from the director’s office, and the student will lose cell phone privileges for an extended period of time as determined by the director.

Students who are granted permission to leave class under false pretense and utilize their mobile device in the hall or restroom are in violation of the Mobile Device Use Policy and will be subject to disciplinary action.

Devices equipped with digital photography capabilities must never be brought into restrooms or locker rooms or used in a malicious manner.

Using any device to photograph or record audio or video of any student or adult at PIRCTC without their consent is not permitted. Students and adults who have pictures or audio taken of them without their consent should report their concerns to the director. Students who record video or audio of a student or adult at PIRCTC without their consent are subject to disciplinary action.

