

LEWISTON REGIONAL TECHNICAL CENTER



**STUDENT/PARENT
HANDBOOK
2021 - 2022**

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September 1, 2021

Dear LRTC Students, families and community,

Welcome to the Lewiston Regional Technical Center community! 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.

The Lewiston Regional Technical Center (LRTC) is a unique school community which consists of students from six area high schools that include: Poland, Lisbon, Oak Hill, Leavitt, Edward Little and Lewiston. Our programs are geared toward preparing students for both career and college. Our students enjoy the hands-on nature of our programs as well as the rigorous and relevant foundation of our programs. LRTC programs are designed to challenge, build skills and knowledge as well as a critical work ethic. Students will have the opportunity to earn industry certifications and college credit. In addition, by operating in a close to a real-world work environment, students also gain important professionalism and employability skills that are of equal importance. Note to Parents: LRTC 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. Success is measured by commitment to program objectives and achievement of program outcomes, not merely seat time. Our programs are both physically and academically rigorous. All programs are designed to prepare a student for work or further education. 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. All LRTC programs require a regular investment of energy, commitment and brainpower in order to achieve maximum benefit. We are proud of our exceptional faculty who bring many years of experience in their respective professional areas. Please engage with them and invest in the program. We are confident that the investment you make in your program is a down payment on your future success.

Sincerely,

Rob Callahan
LRTC Director

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LRTC Mission

The mission of the Lewiston Regional Technical Center is to provide all students with a quality education that embodies technical and academic excellence, professionalism, and social responsibility. Our work-based learning environment prepares graduates with the knowledge and skills necessary for employment and post-secondary education in the 21st Century.

LRTC Core Values

Team Work

Collaborating to work together toward accomplishing a common goal.

Critical Thinking Skills

Analyzing information to create meaning and solve problems.

Lifelong Learning

The ability to adapt and upgrade individual skills in a rapidly changing world.

Self-Management

Holding oneself accountable to make appropriate choices to realize their full potential.

Dignity of all Occupations

Work that is respected and has meaning and value to the individual, the employer, and the community regardless of the level of financial compensation.

District Behavior Policy

Behavioral Expectations (PBIS)

Be safe, Be respectful, Be responsible

School Learning Environment & Safety

School needs to be a safe environment that supports teaching and learning. Any actions or behaviors that jeopardize the safety or well-being of others or the school community are cause for disciplinary action.

School-Sponsored Activities

All school rules, policies and expectations apply to students who are participating in or attending any school sponsored activities, events or programs on or off school grounds, including, but not limited to CTSO events, live work, internships, cooperative work, field trips, academic programs, extra-curricular, co-curricular or other activities.

LHS/LRTC PBIS Matrix PBIS

	Be Safe	Be Responsible	Be Respectful
<i>School Wide Mission Statement's Civic & Social Expectations</i>	<i>Demonstrate good citizenship in the school and in the community</i>	<i>Demonstrate responsibility for personal decisions and actions</i>	<i>Show respect for people, ideas and property</i>
Universal (Everywhere, all the time)	<ul style="list-style-type: none"> Advocate for safety of self and others Maintain personal space Report unsafe conditions (fights, hazards, bullying, cyber-bullying, etc.) 	<ul style="list-style-type: none"> Own your behavior Follow school rules and schedules Follow electronic device policy Practice good personal hygiene 	<ul style="list-style-type: none"> Use good manners Listen and speak politely Be helpful
Inside Common Areas (hallways, lobbies, stairways)	<ul style="list-style-type: none"> Walk directly to destinations Keep doorways and passing areas clear "Right is polite" 	<ul style="list-style-type: none"> Arrive to class on time Display hall pass Keep hallways and bathrooms clean 	<ul style="list-style-type: none"> Respect school property and personal work areas Speak quietly Remove hats during school day
Outside Common Areas (bus areas, parking lots, sidewalks, athletic fields, courtyard)	<ul style="list-style-type: none"> Obey traffic / pedestrian rules / patterns 	<ul style="list-style-type: none"> Park in assigned areas Allow time to reach destination Respect property 	<ul style="list-style-type: none"> Drive/walk patiently (be courteous) Use language and volume appropriate to setting
Cafeteria	<ul style="list-style-type: none"> Follow seating limits 	<ul style="list-style-type: none"> Leave no trace Remain in the café for the entire lunch setting Know your PIN/have payment ready Push in chairs 	<ul style="list-style-type: none"> Be respectful to the cafeteria staff Wait your turn
LRTC Program areas	<ul style="list-style-type: none"> Follow established safety rules and procedures 	<ul style="list-style-type: none"> Be prepared for the work environment (dress, tools, etc.) Be on time 	<ul style="list-style-type: none"> Use equipment properly Keep work area clean and organized

SAFETY

- Safety is always a primary concern at LRTC. It is the responsibility of all students and staff to maintain the highest levels of safety awareness and work habits to ensure a safe working environment for themselves, their classmates and the entire LRTC community.
- Students will be provided extensive safety training and access to safety equipment. It is required that all students engage that safety skill to ensure LRTC is a safe place to work and learn.
- Our programs involve the use of potentially dangerous equipment. Students will regularly function in “live-work” or shop settings. For safety reasons it is necessary that students conduct themselves in a mature and responsible manner when using such equipment.
- 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.
- 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.
- Any student who is unable to demonstrate and consistently employ safety awareness and habits will be reviewed by program instructors and building administration to determine program status.
- All safety requirements also extended to any off-campus live work, intern, co-op, clinical or other community based learning experience. Students are expected to comply with all safety requirements of that work site. Any student unable or unwilling to do so, will be removed from a community based work site and subject to a safety review to determine if future placements are warranted.

ACADEMIC HONESTY POLICY

Academic Honesty Philosophy:

Students and staff at Lewiston Regional Technical Center will strive to do their best in all aspects of school life including academics, extracurricular activities, and relationships. Academic work will be presented and received with honesty and respect. All members will strive for truthfulness and fairness in dealing with others with a commitment to avoid fraud, deceit and misrepresentation. It is the goal of the LRTC learning community to help students achieve their full potential in academic and personal excellence so that they can become productive members of society.

Academic Dishonesty:

Representing another person’s work, answers, or research as your own.

Examples of Academic Dishonesty

- Putting a source’s text into one’s own words (paraphrasing) and not citing the source.
- Quoting a source (copying information word for word) and failing to give the proper citation.
- Copying someone’s homework or answers.
- Using crib notes or some other form of cheat sheet. (paper or electronic)
- Submitting your same work more than once for credit without the instructor’s permission.
- Using any type of technology to inappropriately share information with other students.
- Giving test information/answers to other students.
- Making up data or information.
- Making up a source to use as a citation in a paper.
- Paying for a research paper.
- Unauthorized collaboration with another student to complete an assignment.
- Facilitating academic dishonesty for another student.
- An inordinate amount of assistance from a parent/guardian or staff member, tutor, etc. (to the point where it is no longer your work)

Shared Responsibilities

Students

- Each student is honest in all of his/ her academic and program endeavors.
- Each student is expected to turn in his/her own original work.
- Each student is responsible for his/her own personal actions and behavior.
- Each student is responsible for asking for help when needed.

Teachers

- Teachers will make their expectations for good academic behavior clear.
- Teachers will provide instruction and scaffolding for students to complete assignments.
- Teachers will make help available for students who are having difficulty with their assignments.
- Teachers will consistently model and demonstrate citing and crediting sources appropriately.
- Teachers will check for academic dishonesty, take appropriate action, and report infraction to administration.

Adapted From: Mountain Lakes H. S. Honor Code (Mountain Lake, NJ), "School for Champions" by Ron Kurtes, "Why Honesty Matters" by Charles Lipton Gardiner Area H. S. Code of Conduct (Gardiner, Maine, M.S.A.D #11) Kentridge High School Academic Integrity Policy (Kent, WA)

Consequences

All academic dishonesty infractions must be reported to administration.

Violations are cumulative not isolated to one program. For example, an infraction during a student's Junior year, or first year of their program; would qualify as the first offense, a subsequent offense during their Senior year, or during year two of their program constitutes a second offense.

1st Offense

- Teacher discusses infraction with the student.
- Teacher fills out a disciplinary form.
- Teacher contacts parents.
- Teacher notifies sending school counselor
- Students receive no credit for the assignment and their employability grade will be affected.
- Administrator meets with the student to discuss the infraction and why it negatively impacts the student and the school.
- Students will meet with teachers to plan reassessment. Once alternative assessment is successfully completed, the zero will be replaced with a complete grade.
- Administrator reviews the student's responsibilities for academic honesty.
- Administrator gives the student an explicit warning of what the 2nd offense consequences would be.
- The disciplinary incident will be shared with coaches, advisors, and honor societies on a need to know basis.

2nd Offense and Subsequent Offenses

- Teacher discusses infraction with the student.
- Teacher fills out disciplinary form.
- Teacher contacts parents.
- Administrator contacts parents.
- Student meets with teacher, administrator and parents.
- Student receives no credit for the assignment and the student's employability grade will be affected.
- Administrator gives an explicit warning of what subsequent offense consequences would be.
- Subsequent offenses may result in removal from the program, removal from elected position(s) and or honorary organization(s), and other consequences determined by an administrator.
- The disciplinary incident will be shared with coaches, advisors, and honor societies on a need to know basis.
- Students' program status will be reviewed. May result in removal from program.

Upon teacher recommendation, the administrator determines the severity of the infraction and students may be held accountable for a 2nd or subsequent offense regardless of whether a 1st or 2nd offense occurred.

ACCEPTABLE USE POLICY

Computers are important in today's society and Lewiston Regional Technical Center has technological resources for students to use. However, the use of these computers is a privilege and students must use them appropriately. The following uses are prohibited:

1. Accessing Inappropriate Materials
2. Illegal Activities
3. Violating Copyrights
4. Plagiarism
5. Copying Software
6. Non-School-Related Uses (including all social media)
7. Misuse of Passwords/Unauthorized Access
8. Malicious Use/Vandalism
9. Access to Chat Rooms/Newsgroups

LRTC retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by the school unit. The school reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers while using school issued devices, and/or accessing the school wi-fi/network, including email and stored files.

** All software needs to be cleared through Tech Support. Individual installations of software are prohibited on Lewiston Public School devices or using school wi-fin network. **

Students shall not reveal their names or identifying information on the Internet without prior permission from a supervising teacher. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

The district's complete Student Computer and Internet Use Policy are available for review. Violation of the Acceptable Use Policy will result in administrative action, suspension, or possible removal from the program..

ALCOHOL AND OTHER DRUGS

Drinking, possession of an alcoholic beverage, possession of drugs/drug paraphernalia, distribution of drugs or alcohol, or being under the influence of alcohol or drugs during school or at any school-sponsored activity, public or private, is prohibited. This includes look-alike drugs, vaping, substances being represented as drugs, designer drugs, steroids and/or any mood altering substance.

First offense:

- Substance abuse violation occurs and student is assigned a 5-day suspension
- School substance abuse coordinator/counselor meets with the student within the first five days of the suspension (arranged via parent/student phone call) to participate in education about the issues of substance abuse and to develop an appropriate plan to address abuse issues. The student's cooperation and full participation in the process may result in a reduction in suspension. (1st offense only)
- School substance abuse coordinator/counselor forwards recommendation to administrator(s).

Second and subsequent offense(s):

- 10 day suspension

Drug/alcohol related offenses may result in removal from the program.

Lewiston Public Schools offers a variety of special programs to help students, parents, and families. Students and/or parents can contact the school for assistance.

ATTENDANCE

Attending LRTC 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 LRTC 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.

If students are absent, their parent or guardian should call Lewiston Regional Technical Center (795-4144) between 7:30 and 9:00 a.m. on the day of the absence, and provide a reason for the absence. If a phone call is not received, students must submit a written reason from a parent/guardian to the Main Office upon returning to school. Notification must be submitted within one (1) week of an absence. If not received within one (1) week, the absence will remain unexcused

Consistent with general workplace expectations, Maine law on school attendance requires that all persons between the ages of six (6) and seventeen (17) years shall attend a public day school which serves the municipality in which the parent(s)/guardian resides during the time that school is in regular session.*See "Make-Up Work" State of Maine Law; Title 20A, Section 5001-A, states that a person's absence is excused when the absence is for any of the reasons below:

1. Personal illness,*
2. Appointments with health professionals that cannot be made outside the regular school day*,
3. Observance of recognized holidays when it is required during the regular school day,
4. Emergency family situations, and
5. Planned absence for personal or educational purposes that has prior administrative approval.

*In the case of excessive excused absences, parents/guardians may be required to provide a doctor's note.

**LRTC students are responsible for all missed work due to an absence. Students are required to contact their teacher before (in the case of a planned absence), during (if possible) or after an absence to understand the work missed and submission date. Students who submit only partial make-up work or no make-up work will receive a grade for whatever work has been submitted on the date provided by the teacher.

***Faculty/staff are committed to students coming to school and going to class so they can be prepared for the next steps in life. As such, Lewiston Regional Technical Center administration has the autonomy to implement student interventions and/or discipline regarding any student attendance issues around tardies (lates) and absences, excused or unexcused.**

BELL SCHEDULE

Lewiston Regional Technical Center operates on a daily 4 block schedule. Blue (or sending school color days) Days, periods 1 - 4, and White Day, periods 5 - 8. Blue(or color) Days will be referred to/identified as periods 1 - 4, and White Days will be referred to as 5 - 8.

Lewiston Regional Technical Center BELL SCHEDULE

First Bell (School Opens)	7:15
Second Bell	7:30
Warning Bell	7:40
Periods 1, 2 / 5, 6	7:45 - 10:38
Periods 1, 2, 3 / 5, 6, 7	7:45 - 12:07

BICYCLES

Students are welcome to bring bicycles to LHS. Bicycles must be placed in the proper bike racks. It is strongly recommended that bikes be locked.

BOMB THREATS

Any student responsible for a bomb threat will be suspended for 10 days, prosecuted to the fullest extent of the law and will be referred to the superintendent's office for further potential consequences.

Student Disciplinary Consequences for bomb threats

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

The administration may suspend and/or recommend for expulsion any student who makes a bomb threat, aids other students in making bomb threats, or fails to report a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. §1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Refer to LPS Policy Manual section EBCC for further explanation and student consequences regarding bomb threats.

CHANGING STUDENT SCHEDULES

Add/Drop days will be announced by the Student Services Office and changes to students' schedules will be done at this time only. When changing their schedules, students must follow the procedures listed by the Student Services Office. Students will not be permitted to drop a course after the deadline unless there are extenuating circumstances, and then only by permission of the Director of Student Services.

CIVIL RIGHTS POLICY

It is the policy of Lewiston Regional Technical Center to provide a safe learning environment for all students regardless of race, color, religion, ancestry, sex, national origin, sexual orientation, and physical or mental disability, in accordance with the Maine Civil Rights Act. Appropriate disciplinary action will be taken with students who violate the Civil Rights Policy.

CLUBS, CTSO's AND ACTIVITIES

There are clubs, Career and Technical Student Organizations and activities at Lewiston Regional Technical Center including, but not limited to the listing below.

CLUB	ADVISOR
SkillsUSA	Jason Merritt, Paul Kennedy, Jes Douin
Future Business Leaders of America	TBD
Student Council	Tami Stewart
First Robotics	Alan Graves
Computer Gaming Club	Jon Dresser
OTHER ORGANIZATIONS	
National Technical Honor Society	Marcella Lessard Tami Stewart Greg Cushman

DISCIPLINE*

For infractions of school code of conduct, depending on the violation; both the program teacher and the student will have a discussion and the student will be given a warning, or written up. If the behavior persists, or the violation is of a more serious nature, LRTC administration will be notified. Discipline will be assigned based on the nature of the school code of conduct violation. Any disciplinary referrals requires parent contact by the program instructor, or by an LRTC administrator.

DISMISSALS

A student shall be permitted to leave school before the end of the regular school day under the following conditions:

1. Dismissals must meet the criteria of attendance/excused absences outlined in this handbook. A student's parent/guardian provides a reason in writing or personally for the dismissal. Written notes may be verified by a telephone call to the parent or guardian.
2. He or she is ill and has been dismissed by the nurse. In the case of illness, the student will not be permitted to go home unless parental permission is granted.

Attendance is taken at the beginning of every class. If you know ahead of time that your child will need to be released early from class for something that has been scheduled, please send your child with a note that must be presented to the LRTC office before the start of the school day or call the student services secretary at the beginning of the school day. If something comes up throughout the day, please call the LRTC office far enough in advance so that we have ample time to get in touch with the program instructor and inform the teacher and student of the dismissal. This protocol is helpful to ensure attendance is accurate in power school. It is also helpful to parents/guardians in making sure your student is ready to leave at the time you have requested. This is particularly important if your child is being dismissed during lunch or an assembly. We work hard to comply with all requests in a timely manner and we can do so if protocol is followed by all parties .

Dismissals are excused or unexcused based on district policy. Any student leaving the building without permission from the school is subject to disciplinary action.

DISPLAYS OF AFFECTION

Public displays of affection are not appropriate. Students should act in a manner that is respectful and not offensive to others.

DRESS CODE*

LRTC regards appropriate dress as an important component of work readiness and workplace safety. All students are expected to dress in a manner consistent with the professional standards of their professional area. These standards will be reviewed in detail by the program instructor at the beginning of the year. All dress will be reviewed daily for both workplace appropriateness and safety. Students and families should be aware that specific program areas may have specific clothing requirements which they are responsible for wearing to school. Any student wearing non-confirming or unsafe clothing will be requested to change or will be ineligible for any lab or shop work for the day. Any student or family who is having difficulty finding or obtaining appropriate program dress should contact their teacher or building administrator. LRTC can provide assistance with confirming dress.

We believe that the most important job of students is to learn as much as possible in school. The purpose of this district-wide policy is to foster a safe school environment that is conducive to learning, and in which students, teachers, staff and administrators understand their respective roles in optimizing and protecting the learning environment.

Tier 1: These infractions will result in the student being asked to change clothes immediately, and to not wear the article(s) to school again.

- Articles of clothing which promote or reference illegal behavior (e.g. the use of tobacco, alcohol, or other drugs, weapons, etc.), identify the wearer as a member of a particular gang, have discriminatory language or images (e.g., racial/ethnic slurs, anything violating the Civil Rights Act, etc.), or anything that promotes pornographic material may not be worn on school grounds (when school is in session) or at school functions.

- Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch) or which may be considered weapons (e.g., chains, spiked collars and bracelets, and sharp objects that do not have practical use in school) are not permitted on school grounds or at school functions. Cleats or other items may be permitted when use is required by participation in a curricular, co-curricular or extra-curricular activity.
- Student dress must include a top, a bottom, and a form of footwear. Genitalia (penis, vagina, etc.), breasts, and buttocks are to be covered at all times.

Tier 2: If any of these principles are violated, the individual will be asked not to wear the article(s) to school again. If the article is worn a second time after the initial request, the student will be asked to alter their outfit accordingly. If needed, the school will provide clothing for the student to change.

- Underwear is not to be exposed (bra straps are acceptable). Chests and midriffs are to be predominantly covered; navels must not show; shirts must meet the beltline and have straps.
- Any type of headwear – caps, hats, bandanas, hoods, do-rags, helmet hats, or other types of headgear shall not be worn in the school building from the start of the first class to the end of the school day. The administration may make allowances for special days such as spirit week. Students must be able to be identified at all times. (**No face covering including excessive make-up) Exceptions will also be made for medical or religious requirements**. As little class time as possible will be disrupted for the dress code. Administration has the final say in dress policy issues, and is able to make modifications when appropriate (for example, protective footwear for field trips or recess, acceptable occasions to wear hats, appropriate dress for after school activities/special occasions - prom, etc.). Refusal to change clothes or cooperate with the dress code policy or a student with habitual offenses may face further administrative consequences.

*** Note that the dress code is district policy.**

****Note that the dress code policy is separate from the Masking Expectations Policy: The above section on dress code outlines student expectations unrelated to school board policy around masking due to the Covid-19 pandemic. Please find student expectations for Covid-19 masking under “Masking Expectations” in this handbook.**

DRILLS

Periodically, Lewiston Regional Technical Center will have fire/lockdown and evacuation drills to practice emergency protocols.

Students responsible for pulling false fire alarms will be suspended for ten (10) days and prosecuted to the fullest extent of the law.

DUAL ENROLLMENT & ARTICULATION AGREEMENT

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. LRTC students may receive college credit for LRTC program completion at certain post-secondary institutions. It is the responsibility of students to ensure they meet both the LRTC program requirements as well as the post-secondary requirements from the college in order to be awarded credit.

ELECTRONIC DEVICES

Use of electronic devices (e.g., CD players, iPods, mp3 players, radios, cell phones, smartphones and tablets) can constitute a serious safety hazard and is allowed in the building only before and after school, during passing time, and in the cafeteria during break or when expressly permitted by a program teacher. Headphones and ear

buds can be used in the cafeteria during break. Devices/accessories are not allowed in the classrooms, during the instructional day and must be kept in a backpack or pocket, out of sight and turned off, unless expressly approved, in advance, by the program instructor. Violators will be required to leave the device with school staff or in the main office to be picked up after school. Failure to comply is cause for intervention. Repeat offenders may face further administrative consequences. Use of digital or other technology to videotape or audio record within the school building is not allowed without prior permission from administration. Violations will result in administrative action.

FIGHTING

The safety of Lewiston Regional Technical Center is everyone's responsibility. Any student participating in, or trying to instigate, or recording a fight on school grounds or at school events, through their words or actions, will face disciplinary action. Any issue potentially affecting the safety of any member of our school community should be reported to a staff member.

FIRE ALARM

Any student responsible for pulling a false fire alarm will be suspended for 10 days, prosecuted to the fullest extent of the law and will be referred to the Director's Office for further potential consequences.

FOOD SERVICE/CAFETERIA

The Lewiston School Nutrition Program offers students a variety of food choices. A hot meal and A la Carte items may be obtained daily. Meals served meet the federal meal pattern requirements of the National School Lunch Program.

Students may establish debit accounts that allow them to buy food and have the cost automatically deducted from their accounts. To do this, students need to establish an account by depositing money, at which time they will receive a PIN number to use when purchasing food. Students must pay cash or establish a debit account. Charging lunch on a credit account is not an option at LRTC. To keep the line moving efficiently, please know your PIN and refrain from using a cell phone while ordering food and checking out. Theft of items from the cafeteria will result in disciplinary action.

For the 2021-2022 School year the Nutrition program will be utilizing the CEP (Community Eligibility Provision). What this means is that all students will be able to enjoy a complete breakfast and lunch for free. While the cafeteria is offering these free meals students may still have the option to buy items A la Carte. Parents/guardians will want to have funds available for their students who wish to participate in the A la Carte program as the cafeteria does not allow charging. Parents please be aware that only a COMPLETE breakfast or lunch is free. Students who do not take the whole meal may be charged separately for the items they choose. For more information please contact the Nutrition Program at 795-4106.

Neatness of the cafeteria is everyone's responsibility. All dishes, utensils, and serving trays must be returned to the designated window. Nothing should be left on the table or floor. Students are expected to help clean up if asked to do so as ALL students share responsibility for the neatness of their table. The number of students allowed at a table is 8, and 4 to a booth.

Students must go to and remain in the cafeteria during their LRTC break time. Students may not leave the cafeteria without a pass and will be dismissed from the cafeteria by their instructor.

FUND RAISING

Any LRTC CTSO's, organizations, clubs, or booster group(S) wishing to raise funds must obtain permission from the Directors Office to conduct any fund-raising activity. Clubs, organizations or athletic teams must be sure to follow the guidelines set by the school board regarding the sale of food items. Fundraising receipts must be deposited into established accounts through the office of the Director.

GRADING

The school year is divided into four quarters of approximately nine weeks each. At the end of the quarter, report cards will be issued for the purpose of informing students and parents of the progress being made in each subject.

Grades 9-12 Course Grade Reporting

GRADE	Numerical Equivalent
A	93-100
B	85-92
C	76-84
D	70-75
F	Below 70

1. Student grades may include professionalism and participation.
2. The course grade is based on an average of the grades entered by the teacher for each standard.
3. An overall course grade of 70 or higher earns credit.
4. Any changes in the number of reporting standards require approval of the building administrator.

PROGRAM COMPLETION CREDITS

Students will be awarded 3 credits for successful completion of a 3 period program.

Students will be awarded 2 credits for successful completion of a 2 period program.

A student must complete all program requirements to be awarded a LewistonRegional Technical Center credit and program completion certificate prior to the year end date set by the LRTC administration. All enrolled students are required to participate in a minimum of 350 program hours (except CTE Exploration students).

STUDENT SERVICES

Students, parents, and staff can request help and information from Student Services as needed, help with CTE program enrollment, academic issues, post secondary planning, internships, co-ops and scheduling.

HALL PASS USAGE POLICY

Passes are required EVERY time a student leaves the classroom. At any time in the hallway, a staff member can and will request to see a hall pass. These requests are in the interest of everyone's safety here at LRTC. It is expected that students will respond to these requests. If this process is not followed, disciplinary action could result. All students need to follow their programs instructors sign out policy.

LRTC Green Hall Pass

- Are to be given to ONE student at a time
- Must be filled out by the program instructor
- Are used for tasks (locker visit, drink, bathroom break, book return, visit student services, nurse etc.) that should take five minutes or less

Teacher action for violations:

- First offense - address offense directly with student
- Second offense - call home and give student teacher detention temporary suspension of pass privilege, and/or call to parents/guardians.
- Three or more offense(s) – call home and/or loss of pass privilege and/or employability grade could be affected.

HARASSMENT/BULLYING

Lewiston Regional Technical Center 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, including “cyberbullying,” is not acceptable conduct in Lewiston Public Schools and is prohibited.

Retaliation for the reporting of incidents of such behavior is also prohibited. Students bully/harassing other student(s) will face disciplinary action/suspension

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.

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.

*Refer to LPS Policy Manual section **JICK** for further explanation and student consequences regarding bullying.

HAZING

Hazing is any action or situation that recklessly or intentionally endangers the mental, emotional, or physical health of any school personnel or student. Hazing is strictly prohibited at Lewiston Regional Technical Center. Incidents of hazing are subject to administrative action.

HEALTH SERVICES

The School Nurse provides health services and programs that are beneficial to the students' physical and emotional well-being in the school environment. Vision and hearing testing is done on request throughout the school year. Health counseling and free health pamphlets are available. Students with special health needs should report to the nurse's office. Students not in compliance with Maine law concerning immunizations may be excluded from school until the matter is resolved.

INCIDENT MANAGEMENT TEAM

In the event that there is an incident or threat to the well-being of the LRTC community, the Director will make the decision for the Incident Management Team to meet. The purpose of the team is to gather information about the event, design a plan to assist members of the LRTC community in dealing with the event/incident, and implement/monitor the school's incident plan. The team will consist of members of the LRTC, LHS and LAE program to ensure a thorough and timely campus response.

→ Incident Commander:	High School Principal/ LRTC Director
→ Public Information Office:	High School Principal/ LRTC Director
→ Safety Officer:	High School Assistant Principal/LRTC Assistant Director
→ Liaison Officer:	High School Assistant Principal/LRTC Assistant Director
→ School Liaison Officer:	School Resource Officer
→ Operations Chief:	Determined as situation escalates
→ Planning Chief:	Determined as situation escalates
→ Logistic Chief:	Facilities Director
→ Finance/Administration Chief:	Director of Operations

LATE TO CLASS (Tardy or LU)

Late to school and/or class is not acceptable. If a student is late to class, First offense: Student will be sent to the office for a late pass for periods 1&5 only, and the teacher addresses the offense directly with the student. Second offense: Student will be sent to the office for a late pass for periods and the teacher will call home. Third/fourth offense: The teacher will call home and the student will receive a discipline referral for each additional offense. Habitual lateness will have a direct impact on student performance and will carry disciplinary consequences as determined by administration. Notification must be submitted within one (1) week in order to excuse being late. If not received within one (1) week, being late will remain unexcused.

MAKE-UP WORK

All work missed due to absences must be made up. Upon return to school, students have 10 days to make up work. For excused absences longer than three days, arrangements will be made with the program instructor. It is the student's responsibility to seek make-up assignments from the teacher, and responsibility for completion of the assignments lies entirely with the student.

MASKING EXPECTATIONS

*This policy is subject to change depending on school committee policy.

- All students and staff will wear conforming masks at all times while in-doors in compliance with the LPS masking policy. Masks are not required while students are actively eating or provided an authorized mask break by staff.
- Teachers may bring students outside, taking advantage of the LRTC campus for outdoor learning opportunities. Students will not need to wear masks outside but should practice distancing.
- Students must be held to the standard of wearing a mask correctly while in the school building. It is a policy that we will require and enforce. The administrative team will discreetly deal with noncompliance and students who will not follow the policy will be sent home.

MESSAGES AND DELIVERIES TO STUDENTS

Students will not be given messages unless they are of an emergency nature from a parent or guardian. Deliveries (e.g., flowers, food or balloons) will not be made to classrooms and students will not be called from classrooms. Food deliveries from Pizza Hut, Doordash, UberEats ect . are not allowed under any circumstances. Delivery personnel and parents dropping off fast food, coffee, etc. will be turned away .

NURSE

A school nurse is available 5 days a week at all Lewiston Public Schools. Students who are ill or injured will be sent to her. If she determines that it is in the best interest of the student to go home, she will attempt to contact and inform the parent, guardian, or person designated on the emergency form. The nurse keeps and oversees the taking of medication by students, maintains the health record of each student and any new health condition should be reported to her. Lewiston Public Schools, Grades Pre-K to 12 school nurses will follow standing orders as recommended by our school health advisor and protocols as issued by the State of Maine School Health Policy Manual. Lewiston Public Schools school nurses will use the protocols and standing orders as stated in the school manual and cited below:

Emergency Medications

**Epi Pens*

(Injection of 0.15mg Epinephrine 1:2000 [EpiPen Jr] for students weighing 33-66 pounds)

(Injection of 0.3mg Epinephrine 1:1000 [EpiPen] for students weighing more than 66 pounds)

Directions: Give one (1) injection and call Emergency Rescue 911. Epi Pens must be available for immunization clinics. An Epi Pen will be kept in the school nurse's office at each school for use with acute allergic reactions presenting with respiratory distress, loss of consciousness, or signs of anaphylaxis (difficulty breathing, wheezing, redness of skin, hives/rash, cough, pulse variations, convulsions, or cyanosis).

**Benadryl may be given for mild attacks such as hives. Dosing will be calculated based on the child's age and/or weight.*

Prescription and Over-the-Counter Medications

**Medications ordered by a health care provider must be given under the direct supervision by the school nurses. See each school's individual medication policy.*

**Over-the-Counter medication MUST be supplied by the parent and may be given for a period of 15 days without a written order or signature from a health care provider. If the medication is expected to be given longer than 15 days it will be necessary to obtain a written order as well a signature from health care provider.*

Topical Medications

**Calamine lotion, hydrocortisone cream, or "anti-itch gel" may be used for rashes/insect bites*

**Anbesol/Orajel may be used for dental pain or mouth ulcers*

**Topical antibiotic ointment (Bacitracin, triple antibiotic ointment, bactine) may be used for abrasions or minor cuts*

Other

**Ticks may be removed using proper technique by the school nurse after assessment*

**Menthol containing cough suppressants may be given as directed by the package after assessment by the school nurse. These may be provided by the parent/guardian or at times, the school nurse*

****In an emergency, if unable to reach parent/guardian/emergency contact, the Emergency Rescue Service will be called for transportation to the nearest emergency department****

PARENT/GUARDIAN COMMUNICATION

At times during the school year, parents/guardians are invited to participate in meetings with teachers, counselors, and/or administrators to discuss a student's academic or behavioral situation. A parent/guardian may also request a conference at any time, or use email to contact teachers or administrators.

The Parent Portal now allows parent and student access to grades, attendance and other information via the internet. Login codes and passwords may be mailed home, along with instructions for retrieving student information.

PARKING

Student parking at LRTC is a privilege. Only students in good standing will maintain parking privileges. Students must register their vehicle(s) with the LRTC office by filling out a Parking/Driving to School permission form.

- Student parking is allowed only in designated student parking lots.
- Areas designated as faculty/admin parking are off limits to students.
- Motorcycles are to be parked in special spaces provided.
- No vehicle is to be parked on sidewalks, paths, or grass/gravel areas adjacent to each parking lot.

The license number of imprudent or unsafe drivers will be reported to the police. The speed limit on campus is 15 miles per hour. Parking violators will be tagged and/or the cars will be towed at the owner's expense. Discipline may also be assigned. The school reserves the right to inspect any vehicle at any time, at the discretion of the administration, in order to maintain the integrity of the school environment and to protect all students.

PHYSICAL RESTRAINT

Lewiston Public Schools employees may use physical restraint on students who present an immediate threat of physical harm to themselves or others. Restraint should not be used beyond the point necessary to prevent the student from harming him/herself or others, and should be applied in a caring manner if at all possible. For a student who cannot be safely restrained in this fashion, school officials should attempt to ensure that other students are removed from the threat of harm and that the student does not have access to items that could be dangerous. When the student is unable to be brought under control, school officials should contact the student's parents/guardians for assistance and should contact the police if necessary to maintain a safe environment. This policy can be modified in the case of students with identified disabilities through a determination by the student's Pupil Evaluation Team.

POLICY ON NONDISCRIMINATION

The Lewiston School Department does not discriminate on the basis of race, age, color, national origin, sex, religion, or physical or mental disability in admission to, access to, treatment in, or employment in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Kimberlee Brown, Director of Human Resources, Lewiston Public Schools, Dingley Building, 36 Oak Street, Lewiston, ME 04240, Telephone (207) 795-4100.

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, S.W. McCormack POCH, Room 222, Boston, MA 02109-4557.

PRAYER GUIDELINES

Students may pray in a non-disruptive manner on school property, subject to the rules that normally pertain to the applicable setting. Students in informal settings, such as cafeterias and hallways, may pray and discuss their religious views with each other, subject to the same supervision requirements and school rules as apply to other student activities and speech. School administrators may impose rules and restrictions on student activities as appropriate to preserve order and further the educational process, provided that such rules do not discriminate against or in favor of religious activity or speech.

The school department will evaluate and grant, or deny, student requests to be excused from class to accommodate religious needs in the same manner that similar requests to accommodate non-religious needs are evaluated.

PUBLIC POSTINGS, POSTERS, SIGNS

All items posted in and around the school must be first subjected to building administrative approval. The original copy must be brought to the main office for a signed and dated approval stamp prior to making additional copies.

REASSESSMENT POLICY

Reassessment policies vary by program. Reassessment policies are located on both teacher Google Classroom sites, and on course syllabi. It is expected that reassessment policies are shared with students at the start of a course. In extenuating circumstances, any program or teacher reassessment policy or decision may be reviewed by the administration.

REQUESTS FOR WORK

In the case of extended excused absences, students and/or parents may request the work missed from the Program instructor or Student Services Coordinator.

SCHOOL RESOURCE OFFICER

Lewiston High School and Lewiston Regional Technical Center share a school resource officer from the Lewiston Police Department assigned to the school. The Resource Officer is considered a member of the faculty and, as such, has access to student records to protect the health and safety of students and others.

SPECIAL EDUCATION

Special education services are available for students who need specialized instruction and qualify according to federal guidelines. Any parent, teacher, or guidance counselor may refer a student to special education services. Once referred, the special education coordinator will review the student's file to decide whether further assessment is warranted. Students who do not qualify for special education but who have a disability that affects one or more life functions may qualify for accommodation services under Section 504.

SPECIAL EDUCATION AND SECTION 504 CHILD FIND NOTICE

The District has a duty to locate, evaluate and identify any child residing in the District who qualifies for Special Education services or any child attending public schools who may require Section 504 accommodations or services.

Students eligible for special education include those children with disabilities who have autism, deaf-blindness, emotional disturbance, hearing impairment, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, acquired brain injury, visual impairment, or developmental delay and who, because of such an impairment, need special education services.

Students eligible for Section 504 accommodations or services include those children who have a physical or mental impairment that substantially limits a major life activity.

If you suspect your child has a disability and may need special education services or 504 accommodations, or if you would like additional information, please contact your child's teacher, or call the students home District's Special Education Director.

Lewiston Special Education Director & 504 Coordinator: Kisten Crafts
Telephone: 207-795-4100

STUDENT RECORDS

Parents and legal guardians, as well as students 18 years of age or older, are entitled to certain rights under the Family Education Rights and Privacy Act. A complete copy of the procedure relating to this topic may be obtained by contacting the Office of the Superintendent of Schools. However, the following four items outline the rights under this law:

1. Access to the educational records of the student upon request of the student's building principal or guidance office.
2. The right to an explanation/interpretation of the record contents.
3. The right to a copy of the educational records at cost to the parent/guardian.
4. You may file a complaint concerning any alleged failures by the Lewiston School Department to comply with the law by submitting a complaint in writing to:

The Family Education Rights & Privacy Act Office
Department of Health, Education, & Welfare
330 Independence Avenue, S.W.
Washington, DC 20201

The three types of pupil records maintained by the School Department include:

1. Directory information on students such as names, addresses, telephone numbers, ages, major fields of study, and CTSO participation.
2. Academic records such as grades, class ranks, honors/prizes.
3. Personal and assessment records including aptitude scores, mental ability, student health records, etc.

All directory information, as well as information relating to program honors, prizes, etc., may be made public or provided to a military agency or postsecondary institution without notice, unless the school is notified in advance that such information is not to be released.

SUSPENSIONS FROM SCHOOL

Students who are found to be in violation of school policy, or who contribute to serious disruption of the educational process, may be suspended from school for a period of up to ten (10) days. No student under suspension is allowed on school grounds during the term of their suspension, nor are students allowed to participate in, or to attend school sponsored activities (home/away). Every attempt will be made to notify the parent/guardian by phone in regards to a student's suspension. Snow, vacation, and holiday days do not count toward the number of days suspended. Students suspended by their home high school are required to notify their program instructor. Students suspended from their home high school are unable to attend their LRTC program during the suspension period defined by their school administration. Students are responsible for all work missed due to suspension.

TEXTBOOKS

Students will be issued textbooks in good condition. Students are responsible for maintaining the book in the same condition as when received. All textbooks should be covered. All textbooks are to be returned at the end of the course. Students will be charged for lost or damaged textbooks and report cards may be held until outstanding obligations have been suitably satisfied. Participation in graduation ceremonies may also be revoked until outstanding obligations have been satisfied.

Textbooks issued to students are the property of the school department. Students, parents, or guardians will be billed for textbooks that are lost or damaged to the point of being unusable. The bill amount will be set by the school using cost information from each content area.

1. Teachers will maintain an inventory of all books issued to students. This will include the specific book number assigned to each student.
2. At any time that a book is determined to be lost a bill for that book will be submitted by the teacher.
3. At the end of each quarter, teachers will check issued books and submit bills for any that are missing.
4. All book bills will be submitted electronically using the LHS online book billing form.
5. All payments for book bills will be received and recorded by the school receptionist, and a receipt will be issued.
6. If a lost textbook is located or returned after a bill has been submitted, the receptionist must be notified.
7. In cases where a textbook is in continuing classroom use, a student who has lost a book will be issued another copy (if available).

TOBACCO/ELECTRONIC CIGARETTE/VAPE USE AND POSSESSION

In order to promote the health, welfare and safety of students, staff and visitors and to promote the cleanliness of Lewiston Public Schools' facilities, the School Committee prohibits smoking and all other use of tobacco products in school buildings and other school unit facilities, on school buses, school vehicles or vehicles leased to schools, 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 School Committee policy, from selling, distributing or in any way dispensing tobacco products to students. 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.

- **First offense:** 2-day suspension or participation in two meetings with the school substance abuse coordinator/counselor within 5 school days of the infraction, as staff scheduling permits.
- **Second offense:** 4-day suspension
- **Additional offenses:** 2 days added for each offense (6, 8, 10 days)

Minors in violation of the State of Maine tobacco law governing minors will be reported to the police, as required by state law.

TRESPASS

Students suspended from school are not to be on school property. School Administration may issue a criminal trespass warning to students or other individuals who are not authorized to be on school grounds or to individuals who present a risk to the peace and safety of the school. Failure to adhere to this warning may lead to arrest by law enforcement.

VANDALISM

Lewiston Regional Technical Center is public property and students have the right and privilege to use it. School citizens have the responsibility to take care of the building and to see that others do not deface, destroy, or mar

any part of it. It is important that all students assume the responsibility of appropriate behavior and discourage those who would damage or destroy school property. Disciplinary action will be taken in any instance of willful defacing or damage of school property.

VIDEO SURVEILLANCE

Lewiston Regional Technical Center uses a video monitoring system in the building and on school grounds which is governed by School Board Policy.

VISITORS

Non-LRTC students wishing to visit LRTC must first submit a letter from a parent/guardian requesting permission to attend for a day. Students requesting permission to bring a visitor to school, for educational purposes, must first obtain written permission from an administrator and the appropriate teachers prior to the day of the visit. If a visitor is presently enrolled at another school, and that school is in session on the day of the intended visit, a letter verifying permission from the visitor's school will also be required. All visitors to the school must register in the LRTC office and show a valid photo I.D.

WEAPONS

Firearms, firearm replicas, knives, other weapons, or other objects which can be construed as weapons are expressly prohibited on school grounds. This includes any object specifically intended to do bodily harm. The minimum penalty is a ten (10) day suspension. Possession of a firearm requires a one (1) year expulsion from school and referral to the appropriate authorities.

ANNUAL NOTIFICATION OF THE AHERA MANAGEMENT PLAN SCHOOL YEAR 2021-2022

Dear Parents, Teachers, Building Occupants, and Employee Organizations:

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which required schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled and rated according to condition and potential hazard. Every three years, Lewiston Public Schools has conducted a re-inspection to determine whether the condition of the known asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBMs. At the last inspection conducted during 2006, all materials listed in the Management Plan as asbestos-containing were inspected and found to be in good condition.

The law further required an asbestos management plan to be in place since 1989. Lewiston High School has developed a plan, as required, which has been continually updated. The plan has several ongoing requirements; publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos-containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

Lewiston Public Schools has no scheduled asbestos related activities planned for the school year.

It is the intention of the Lewiston School Department to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in the school district administrative office or administrative office of the school during regular business hours. Josh Breau, Director of Facilities and Projects, our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at 795-4107.

PESTICIDE NOTICE

Dear Parent, Guardian, or Staff Member:

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

Pest Control

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

Pesticide Use

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

Your Right to Know

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications. Pesticide application notices will also be posted in school and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM Coordinator, Ray Roy, Building Maintenance Director, at 795-4107.

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

Sincerely,

Josh Breau, Facilities Director