

# CAPITAL AREA TECHNICAL CENTER

Career & Technical Education



Parent/Student Handbook  
2020-2021

# Capital Area Technical Center



## 2020-2021 STUDENT HANDBOOK

Capital Area Technical Center offers diverse, safe, and innovative learning experiences in which highly skilled educators empower students in developing the competencies needed to achieve their future goals.

### **CAPITAL AREA TECHNICAL CENTER**

40 Pierce Drive  
Augusta, ME 04330  
Phone: 626-2475

<http://capitalarea.mainecte.org/>  
<https://fb.me/capitalareatechnicalcenter>

Our school is made up of students from 8 area high schools that include: Cony, Erskine, Gardiner, Hall-Dale, Maranacook, Monmouth, Richmond, and Winthrop.

Our programs are geared toward preparing students for business and industry. Many students find they like the hands-on nature of our programs, but this doesn't mean the programs are not rigorous or challenging. You will be challenged, you will be required to work hard, you will have the opportunity to earn certifications and college credit.

And through operating in a close to a real-world work environment, you'll also gain important professionalism and employability skills that are of equal importance to the technical skills that you will learn.

**Note to Parents:** CATC is different from a general education school in both content and expectation. In our attempt to replicate a work environment, there are minor issues that may arise that are dealt with in-house, frequently through graded professionalism measures. We will be in contact if a major issue were to arise and will happily provide regular contact if requested, but we think of this as a workplace - for example, a teenager's boss at a retail store would not be likely to call home because the teenager is goofing around or the teenager's work ethic or output is insufficient. Our instructors will be attempting to operate like the boss with your student as the employee to the greatest extent possible.

Please take advantage of the opportunity to see if one of our programs would be a good fit for your future plans. If you would like to schedule a visit to one of our programs, please see your school counselor for more information. We want to help you make the best-informed decision about a program that might be right for you.

- Our programs are both physically and academically rigorous. All programs require strong reading and writing skills. Many programs require an ability to read and write at a level appropriate for college coursework. All programs require strong math skills and the ability to work quickly through basic computations and work with fractions and ratios.
- All programs include topics such as workplace ethics, resume writing, job interviewing, and include intensive safety or workplace appropriateness programs.
- Professionalism and developing work readiness skills are highly emphasized in each program and of equal importance to technical skills and knowledge.
- A student interview and references may be required.
- All programs are designed to prepare a student for work or further education in the field. While we welcome students with a variety of levels of interest, please note that successful completion of a program requires an effort that extends beyond a hobby or personal use of skills.

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# Contact Information

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Building Construction Ed Tech	Gretchen Fehlau	x3111	gretchen.fehlau@...
Business Academy Instructor	Angela Dostie	x2010	angela.dostie@...
Certified Nursing Asst. Instructor	Deborah Belanger-Warneke	x3132	deborah.warneke@...
Certified Nursing Assistant/ Med-Vet Terminology Instructor	Karen Parker	x2006	parkerk@...
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Director	Nicholas Gannon	x3102	nicholas.gannon@...

## PURPOSE

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The purpose of this handbook is to inform students and parents/guardians of rules and procedures necessary for the safety and well being of our students and staff. In the event of a conflict between this handbook and Augusta Schools Board of Education Policies, the Board policies will govern.

We have developed a comprehensive menu of policies, which guide the operation of our organization and schools. In an effort to make these policies available for all parents and community members, they have been published on our website. You may access these policies by going to [augustaschools.org](http://augustaschools.org). Once there, click on the “Adopted Policies” link under the heading of “Board of Education”.

Please note that this handbook and the school website may contain typographical mistakes, inaccuracies, or omissions, and some information may not be complete or current. The school reserves the right to correct any errors, inaccuracies, or omissions and to change or update information at any time without prior notice.

## DAILY SCHEDULE

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Our sending schools provide transportation to and from the Center. Students are expected to get off the bus (or come down the blue ramp for Cony students) and report directly to their program.

<b>Time</b>	<b>Session</b>	<b>Sending School - Primary Session Attendance</b> <i>(students from sending schools may attend a different session depending on scheduling needs)</i>
9:00AM - 11:00AM	AM Session	Cony, Hall-Dale, Maranacook, Richmond
11:30AM - 1:30PM	PM Session	Erskine, Gardiner, Monmouth, Winthrop

## ATTENDANCE

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Attending CATC is much the same as going to work. Students receive “hands-on” career training. Therefore, regular attendance is necessary for successful mastery of the skills and knowledge taught in all programs. Missed learning/instructional opportunities cannot always be recreated. Regular attendance is expected of all students and is a necessary factor in achieving success. Attendance records are maintained on a program-by-program basis and requirements and consequences apply to each program individually. Please see specific course expectations from your program instructor for detailed information.

1. Instructors will contact the parent/guardian when absences exceed 2 per quarter.
2. Excessive absences will be referred to CATC administration for review.
3. Students must make up work within 10 school days or as determined by the instructor.
4. Arranging for makeup work is the student’s responsibility.

Please note that we understand that during the COVID-19 pandemic, students may be out of school more than usual due to the CDC and DOE guidelines and recommendations. We will do our best to catch a student up, however, many of our skills receive hands-on training and the instructional opportunities cannot

always be recreated.

Parents/Guardians should always call the student’s high school if a student is unable to attend CATC for the day or needs to be excused from CATC early. The sending high school will report this to the CATC attendance office. Any absences not reported to the sending school, or not meeting the following excusable reasons will be considered unexcused.

## **EXCUSED ABSENCES**

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The following absences are excused under State law:

1. Personal illness;
2. Observance of a recognized religious holiday when the observance is required during the school day;
3. Appointment with a health professional that must be made during the school day (*a note may be required and health professional office are often very familiar and able to provide a general note of attendance at an appointment*);
4. Family emergencies;
5. A planned absence for personal or educational purpose **which has been approved in advance by the administration**;

## **GRADING**

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Grades are reported out to sending high schools at the close of each school’s grading period. However, CATC is not a credit-granting institution. Sending high schools determine the number of credits students receive for the successful completion of a CATC program.

Instructors will review with students the elements that will determine grades. Homework, tests, and quizzes will continue to be an important part of determining grades, but a strong emphasis will be placed on the daily performance of hands-on tasks and professionalism measures. Using the criteria set forth by program instructors, students will work toward the attainment of technical and academic skills.

A+	99-100*	B+	91-92	C+	83-84	D+	75-76	F	69 and below
A	96-98	B	88-90	C	80-82	D	72-74	I	Incomplete**
A-	93-95	B-	85-87	C-	77-79	D-	70-71		

\*All grade percentages rounded to the nearest whole number.

\*\*An incomplete is given only when illness or an emergency has not allowed you to complete your assignments as determined by your instructor in consultation with the director.

## **DUAL ENROLLMENT & ARTICULATION AGREEMENTS**

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Dual Enrollment: In many of our programs, students have an opportunity to be dually enrolled to receive both high school and college credits.

Articulation Agreements: Articulation agreements are agreements with specific colleges. CATC students may receive college credit for CATC program completion at certain post-secondary institutions. CATC has over 50 articulation agreements in place ranging from 1 to 10 college credits in many of our programs. Please see your instructor for more information.

## **SAFETY**

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Safety is extremely important at CATC. Some of our programs involve the use of potentially dangerous equipment. Students may also be required to work in elevated areas. For safety reasons it is necessary that students conduct themselves in a mature and responsible manner when using such equipment. The proper use of tools and equipment will be taught to all students participating in these programs. The opportunity for students to use the tools and equipment will be an earned privilege.

Students enrolled in any program where safety glasses are needed will be provided with a pair of industrial rated safety glasses. Students are required to use them at appropriate times. Students will be responsible for lost or destroyed safety glasses.

Safety rules and regulations must be followed in all applied learning situations. Students may lose their privilege to use tools and equipment if they do not conduct themselves in a safe manner. CATC may elect to drop from enrollment any student who has been identified as being unsafe.

## **TRANSPORTATION**

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All sending schools provide transportation to CATC. There are limited circumstances that may require a student to drive their own vehicle to CATC. Prior approval is required. A [Transportation Agreement](#) outlines the expectations for students driving to/from CATC as an alternative to riding school-provided transportation. Students must sign, acquire a signature from all parties, and return this form to the CATC Office prior to driving to/from CATC.

Student drivers are expected to:

- Observe the posted speed limit on the CATC/Cony Campus during the school day (15 mph).
- Park only in the Cony student parking lot located between the football field and softball field.
- Arrive to CATC on time and enter the school immediately through door #17. Loitering in the parking lot is not permitted.
- Observe buses when their loading/unloading lights are engaged.
- Avoid driving behavior that may be disruptive or distracting (revving engines, squealing tires, loud music, etc.).
- Return to their sending high school if required and do so on time.

For the 2020-2021 school year, each high school administration will distribute transportation agreements to those students they deem appropriate to drive. This



is done in order to accommodate distancing on available buses.

Driving privileges may be revoked or suspended by CATC or high school administrators.

Student drivers are not permitted to transport or ride with other students as part of this agreement. Students that expect to arrive late or need to be dismissed early for an appointment, athletic event, or any other reason should provide this information and supporting documentation to their high school who will notify the CATC attendance office.

## **COMPUTER USE**

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For the 2020-2021 school year, CATC will be able to provide internet access for all students to use with their school-issued computer. Students are expected to come to CATC with their school-issued computer every day.

## **STUDENT ORGANIZATIONS**

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### **SkillsUSA:**

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. We help each student excel. A nonprofit national education association, SkillsUSA serves middle-school, high-school and college/postsecondary students preparing for careers in trade, technical and skilled service (including health) occupations.

SkillsUSA offers local, state and national opportunities for students to learn and practice personal, workplace and technical skills. These three components comprise the SkillsUSA Framework, a blueprint for career readiness. Local chapters conduct a full program of work and many students also attend a district or state conference. At the SkillsUSA Championships, more than 6,500 students compete in more than 100 occupational and leadership skill areas each June. These national technical competitions help establish industry standards for job skill training and entry-level workers. SkillsUSA is recognized by the U.S. Department of Education as a successful model of employer-driven youth development training.

### **National Technical Honor Society (NTHS):**

Students at CATC who display high academic standards are eligible to be nominated by their instructor into the school's chapter of NTHS. The nominees' scholastics records are reviewed by a committee of staff members and partner sending schools school counselors. The criteria for selection are established by the NTHS office and local charter.

Nominations are accepted each spring after a minimum of two ranking periods. All returning seniors who became members as juniors, as well as first year students meeting the eligibility requirements are honored at an induction ceremony. Honorees receive correspondence from the National NTHS office regarding scholarships, training opportunities, postsecondary education, and information from employment recruiters.

## **SCHOOL CANCELATIONS**

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When the City of Augusta schools are closed due to weather, the announcement includes CATC. Announcements will be made on the radio and television stations. If CATC is closed for other circumstances, partner sending schools will be notified.

## **AUGUSTA SCHOOL DEPARTMENT POLICIES**

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### **AC - Nondiscrimination/Equal Opportunity and Affirmative Action**

The Augusta School Department does not discriminate on the basis of sex or other protected categories in its education programs and activities, as required by federal and state laws/regulations.

Discrimination against and harassment of school employees because of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, age, disability or genetic information are prohibited. Discrimination against and harassment of students because of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, or disability are prohibited.

The Board directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students and other individuals having access rights to school premises and activities.

The Augusta School Department has designated and authorized an Affirmative Action Officer/Title IX Coordinator who is responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination, including sexual harassment. The Affirmative Action Officer/Title IX Coordinator is a person with direct access to the Superintendent.

The Augusta School Department has implemented complaint procedures for resolving complaints of discrimination/harassment and sexual harassment under this policy. The Augusta School Department provides required notices of these complaint procedures and how they can be accessed, as well as the Augusta School Department's compliance with federal and state civil rights laws and regulations to all applicants for employment, employees, students, parents and other interested parties.

### **Legal Reference:**

Equal Employment Opportunity Act of 1972 (P.L. 92-261), amending Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000 (e) et seq.)

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.); 34 C.F.R. Part 106 (Title IX regulations)

Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d)

Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq.)

Equal Pay Act of 1963 (29 U.S.C. § 206)

Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. § 794 et seq.), as amended

Americans with Disabilities Act (42 U.S.C. § 12101 et seq.), as Amended  
Genetic Information Nondiscrimination Act of 2008 (42 U.S.C. § 2000ff et seq.)  
Maine Human Rights Act (5 MRSA § 4551 et seq.), as amended

Cross Reference:

Augusta School Department Affirmative Action Plan Policy GBA

ACAA – Harassment and Sexual Harassment of Students

ACAA-R – Student Discrimination/Harassment and Title IX Sexual Harassment  
Complaint Procedures

ACAB – Harassment and Sexual Harassment of School Employees

ACAB-R – Employee Discrimination/Harassment and Title IX Sexual Harassment  
Complaint Procedures

Adopted: February 9, 2011

Revised: August 12, 2020

**ACAA - Harassment Policy**

Harassment of students because of race, color, sex, sexual orientation, gender identity, 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.

School employees, fellow students, volunteers, visitors to the schools, and other persons with whom students may interact in order to pursue or engage in education programs and activities, are required to refrain from such conduct.

Harassment and sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment and 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.

A. Harassment

Harassment includes, but is not limited to, verbal abuse and other offensive conduct based on race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse, and/or bullying behavior are also addressed in Board Policies JICIA – Weapons, Violence and School Safety and JICK – Bullying.

B. Sexual Harassment

Sexual harassment is addressed under federal and state laws/regulations. The scope and definitions of sexual harassment under these laws differ, as described below.

1. TITLE IX SEXUAL HARASSMENT

Under the federal Title IX regulations, sexual harassment includes the following conduct on the basis of sex which takes place within the context of the Augusta School Department's education programs and activities:

- a. "Quid pro quo" sexual harassment by a school employee: Conditioning a school aid, benefit or service (such as a better grade or a college recommendation) on an individual's participation in unwelcome sexual conduct;
- b. "Hostile environment" sexual harassment: Unwelcome conduct based on sex that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies an individual's equal access to the Augusta School Department's education programs and activities; or
- c. Sexual assault, dating violence, domestic violence and stalking as these terms are defined in federal laws.

2. Sexual Harassment Under Maine Law

Under Maine law, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following situations:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational benefits;
- b. Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits; or
- c. Such conduct has the purpose and effect of substantially interfering with a student's academic performance or creates an intimidating, hostile or offensive environment.

C. Reports and Complaints of Harassment or Sexual Harassment

All school employees are required to report possible incidents of harassment or sexual harassment involving students to the Affirmative Action Officer/Title IX Coordinator. Failure to report such incidents may result in disciplinary action.

Students, parents/legal guardians and other individuals are strongly encouraged to report possible incidents of harassment or sexual harassment involving students to the Affirmative Action Officer/Title IX Coordinator. The Affirmative Action Officer/Title IX Coordinator is also available to answer questions and provide assistance to any individual who is unsure whether harassment or sexual harassment has occurred.

All reports and complaints of harassment or sexual harassment against students shall be addressed through the Student Discrimination/Harassment and Title IX Sexual Harassment Procedures (ACAA-R).

Legal Reference:

Americans with Disabilities Act (42 U.S.C. §12101 et seq., as amended; 28 C.F.R. § 35.107)

Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. § 794 et seq., as amended; 34 C.F.R. § 104.7)

Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.); 34 C.F.R. Part 106

Clery Act (20 U.S.C. §1092(f)(6)(A)(v) - definition of sexual assault)

Violence Against Women Act (34 U.S.C. § 1092(f)(6)(A)(v) – definition of sexual assault; 34 U.S.C. § 12291(a)(10) – dating violence; 34 U.S.C. §12291(a)(3) – definition of stalking; 34 U.S.C. §12291(a)(8) – definition of domestic violence)

Title VI of the Civil Rights Act of 1964 (42 USC § 2000d)

Maine Human Rights Act, 5 MRSA § 4551 et seq.

20-A MRSA § 6553

MHRC/MDOE Joint Rule Chapter 94-348 and 05-071, ch. 4

Cross Reference:

ACAA-R – Student Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures

AC – Nondiscrimination/Equal Opportunity and Affirmative Action

ACAD – Hazing

JFCK – Student Use of Cellular Telephones and Other Electronic Devices

JICIA – Weapons, Violence and School Safety

JICK - Bullying

Adopted: October 14, 1975; February 9, 2011

Revised: July 1981; August 13, 1987; February 9, 2011; August 12, 2020

**ADAA - School System Commitment to Standards for Ethical and Responsible Behavior**

The School Board believes that promoting ethical and responsible behavior is an essential part of the school unit’s educational mission. The Board recognizes that ethics, constructive attitudes, responsible behavior, and “character” are important if a student is to leave school as a “responsible and involved citizen,” as described in the Guiding Principles of the Maine Learning Results. The Board also recognizes that Maine law requires the adoption of a district-wide student code of conduct consistent with statewide standards for student behavior developed by the Commissioner of the Department of Education in compliance with 20-A MRSA § 254(11).

The Board seeks to create and maintain a school climate in which ethical and responsible behavior can flourish. The Board believes that instilling a sense of ethics and responsibility in students requires setting positive expectations for

student behavior as well as establishing disciplinary consequences for behavior that violates Board policy or school rules. Further, the Board believes that in order to teach ethical and responsible behavior, adults who interact with students must strive to model and reinforce ethical and responsible behavior. To that end, the Board supports an active partnership between schools and parents.

Recognizing that collaboratively identified core values are the foundation for a school culture that encourages and reinforces ethical and responsible student behavior, the Board is committed to the establishment and implementation of a process for identifying shared values and setting and enforcing standards for behavior, including prescription of consequences for unacceptable behavior. The process for identifying such shared values will invite and include the participation of Board members, school administrators, staff, parents, students, and the community. Core values will be reviewed periodically, with opportunity for public participation. The Board will direct the Superintendent/designee to develop a process to assess school system progress toward achievement of an ethical and responsible school culture.

Following the identification of core values, the Board, with input from administrators, staff, parents, students, and members of the community, will adopt a Student Code of Conduct consistent with statewide standards for student behavior<sup>1</sup> that shall, as required by law:

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<sup>1</sup>The statewide standards are the “core values” identified in the report of the Commission for Ethical and Responsible Student Behavior, Taking Responsibility: Standards for Ethical and Responsible Behavior in Maine Schools and Communities. The core values are: Respect, Honesty, Compassion, Fairness, Responsibility and Courage. The Code of Conduct must be “consistent with,” not identical to, the statewide standards developed under 20 M.R.S.A. § 254(11). This provides an opportunity for communities to identify their own core values and articulate what they “look like” when applied to behavior. The core values serve as a basis for school system expectations for student conduct.

- A. Define unacceptable student behavior;
- B. Establish standards of student responsibility for behavior;
- C. Prescribe consequences for violation of the Student Code of Conduct, including first-time violations, when appropriate;
- D. Describe appropriate procedures for referring students in need of special services to those services;
- E. Establish criteria to determine when further assessment of a current Individual Education Plan (IEP) is necessary, based on removal of the student from class;
- F. Establish policies and procedures concerning the removal of disruptive or violent students from a classroom or a school bus, as well as student disciplinary and placement decisions, when appropriate; and
- G. Establish guidelines and criteria concerning the appropriate circumstanc-

es when the Superintendent/designee may provide information to the local police or other appropriate law enforcement authorities regarding an offense that involves violence committed by any person on school grounds or other school property.

The Student Code of Conduct will be reviewed periodically by the School Board, with input from administrators, staff, parents, students, and members of the community.

Students, parents, staff, and the community will be informed of the Student Code of Conduct through handbooks and/or other means selected by the Superintendent/designee.

### **Ethics and Curriculum**

The Board encourages integration of ethics into content areas of the curriculum, as appropriate. The Board also encourages schools to provide students with meaningful opportunities to apply values and ethical and responsible behavior through activities such as problem solving, peer mediation and student government/leadership development.

#### **Legal Reference:**

20-A MRSA §§ 254, 1001(15)

Adopted: March 9, 2011

Revised: January 15, 2003; March 9, 2011

### **ADC - Tobacco Use & Possession**

In order to promote the health and safety of students, staff and visitors and in compliance with applicable state and federal laws, the Board prohibits smoking and all other use of tobacco products in school buildings and other school unit facilities, on school buses, and on school grounds at all times by all persons.

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 Board policy, from selling, distributing or in any way dispensing tobacco products to students.

Tobacco advertising, including the wearing of clothing advertising tobacco products is prohibited in school buildings, at school functions and in school publications.

All of these same prohibitions shall apply to electronic cigarettes and other devices designed to deliver nicotine through inhalation or “vaping,” or used to simulate smoking.

Information regarding this policy will be disseminated at least yearly to students/parents, staff and community through student handbooks, staff meetings, posted signs, facilities use contracts, announcements and other means as decided by the Superintendent/administration.

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)

Cross Reference:

JICA – Student Dress

JL – Student Wellness

KF – Community Use of School Facilities

KHB – Advertising in the Schools

Adopted: July 13, 1992 (GBK)

Adopted: 1975 (JFCG)

Revised: June 13, 2007

Revised: 12/9/85; 8/8/82; 2/14/96

Revised: July 13, 2011, July 8, 2015, August 10, 2016

**IJNDB Student Computer and Internet Use and “Cyber Safety”**

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

Compliance with Augusta School Department’s policies and rules concerning computer and Internet use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. The building principal is authorized to determine, after considering the circumstances involved, whether and for how long a student’s computer privileges will be altered. The building principal’s decision shall be final or may be appealed to the Superintendent.

Violations of this policy and Augusta School Department’s computer and Internet rules may also result in disciplinary action, referral to law enforcement, and/or legal action.

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

**“CYBER SAFETY”**

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Augusta School Department uses filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. Although Augusta School Department takes precautions to supervise student use of the Internet, parents should be aware that the Augusta School Department cannot reasonably prevent all instances of inappropriate computer and Internet use by students in violation of Board policies and rules, including access to objection-



able materials and communication with persons outside of the school. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

In the interest of student safety (“cyber safety”), Augusta School Department also educates students or students and parents about online behavior, including interacting on social networking sites and chat rooms, the dangers of hacking, and issues surrounding “sexting” and cyber bullying awareness and response. The Superintendent shall be responsible for integrating cyber safety training and “digital citizenship” into the curriculum and for documenting Internet safety training.

The Superintendent shall be responsible for implementing this policy and the accompanying “acceptable use” rules. The Superintendent/designee may implement additional administrative procedures or school rules consistent with Board policy to govern the day-to-day management and operations of the school unit’s computer system.

Students and parents shall be informed of this policy and the accompanying rules through student handbooks, the school website, and/or other means selected by the Superintendent.

Legal Reference:

20 USC § 677 (Enhancing Education through Technology Act)

47 USC § 254(h)(5) (Children’s Internet Protection Act)

47 CFR § 54.52

Federal Communications Commission Order and Report 11-125

Cross Reference:

EGAD - Copyright Compliance

GCSA - Employee Computer and Internet Use

IJNDB-R - Student Computer and Internet Use Rules

IJND – Distance Learning Program

Adopted: May 9, 2012

**IJNDB-R - Student Personal Digital Device and Internet Use Rules**

These rules accompany Board policy IJNDB (Student Computer and Internet Use). Each student is responsible for his/her actions and activities involving school unit personal digital device (including I-Pads and laptops issued to students), networks, and Internet services, and for his/her personal digital device files, passwords, and accounts.

These rules provide general guidance concerning the use of the school unit’s personal digital devices and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact the building principal or the Technology Coordinator. The Augusta School Department accepts the responsibilities as outlined by the MLTI participation agreement.

## A. Acceptable Use

The school unit's personal digital devices, networks, and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum, and instructional goals.

All Board policies, school rules, and expectations concerning student conduct and communications apply when students are using personal digital devices, whether the use is on or off school property.

Students are also expected to comply with all specific instructions from school administrators, school staff or volunteers when using the school unit's personal digital devices.

## B. Consequences for Violation of Personal Digital Device Use Policy and Rules

Compliance with the school unit's policies and rules concerning personal digital device use is mandatory. Students who violate these policies and rules may, after having been given the opportunity to respond to an alleged violation, have their personal digital device privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement, and or legal action.

The building principal shall have final authority to decide whether a student's privileges will be limited, suspended or revoked based upon the circumstances of the particular case, the student's prior disciplinary record, and any other relevant factors.

## C. Prohibited Uses

Examples of unacceptable uses of school unit personal digital devices that are expressly prohibited include, but are not limited to, the following:

1. Accessing or Posting Inappropriate Materials – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials or engaging in “cyber bullying;”
2. Illegal Activities – Using the school unit's personal digital devices, networks, and Internet services for any illegal activity or in violation of any Board policy or school rules. The school unit assumes no responsibility for illegal activities of students while using school personal digital devices;
3. Violating Copyrights – Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner's permission (see Board policy/procedure EGAD – Copyright Compliance). The school unit assumes no responsibility for copyright violations by students;

4. Copying Software – Copying or downloading software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for illegal software copying by students;
5. Plagiarism – Representing as one’s own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher, and website must be identified;
6. Non-School-Related Uses – Using the school unit’s personal digital devices, networks, and Internet services for any personal reasons not connected with the educational program or assignments;
7. Misuse of Passwords/Unauthorized Access – Sharing passwords, using other users’ passwords, and accessing or using other users’ accounts;
8. Malicious Use/Vandalism – Any malicious use, disruption or harm to the school unit’s personal digital devices, networks, and Internet services, including but not limited to hacking activities and creation/uploading of personal digital device viruses; and
9. Unauthorized Access to Blogs/Chat Rooms/Social Networking Sites – Accessing blogs, chat rooms or social networking sites to which student access is prohibited.

D. No Expectation of Privacy

Augusta School Department personal digital devices remain under the control, custody, and supervision of the school unit at all times. Students have no expectation of privacy in their use of school personal digital devices, including email, stored files, and Internet access logs.

E. Compensation for Losses, Costs, and/or Damages

The student and his/her parents are responsible for compensating the school unit for any losses, costs, or damages incurred by the school unit for violations of Board policies and rules while the student is using school unit personal digital devices, including the cost of investigating such violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by a student while using school unit personal digital devices.

F. Student Security

A student is not allowed to reveal his/her full name, address or telephone number, social security number, or other personal information on the Internet without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without

parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

#### G. System Security

The security of the school unit's personal digital devices, networks, and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material.

Any user who attempts to breach system security, causes a breach of system security, or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her personal digital device privileges limited, suspended, or revoked.

#### H. Additional Rules for Personal Digital Devices Issued to Students

1. Personal digital devices are loaned to students as an educational tool and are only authorized for use in completing school assignments.
2. Before a personal digital device is issued to a student, the student must sign the school's "acceptable use" agreement. Parents are required to attend an informational meeting before a personal digital device will be issued to their child. Attendance will be documented by means of a "sign in" sheet. The meeting will orient parents to the goals and workings of the personal digital device program, expectations for care of school-issued personal digital devices, Internet safety, and the school unit's rules in regard to use of this technology.
3. Students and their parents are responsible for the proper care of personal digital devices at all times, whether on or off school property, including costs associated with repairing or replacing the personal digital device.
4. Loss or theft of a personal digital device must be reported immediately to the building principal, and, if stolen, to the local law enforcement authority as well.
5. The Board's policy and rules concerning personal digital device and Internet use apply to use of personal digital devices at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of personal digital devices issued by school staff.
6. Violation of policies or rules governing the use of personal digital devices, or any careless use of a personal digital device may result in a student's personal digital device being confiscated and/or a student only being allowed to use the personal digital device

under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies or school rules.

7. Parents will be informed of their child's login password. Parents are responsible for supervising their child's use of the personal digital device and Internet access when in use at home.
8. The personal digital device may only be used by the student to whom it is assigned and by family members, to the extent permitted by Maine's personal digital device program.
9. Personal digital devices must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

Cross Reference:

EGAD – Copyright Compliance

IJNDB – Student Computer and Internet Use

Adopted: 11/4/15

**IHAI - Capital Area Technical Center Applied Learning Program**

The Capital Area Technical Center (CATC) supports the instructional use of Applied Learning Projects for the purpose or enhancing the educational programs of its students. Students perform applied learning projects for educational purposes and CATC does not charge for the services and time of the students and instructors. Accordingly the Capital Area Technical Center, or any of its agents, assumes no liability for applied learning projects undertaken. The Center is not a merchant with automotive repair, construction, culinary arts, printing 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 submissions 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 CATC's instructional program shall complete an Applied Learning Project Request Form, available at the Center's Office. The form must be completed in full and signed by the owner to indicate acceptance of the conditions set by the Capital Area Technical Center. CATC reserves the right to accept or reject any requests for Applied Learning Projects. All Applied Learning Projects accepted will become a learning situation for students with no implied warranty or date of completion.

## **GUIDELINES/PROCEDURES FOR APPLIED LEARNING PROJECTS**

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- A. 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
- B. All operations performed on Applied Learning Projects shall be conducted by students as an applied learning experience.
- C. Applied Learning Projects requested shall only be accepted from:
  - 1. Nonsectarian, nonpolitical, nonprofit organizations which are exempt under Section 501(c)(3) of the Internal Revenue Code,
  - 2. Students enrolled in schools within the Center's region,
  - 3. Staff members employed by schools within the Center's region,
  - 4. Other requests, not fulfilling the above criteria need the specific approval from the Director.
- D. All Applied Learning Projects requests from CATC staff members require the specific approval of the Director.
- E. All Applied Learning Projects shall have a written estimate of expenses, signed by the owner, prior to the start of a project. Applied Learning projects shall not exceed \$500 in total cost without specific approval from the Director.
- F. Students shall not be compensated for operations conducted as part of an Applied Learning Project. However, CATC does accept donations to the school's scholarship fund.
- G. Individuals shall not use the Center's lab facilities for commercial ventures.
- H. All projects must be paid in full to the office before the project can be removed from the Center. The office will provide a receipt to validate proof of payment.

## **PROJECT COSTS**

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The owner of the Applied Learning Project is required to pay for all necessary materials. Any materials provided by the Technical Center 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.

## **GRIEVANCE PROCEDURE**

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

Step 1: Any grievance must be filed in writing with the Director within

the five (5) business 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 reasons of the appeal in writing to the Augusta Superintendent of Schools within five (5) business days of the previous decision. The Augusta Superintendent of Schools shall review the materials submitted, discuss the issue with the parties involved, and shall render a written decision with the reasons.

Cross Reference:

IHAA – Career and Technical Education

Adopted: December 15, 1999

Revised: December 13, 2000; May 14, 2014, July 10, 2019

**JEAA - Student Attendance/Student Absences and Tardiness**

Regular school attendance is essential to academic success. Because the process of education depends upon exposure to subject matter, continuity of instruction and class participation, absence from class is detrimental to student learning. The interaction of students with the teacher and with other students contributes to mastery of content, critical thinking, and development of effective communication and social skills.

Responsibility for maintaining student attendance is a shared responsibility.

- A. Except for excused absences, students are expected to attend school every day, arrive at school and to each class on time, and remain in school for the full day.
- B. Parents are expected to ensure that their children arrive at school each day on time, remain in school for the full day, and attend school consistently throughout the year.
- C. Schools will maintain a comprehensive attendance record for each student. School staff is expected to monitor attendance and communicate with parents and students regarding attendance and tardiness.

The Superintendent, in consultation with school administrators and, as appropriate, other school unit staff, shall be responsible for developing rules and procedures related to student attendance. Such rules and procedures will include provisions for:

- A. Disciplinary consequences for unexcused absences, tardiness, early departures and absences from classes;
- B. The potential academic consequences of excessive absenteeism; and
- C. The making up of tests, quizzes and other work missed during excused and unexcused absences.

The Board’s policy and the schools’ attendance rules and procedures will be communicated to students, parents, administrators and staff by means of student and staff handbooks, student and parent orientations and/or other means as deemed effective and appropriate. The potential disciplinary consequences for unexcused absences from school or class and for unexcused tardiness and early departures will be included in the student code of conduct.

Cross Reference:

JEA – Compulsory Attendance

JFC – Dropout Prevention/Student Withdrawal from School

JHB - Truancy

Adopted: August 10, 1992

Revised: January 14, 2015

**JIC - Student Code of Conduct**

Promoting ethical and responsible student behavior is an essential component of the Board’s educational mission.

The Board is committed to maintaining a safe, respectful and orderly school environment in which students may receive and staff may deliver quality education without disruption or interference and in which students may develop as ethical, responsible and involved citizens.

To achieve this goal, Board has developed this District-wide Student Code of Conduct with input from school administrators, staff, students, parents and the community. Based on values identified as essential to ethical and responsible behavior, the Code articulates the Board’s expectations for student conduct.

The Board believes that each member of the school community should take responsibility for his/her own behavior. To that end, the Board recognizes the need to define unacceptable student conduct, identify the possible consequences for unacceptable conduct, and ensure that discipline is administered fairly, promptly, and appropriately.

The Code applies to students who are on school property, who are 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.

The Student Code of Conduct shall be distributed to students, parents and staff through handbooks and/or other methods deemed appropriate by the Superintendent and building administrators.

**I. STANDARDS FOR ETHICAL AND RESPONSIBLE BEHAVIOR**

The Board’s expectations are designed to support and encourage students in the development of behaviors that reflect the following values. These values are consistent with statewide standards for ethical and responsible behavior in Maine schools.

Respect—Fairness—Honesty—Responsibility—Compassion—Courage



## II. CODE OF CONDUCT

All students are expected to comply with the Code of Conduct and all related Board policies and school rules. The Code applies to students:

- A. On school property;
- B. While in attendance at school or at any school-sponsored activity; or
- C. At any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school.

## III. GENERAL BEHAVIOR EXPECTATIONS AND DISCIPLINE POLICIES

The following expectations for student behavior are fundamental to a safe, orderly, and respectful environment in our schools. Each student should:

- A. Be courteous to fellow students, staff, and visitors;
- B. Respect the rights and privileges of other students and school staff;
- C. Obey all Board policies and school rules governing student conduct;
- D. Follow directions from school staff;
- E. Cooperate with staff in maintaining school safety, order, and discipline;
- F. Attend school regularly;
- G. Meet school standards for grooming and dress;
- H. Respect the property of others, including school property and facilities;
- I. Refrain from cheating or plagiarizing the work of others; and
- J. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

## IV. EXPECTATIONS

The following is a summary of the Board's expectations for student behavior. In many cases, the Board has adopted policies that address these expectations in greater detail. Students, parents, and others should refer to the policies and student handbooks for more information about the expectations and consequences. In case of an inconsistency between the Code

of Conduct, Board policies, and/or school handbooks, Board policies will prevail.

- A. Violence and Threats - Students shall not engage in violent or threatening behavior. Prohibited behavior includes fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property, or threats, intimidation, or harassment. Violations may result in disciplinary action up to and including expulsion.
- B. Weapons - Students shall not possess or use weapons of any kind (examples include but are not limited to firearms, explosives, and knives). Students also shall not use 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 include but are not limited to bats, lighters, tools, and toy weapons). Firearms violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and including expulsion.
- C. Hazing - Hazing is prohibited. Maine law 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.” No student shall plan, encourage, or engage in such activities in connection with any school program or activity, including extracurricular, co-curricular, and athletic activities. Students who engage in hazing activities will be subject to disciplinary consequences including suspension and expulsion from school and/or other appropriate disciplinary measures.
- D. Discrimination and Harassment/Sexual Harassment - Students should not discriminate against other students on the basis of race, color, sex, religion, ancestry, national origin, or disability. Nor should students harass one another on the basis of race, color, sex, sexual orientation, religion, ancestry, or national origin, or disability. Sexual harassment is also prohibited. Harassment is grounds for disciplinary action up to and including expulsion.
- E. Drug and Alcohol Abuse - Students shall not distribute, possess, use or be under the influence of any alcoholic beverage, drug, or look-alike substance as described in Board policy. Violations may result in disciplinary action up to and including expulsion from school.
- F. Tobacco Use - Students shall not smoke, use, possess, sell, or distribute any tobacco products. Violations of this policy may result in disciplinary action up to and including suspension from school.
- G. Conduct on School Buses - Students must comply with all Board

policies and school rules while on school buses. Students who violate these policies and rules on a school bus may have their riding privileges suspended or revoked, and may also be subject to additional disciplinary action, up to and including expulsion, depending upon the particular violation.

- H. Computer/Internet Use - Students may use school computers, networks, and Internet services only for educational purposes. Students shall comply with all policies and rules governing acceptable use. Unacceptable use may result in suspension or cancellation of computer privileges as well as additional disciplinary and/or legal action.
- I. Athletic Code/Extracurricular Code of Conduct - Students must follow all Board policies and school rules while participating in athletics and extracurricular activities. Students may be subject to suspension or removal from the team/activity as well as additional disciplinary action under applicable Board policies and/or school rules.

#### V. REMOVAL OF DISRUPTIVE/VIOLENT/THREATENING STUDENTS

- A. Students who are disruptive, violent, or threatening death or bodily harm to others may be removed from classrooms, school buses, or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated location.
- B. If a student does not comply with a staff member's order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who shall respond promptly.
- D. Staff members should not use force or restraint, except only to the minimum extent necessary to protect from risk of injury or harm to the student or others.
- D. The responding administrator will take appropriate action. If the student fails to obey verbal directions, force of restraint may be used only to the minimum extent necessary to protect any person from imminent physical harm or to quell a disturbance. Whenever practicable, law enforcement should be called to restrain or physically remove the non-complaint student. The administrator may invoke the Augusta School Departments' emergency management plan, as appropriate.

#### VI. SPECIAL SERVICES

- A. Referral – The Board has adopted policies and procedures for determining when a student shall be referred for special services.
- B. Review of Individual Educational Plan (IEP) - The school shall

schedule an IEP team meeting to review the IEP of a student who has been removed from class when:

1. School officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or others;
2. The class removals are sufficient to constitute a change in the student's special education program; or
3. School officials or the parent believes that the student's behavior may warrant a change in educational programming.

## VII. REFERRALS TO LAW ENFORCEMENT AUTHORITIES

The Superintendent and administrators have the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the schools, students, or staff. The Superintendent/administration may also inform law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state, or federal statute. All serious offenses, as determined by the Superintendent, will be reported to law enforcement authorities.

### Legal Reference:

20-A MRSA §§ 254 (11); 1001 (15)

Standards for Ethical and Responsible Behavior in Maine Schools and Communities (Report of the Commission for Ethical and Responsible Behavior, 2/01)

### Cross Reference:

AC - Nondiscrimination/Equal Opportunity and Affirmative Action

ACAA/ACAA-R - Harassment and Sexual Harassment of Students

ACAD - Hazing

ADAA - School System Commitment to Standards for Ethical and Responsible Behavior

ADC - Tobacco Use and Possession

EBCC - Bomb Threats

IHBAA - Referral to Pupil Evaluation Team

IHBAC - Child Find Policy

IJNDB – Student Computer and Internet Use

JICC - Student Conduct on School Buses

JICIA - Weapons, Violence, and School Safety

JICH - Drug and Alcohol Use by Students

JJIC – Eligibility for Participation in Athletics/Extracurricular Activities

JK - Student Discipline

JKD - Suspension of Students

JKE - Expulsion of Students

JKF - Disciplinary Removals of Students with Disabilities

Adopted: 1975      Revised: 9/11/13

## **JICH - Drug, Tobacco Products and Alcohol Use by Students**

The Board and staff of the Augusta School Department support a safe and healthy learning environment for students that are free of the detrimental effects of drugs, tobacco products and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs, tobacco products and alcohol by school-aged youth.

In order to promote the safety, health and well-being of students, the Board endorses a three-pronged approach to address the issue of drug, tobacco products and alcohol use; prevention/education; intervention and discipline. The Superintendent is responsible for developing appropriate administrative procedures, curricula and programs to implement this policy, involving the diverse input and involvement of stakeholders.

### **A. Prohibited Conduct**

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance. These prohibitions 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. Clothing or accessories advertising and/or promoting drugs, tobacco products and alcohol will be prohibited.

### **B. Prevention/Education**

The school unit will provide students with appropriate information and activities focused on educating students about drugs, tobacco products and alcohol and preventing their use. Programs shall teach students that the use of drugs, tobacco products and alcohol is wrong and harmful; how to resist peer pressure; and address the legal, social and health consequences of drug, tobacco products and alcohol abuse.

### **C. Intervention**

The school unit will establish a team approach to intervene with students with drug, tobacco products and alcohol problems. Students will be assisted in addressing their drug, tobacco products and alcohol 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.

D. Disciplinary

Action Principals may suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

E. Policy Communication

The school unit shall distribute this policy and appropriate related information to staff, students and parents on an annual basis through handbooks and/or other means selected by the Superintendent and building administrators.

Legal Reference:

21 USC § 812 (Controlled Substances Act)

21 CFR Part 1300.11-15

P.L. 101-226 (Drug-Free Schools and Communities Act Amendments of 1989)

17-A MRSA § 1101

42 USC § 290dd-2

42 CFR § 2.1 et seq.

20-A MRSA §§ 1001(9); 4008

Cross Reference:

GBEC – Drug-Free Workplace

JICIA – Weapons, Violence and School Safety

JK – Student Discipline

JKD – Suspension of Students

JKE – Expulsion of Students

JLCD – Administering Medication to Students

JRA – Student Records

Adopted: January 12, 1981

Revised: May 10, 1985; January 14, 2015; July 13, 2016

**JICIA - Weapons, Violence, and School Safety**

The Augusta Board of Education 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 staff are required to immediately report incidents of prohibited conduct by students to the building administrator/designee for investigation and appropriate action.

I. 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 the school:

- A. Possession and/or use 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, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nunchucks;
- B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort, and replicas of weapons (including toys);
- C. Violent or threatening behavior including but not limited to fighting, assault and/or battery, taking hostages, 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 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;
- E. Willful and malicious damage to school or personal property;
- F. Stealing or attempting to steal school or personal property;
- G. Lewd, indecent or obscene acts or expressions of any kind;
- H. Violations of the school unit's drug/alcohol and tobacco policies;
- I. Violations of state or federal laws; and
- J. Any other conduct that may be harmful to persons or property.

II. EXCEPTIONS TO PROHIBITIONS ON POSSESSION AND DISCHARGE OF FIREARMS ON SCHOOL PROPERTY

The prohibition on the possession and discharge of firearms on school property does not apply to law enforcement officials acting in the performance of their duties.

III. USE OF OTHER WEAPONS IN INSTRUCTIONAL ACTIVITIES

Nothing in this policy shall prevent the school system from offering instructional activities using objects other than firearms that are generally considered weapons (e.g., bows and arrows) or from allowing an object generally considered a weapon to be brought to school for supervised instructional activities (e.g., archery, boatbuilding) approved by the Board so long as the 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 Superintendent, and if the Superintendent supports it, a recommendation will be made to the 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 school for instructional activities unless the Superintendent/designee has given specific permission in advance.

#### IV. DISCIPLINARY ACTION

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

A student who is determined to have brought a firearm to school or to have possessed a firearm at school shall be expelled for a period of not less than one year, except that this requirement may be 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 JKF.

#### V. NOTIFICATION TEAM/CONFIDENTIALITY

Maine law authorizes law enforcement officers and criminal justice agencies to share with a superintendent or principal information pertaining to a juvenile when the information is credible and indicates an imminent danger to the safety of students or school personnel on school grounds or at a school function. Maine law requires the District Attorney to notify the superintendent 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 days or immediately if necessary for school safety, the Superintendent shall convene a notification team. The notification team must include the administrator/designee of the school building where



the student attends, at least one classroom teacher to whom the student is assigned, a guidance counselor, and the student's parent/guardian. The notification team shall determine on this basis of need which school employees are entitled to receive information concerning allegations or adjudications of use or threatened use of force. Information received by the Superintendent/designee and disclosed to the notification team and/or disclosed to school employees is confidential and may not become part of the student's educational record.

The Superintendent shall ensure that confidentiality training is provided to all school employees who have access to this information.

## VI. PSYCHOLOGICAL EVALUATION/RISK ASSESSMENT

The Board authorizes the Superintendent 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 the student poses to school safety if the student were to remain in school.

The Superintendent is also authorized to request psychological evaluations of students who have been identified as posing a substantial risk of violent behavior.

All such evaluations shall be performed at the school unit's expense.

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

### Legal References:

5 MRSA § 4681 et seq.

15 M.R.S.A. §§ 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

JKD - Suspension of Students

JKE - Expulsion of Students

JKF - Suspension/Expulsion of Students with Disabilities

JIH - Questioning and Searches of Students

KLG - Relations with Law Enforcement Authorities

Adopted: February 9, 2000

Revised: April 10, 2013

### **JICJ - Student Use of Cell Phones and Other Electronic Devices**

The Board recognizes that many students possess cell phones and other electronic devices. These devices may not be used in any manner that disrupts the instructional process or violates Board policies or school rules.

The Board shall not be responsible for the loss, theft or damage to cell phones or other electronic devices that students bring with them to school or school activities or use on school transportation.

The following provisions apply to student use of cell phones and other electronic devices:

- A. Students are prohibited from using privately-owned electronic devices including but not limited to cell phones, I-Pods, MP3 players, handheld computers, and electronic games at school or at school activities except when the teacher or building principal authorizes use for a specific educational, health or safety purpose.
- B. The use of cameras, including camera phones, is strictly prohibited in locker rooms, bathrooms, and other places where privacy is generally expected. In all other school locations, permission must be granted before photographing another person.
- C. School administrators may designate appropriate times and places during which I-Pods and other listening devices may be used (e.g., during lunch periods, study halls, or on school buses traveling to school activities).
- D. The use of a cell phone or other electronic device in any manner that violates Board policy or school rules is prohibited. This includes but is not limited to harassment, cheating and violations of the student code of conduct. If a Board policy or school rule is violated, the teacher or school administrator may confiscate the device for the remainder of the school day. Student cell phones and other electronic devices may be subject to search if there is reasonable suspicion of a violation.
- E. Students who violate Board policy or school rules will be subject to disciplinary consequences which may include:
  1. Confiscation of the device until the end of the school day;
  2. A conference with the student's parent/guardian;
  3. Exclusion of the device from school for an extended period of time;
  4. Penalties up to suspension or expulsion from school, depending upon the nature and circumstances of the violation and the student's prior disciplinary record; and
  5. Referral to law enforcement.

The Superintendent/designee may develop additional rules to implement this policy. The policy and rules will be communicated to students and parents through the student handbook and/or the student code of conduct.

Cross Reference:

JIC–Student Code of Conduct

JIH–Questioning and Searches of Students

Adopted: May 10, 2006

Revised: November 8, 2017

**JIH - Questioning and Searches of Students**

The Board seeks to maintain a safe and orderly environment in the schools.

School administrators to include superintendent, assistant superintendent, principals and assistant principals are authorized to question and/or search students in accordance with this policy and accompanying administrative procedures.

Students may not bring, possess or store at school 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.

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.

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 may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by school administrators.

School staff, students and parents shall be informed of this policy on an annual basis through handbooks and/or other means selected by school administrators.

The Superintendent is authorized to develop and implement, with input from legal counsel, administrators, staff and others as appropriate, any administrative procedures necessary to carry out this policy. Such administrative procedures shall be subject to Board approval.

Cross Reference:

JIH-R – Questioning and Searches of Students - Administrative Procedure

JICIA – Weapons, Violence and School Safety

JK – Student Discipline

Adopted: April 10, 2002

Revised: November 8, 2017

## **JRA - Student Education Records and Information**

The Augusta School Department shall comply with the Family Educational Rights and Privacy Act (“FERPA”) and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and student information.

### **A. Directory Information**

The Augusta School Department designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received. The Augusta School Department may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

### **B. Military Recruiters/Higher Education Access to Information**

Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the Augusta School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent.

### **C. Information on the Internet**

Under Maine law, the Augusta School Department shall not publish on the Internet any information that identifies a student, including but not limited to the student’s full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents’ names, without written parental consent.

### **D. Transfer of Student Records**

As required by Maine law, the Augusta School Department sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

### **E. Designation of Law Enforcement Unit**

School units may disclose student education records without parental consent to personnel of its law enforcement unit, provided that they have been designated as school officials with legitimate educational interests for the purpose of compliance with FERPA.

The Board hereby designates the Augusta Police Department as the Augusta School Department’s law enforcement unit for the purpose of

disclosure of student education records under FERPA.

F. Health or Safety Emergency Emergencies

As permitted by FERPA, the school unit may disclose personally identifiable information from a student's educational record to appropriate parties, including parents of an eligible student, if taking into account the totality of the circumstances, it determines that there is an articulable and significant threat to the health or safety of the student or other individuals and that knowledge of the information is necessary to protect the health or safety of the student or other individuals. In the event of disclosure, the school unit will record the articulable and significant threat that formed the basis for the disclosure and the parties to whom the school unit has disclosed and maintain such record with the student's educational record.

G. Administrative Procedures and Notices

The Superintendent is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations. A copy of this policy shall be posted in each school.

Legal Reference:

20 U.S.C. § 1232g; 34 C.F.R. Part 99

20 U.S.C. § 7908

20-A M.R.S.A. §§ 6001, 6001-B

Ch. 101, 125 (Me. Dept. of Ed. Rules)

Cross Reference:

JRA-E – Annual Notice of Student Education Records and Information Rights

JRA-R – Education Records and Information Administrative Procedure

ILD – Student Surveys

Adopted: April 10, 2002

Revised: February 11, 2015

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**Parent/Student Handbook  
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