

## **BUCKLE UP FOR SAFETY!**

**Location: Bucksport High School**

**Contact: (207) 941-9494 or [danny@kingsbucksportdrivingschool.com](mailto:danny@kingsbucksportdrivingschool.com)**

**Classroom dates:** \_\_\_\_\_

**Classroom times:** \_\_\_\_\_

**Dear student and parents:**

**In response to your inquiry about our class, the following should answer most of your questions. The course fee is \$475 which includes 30 hours of classroom instruction and 10 hours of behind the wheel instruction. It also includes class handouts, testing materials, Maine Motorist Handbook and Course Completion Certificate (which will be given out on completion of 30 hours classroom instruction, 10 hours behind the wheel driving, and a minimum grade of 80 on the permit test).**

**Required with the application is a \$100 deposit. The balance is due before the first class. Make check payable to *King's Bucksport Driving School*. An original birth certificate with one copy must accompany the application and a copy of the student's social security card. The original birth certificate will be returned to you at the first class. You may call us and arrange to bring these items in before your first class.**

**Should the student miss classroom times, he/she will have to make up the missed class during the next course scheduling. The state requires the exact class missed be completed before a completion certificate is issued. The student will not receive his/her completion certificate until all classroom and driving time is completed and all fees have been paid.**

**Parent and student both understand and agree that if the student fails the final exam three times, he or she will have to repeat the classroom portion of this course. At no time will the student be allowed to exceed a maximum of six months to complete this course.**

**If the student fails to keep a driving appointment, a \$35 missed appointment fee will be collected prior to any further driving time. You may cancel a driving appointment with a 24-hour advance notice. Missed appointments cause significant scheduling problems for staff and students. Please make sure you meet all of your appointments on time.**

**Important for the first class is to bring:**

- 1. Prescription glasses or contact lenses if you wear them.**
- 2. A 3-ring binder notebook for all of the handouts and workbook pages**
- 3. A black pen and a highlighter marker.**
- 4. And most of all, a good attitude that is ready and willing to learn.**

**We look forward to meeting you and spending time with you in class and behind the wheel. We want our time together to be challenging as well and enjoyable for you. Should you have any further questions or concerns, we would be more than glad to answer them.**

**King's Bucksport Driving School (mailing address)  
17 Arctic Station Rd.  
Orrington, ME 04474  
(207) 941-9494**

**Please keep this page for you record.  
Don't forget to tell your friends to sign up!**

## **Student Application**

I understand this course requires that I complete a minimum of 30 hours of classroom instruction, as well as 10 hours of behind the wheel instruction. Parents are required to participate in the training during this course. Students will be evaluated by test scores, quizzes and study guidelines. These are taken from the Maine Drivers Manual and Responsible Driver textbook. Homework is a requirement. Should the student miss classroom time, he/she will have to make up the missed class during the NEXT course scheduled. Students must complete the course with an 80% passing grade and get at least and 80% on the final test. A \$100 deposit is required with this application and the balance is to be paid before the starting date of the class. Students who do not submit a \$100 deposit may lose their seat if the class fills up.

\*\*Payments in full for all course related fee (including bounced check fees and missed appointment fees) must be made before King's Bucksport Driving School will complete the 10 hours of required driving time and issue a completion certificate.

### **REFUND POLICY**

REFUNDS: The deposit is non-refundable. You may drop the course and receive a 100% refund of tuition which does not include the \$100 deposit. The refund is good up to and including the first class. After this point, there will be no refund. You may return and finish the course at a later date not to exceed six months from the date of this application. After this, you must reapply and repay the current course fee.

### **RULES AND REGULATIONS**

Motor Vehicle Violations: Students are not allowed by law or class policy to operate a motor vehicle on public roadway other than in the driver education program. Any violation will result in removal from the program and no refund will be given.

Alcohol and Drugs: Any student exhibiting the effects of drugs or alcohol will be removed from the program and no refund will be given. If in the judgement of the instructor, the student is mentally or physically incapable of safe operation of the vehicle, the student will be refused permission to drive.

Student Behavior: Driver education is a serious course of study involving the present and future safety of the participants. Any student who is disruptive and disorderly will be removed from the program and no refund will be given.

Personal Hygiene: Students must be clean and appropriately dressed to reasonable standards. When working in a close environment like an automobile, it is important that good personal and oral hygiene is maintained.

Smoking Policy: No smoking will be allowed at any time during the class or behind the wheel instruction.

We have read and understand what is required to complete this course and agree to abide by the terms and conditions outlined above.

Student's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date: \_\_\_\_\_

# NON-COMMERCIAL CLASS C APPLICATION

\*\*\*NOT FOR CDL CLASS A, B OR C LEARNER'S PERMITS, LICENSES OR WAIVERS\*\*\*

Written Examination Fee Must Be Mailed With This Application

<b>PRINT</b>	FIRST NAME	INITIAL	LAST NAME		MAILING ADDRESS		
PHYSICAL RESIDENCE							
Date of Birth	Hair Color	Color of Eyes	Height	Weight	Sex	Telephone #	Social Security Number
Month Day Year	Optional		Feet Inches	Pounds	M or F		(REQUIRED)
<input type="checkbox"/> <b>Class C</b> <span style="float: right;"><b>*APPLICANT MUST BE AT LEAST FIFTEEN YEARS OF AGE*</b></span> <b>\$35.00</b> *Basic license for operation of passenger cars and light trucks. *Applicants Fifteen years of age may hold a learner's permit. You may not apply for a road test until attaining your sixteenth birthday. *All applicants under the age of eighteen must file a DRIVER'S EDUCATION COURSE COMPLETION CERTIFICATE. *Anyone under the age of twenty-one must hold a permit for at least six months before applying for a road test.							
<b>If you require an oral examination you may bring your own reader/translator at time of test.</b> <input type="checkbox"/> <b>Oral Examination:</b> (check box if required) <span style="float: right;">(Literacy or American Sign Language interpreters will be provided by the Bureau of Motor Vehicles upon advance request)</span>							

**Maine Organ and Tissue Fund donation: ( ) \$2.00 or ( ) Other \_\_\_\_\_ (specify amount)**

→ PLEASE ANSWER THE FOLLOWING QUESTIONS ←

1)	Place of birth	YES		NO			
	<i>City or Town</i>   <i>State or Country</i>						
2)	Are you applying for a learner's permit examination?	<input type="checkbox"/>		<input type="checkbox"/>			
3)	Have you completed a course in Driver's Education?	<input type="checkbox"/>		<input type="checkbox"/>			
4)	Do you hold or have you ever held a valid driver's license from Maine or any other state, country or province; Class: _____ Expiration date: _____ Where: _____	<input type="checkbox"/>		<input type="checkbox"/>			
5)	Have you ever held a Maine learner's permit or Non-driver identification card? If yes, under what name? <i>(Print)</i>	<input type="checkbox"/>		<input type="checkbox"/>			
6)	Have you been convicted of violating any motor vehicle laws within the last ten years? What was the violation _____ Date: _____ Where: _____	<input type="checkbox"/>		<input type="checkbox"/>			
7)	Is your privilege to operate a motor vehicle under suspension or revocation in this state or any other state or province?	<input type="checkbox"/>		<input type="checkbox"/>			
8)	Do you have any of the following medical conditions? <b>(If NO, check box)</b> →			<input type="checkbox"/>			
<input type="checkbox"/>	Blackouts/Loss of Consciousness	<input type="checkbox"/>	Musculoskeletal/Neurological	<input type="checkbox"/>	Substance Use Disorder	<input type="checkbox"/>	Dementia
<input type="checkbox"/>	Heart Trouble	<input type="checkbox"/>	Hypoglycemia	<input type="checkbox"/>	Limb Amputation	<input type="checkbox"/>	Mental Disorder
<input type="checkbox"/>	Multiple Sclerosis	<input type="checkbox"/>	Narcolepsy	<input type="checkbox"/>	Parkinson's	<input type="checkbox"/>	Seizures/Epilepsy
<input type="checkbox"/>	Sleep Apnea	<input type="checkbox"/>	Spinal Cord Injury	<input type="checkbox"/>	Stroke/Brain Injury	<input type="checkbox"/>	Chronic Lung Disease
<input type="checkbox"/>	Other conditions affecting your ability to safely operate a motor vehicle						

<b>LEGAL SIGNATURE:</b>	<b>DATE:</b>
<i>No Nicknames</i>	

**Under 18 Requires.....**

SIGNATURE OF PARENT OR GUARDIAN

RELATIONSHIP:

PLEASE MAKE CHECK OR MONEY ORDER PAYABLE TO: Secretary of State

Mail to: **Bureau of Motor Vehicles  
Examination Section  
State House Station # 29  
Augusta, ME 04333**

**\*\*PLEASE INCLUDE ALL FEES & IDENTIFICATION WITH THIS APPLICATION\*\***

## REQUIREMENTS

### **Two forms of identification required when submitting application materials.**

One must indicate your date of birth and the other must bear your written signature. If you are the holder of a Driver's License from any State or Province that license MUST ALSO be produced. Acceptable ID;

Adoption Papers	Copy of Marital Application	Driver Education Card	Military Discharge/Separation (DD-214)*
Baptismal Records	Court Record	Driver's License	Military ID Card*
Birth Certificate	Divorce Papers	Driver's Permit	Passport
Citizenship Papers	Draft Card	Medical Record from Doctor/Hospital	School Record/Transcript (certified)
Concealed Weapons Permit (gun permit)		Military Dependent ID Card*	Social Security Card

Parent/Guardian (Parent/Guardian must appear in person and prove his/her identity, **applies only to minors**)

### **Birth Certificate is required for applicants under the age of twenty-three**

Copy of the Birth Certificate must have the EMBOSSED SEAL or STAMP of the issuing agency.

Notarized copies are *NOT* acceptable.

All questions on this application must be answered and be accompanied by the required materials or the application will be returned, causing undue delay in being scheduled for an examination.

Proof of residency and lawful presence is required upon submission of application. For a list of acceptable documents to establish such proof, refer to <http://www.maine.gov/sos/bmv/licenses/getlicense.html>

The road test phase of the examination for a license may be waived for holders of a VALID out-of-state license.

The Secretary of State may not accept this application for any minor under the age of eighteen years unless the application is signed by a Parent or Legal Guardian having custody of the minor or by the Spouse of the minor provided the spouse is eighteen years of age or older. Any person who has signed the application for a minor to obtain an OPERATOR'S LICENSE or LEARNER'S PERMIT may thereafter file with the Secretary of State, a notarized written request that the license or learner's permit of said minor, so granted, be suspended.

\*Veterans please visit the Bureau of Veterans' Services website at <http://www.maine.gov/veterans> for information on state and federal benefits your military service may have earned you.

**I am aware that any misstatement on this application will result in immediate suspension or revocation of my permit or license and my privilege to operate in the State of Maine may be suspended for a period to be determined by the Secretary of State. Furthermore, I understand that knowingly supplying false information on this form is a Class D Crime.**

Manual available online: [www.maine.gov/sos/bmv](http://www.maine.gov/sos/bmv)

RSU 25 ADULT AND COMMUNITY EDUCATION

Create Your Path to Success

102 Broadway, Suite One  
Bucksport, ME 04416  
www.rsu25.maineadulted.org



Kathy L. Pelletier, Director

Phone: (207) 469-2129

Fax: (207) 469-2192

[www.facebook.com/RSU25ADED](http://www.facebook.com/RSU25ADED)

**STUDENT BULLYING and STUDENT USE OF CELL PHONE AND ELECTRONIC DEVICES  
ACKNOWLEDGEMENT FORM**

**Student:**

I have read the following policies and agree to comply with them:

JICK – BULLYING

JFCK – STUDENT USE OF CELL PHONES AND ELECTRONIC DEVICES

JFCKR – STUDENT USE OF CELL PHONES AND ELECTRONIC DEVICES –  
ADMINISTRATIVE PROCEDURES

\_\_\_\_\_  
Signature of Student Date Grade

Contact Information (Please Print):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Telephone Number: \_\_\_\_\_

**Parent/Guardian:**

I have read the following policies and understand that my son/daughter is subject to compliance with these rules while attending Adult Education classes including but not limited to Driver's Education in partnership with King's Bucksport Driving School.

JICK – BULLYING

JFCK – STUDENT USE OF CELL PHONES AND ELECTRONIC DEVICES

JFCKR – STUDENT USE OF CELL PHONES AND ELECTRONIC DEVICES –  
ADMINISTRATIVE PROCEDURES

\_\_\_\_\_  
Signature of Parent/Guardian Date

Contact Information (will also be used in case of emergencies) Please Print:

Parent/Legal Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Telephone Number: \_\_\_\_\_

## **BULLYING**

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

### **Bullying Prohibited**

Bullying, including “cyberbullying,” harassment and sexual harassment are not acceptable conduct in Regional School Unit 25 (RSU 25) and are prohibited.

Retaliation for the reporting of incidents of such behavior is also prohibited.

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

### **Definitions**

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

#### **Bullying**

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

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

- B. Interferes with the rights of a student by:
1. Creating an intimidating or hostile educational environment for the student; or
  2. Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or
- C. Is based on:
- a. A student's actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or
  - b. A student's association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics; and that has the effect described in subparagraph A. or B. above.

### **Cyberbullying**

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

### **Retaliation**

Retaliation means an act or gesture against a student for asserting or alleging an act of bullying. Retaliation also includes reporting that is not made in good faith on an act of bullying.

## **Application of Policy**

This policy applies to bullying that:

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

## **Consequences for Policy Violations**

### **Students**

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

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

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

### **School Employees and Others**

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

Volunteers, contractors and visitors who violate this policy will be excluded from school property until the Superintendent is satisfied that the person will comply with Maine’s bullying law and this policy.

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

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



## **Staff Training**

RSU 25 will provide professional development and staff training in bullying prevention and response.

## **Delegation of Responsibility**

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

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

A student or his/her parent/guardian who is dissatisfied with a decision of the Superintendent or designee related to the taking or not taking of disciplinary action in the course of implementing this policy may appeal, in writing, to the Superintendent within 14 calendar days of notice of the decision.

The Superintendent's decision shall be final.

## **Dissemination of Policy**

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

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

Cross Reference: AC - Nondiscrimination, Equal Opportunity  
ACAA-R - Harassment and Sexual Harassment of Students  
ACAD – Hazing  
AD – Educational Philosophy/Mission  
ADAA – School System Commitment to Standards for Ethical and Responsible Behavior  
ADF - School District Commitment to Learning Results  
CHCAA - Student Handbooks  
GCI – Professional Staff Development  
IJNDB-R - Student Computer and Internet Use and Internet Safety

JI - Student Rights and Responsibilities  
JIC - Student Code of Conduct  
JICC - Student Conduct on Buses  
JICIA - Weapons, Violence and School Safety  
JK - Student Discipline  
JKD - Suspension of Students  
JKE - Expulsion of Students  
KLG - Relations with Law Enforcement Authorities

Adopted: July 18, 2017