

## **POLICY COMMITTEE MEETING**

**June 17, 2019  
Central Office – Library  
4:30 PM**

### **AGENDA**

#### **COMMITTEE MEMBERS:**

N. Carlow    A. Payeur  
E. DeCotiis

1. Call to Order
2. IJNDB – Student Computer and Internet Use and Internet Safety (10 mins)
3. IJNDB-R – Student Computer and Internet Use and Internet Safety  
Administrative Procedures (5 mins)
4. JLCD-E4 – Life Threatening Allergy Protocol: NEW (15 mins)
5. IJOC – School Volunteers (20 mins)
  - IJOC-R – School Volunteers Administrative Procedure
  - IJOC-E – School Volunteer Form

**NEXT MEETING:** *July 15, 2019*

**MSAD 6**

### **Student Computer and Internet Use and Internet Safety**

Maine School Administrative District 6's (MSAD 6) computers/devices, network and Internet access are provided to support the educational mission of the schools. This policy and the accompanying **procedures rules** (IJNDB-R) also apply to laptops/devices issued directly to students, whether in use at school or off school premises

Compliance with MSAD 6's policies and rules concerning computer/device use is mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their computer/device privileges limited, suspended or revoked. The building administrator will have the final authority to decide whether a student's computer/device privileges will be altered, based on the circumstances of the particular case. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

MSAD 6 computers/devices remain under the control, custody and supervision of the District at all times. Technology protection measures are in place and are used for all Internet access. Computer/device and Internet activity by students and adults monitored according to District policy. Students have no expectation of privacy in their use of school computers/devices, whether they are used on or off school property.

MSAD 6 utilizes filtering technology designed to block materials that are obscene or harmful to minors, including pornography. MSAD 6 takes precautions to supervise student use of the Internet and has a plan for the education of minors about appropriate Internet Use, online behavior, including interacting with other individuals on social networking websites and in chat rooms, **the dangers of engaging in "hacking" and other unlawful online activities, and issues surrounding "sexting"** and cyberbullying awareness and response, but parents should be aware that MSAD 6 cannot reasonably prevent all instances of inappropriate computer/device use by students that may violate Board policies and rules, including access to objectionable materials and communication with persons outside of the school.

Students and parents will be informed of this policy and the accompanying rules through handbooks, the school website and/or other means selected by the Superintendent. Parents who do not wish for their student to have Internet access will need to notify the principal in writing.

**The Superintendent or his/her designee shall be responsible for integrating age-appropriate Internet safety training and “digital citizenship” into the curriculum and for documentation of Internet safety training.**

The Superintendent or his/her designee is responsible for implementing this policy and the accompanying procedures. Additional administrative procedures or school rules governing the day-to-day management and operations of MSAD 6’s computer system may be implemented by the building administrators or Technology Director, consistent with Board policies and rules.

Cross Reference: EGAD – Copyright Compliance  
EGAD - R - Copyright Compliance Rules  
GBEB – Staff Conduct with Students  
GCSA - Employee Computer and Internet Use  
IJNDB-R - Student Computer and Internet Use Rules  
JFCK - Student use of Cellular Telephones and Other Electronic Devices  
JIC - Student Code of Conduct  
JICIA – Weapons, Violence, Bullying and School Safety  
JICK – Bullying

Legal Reference: **20usc § 677 (Enhancing Education through Technology Act)**  
**47 USC § 254(h)(5) (Children’s Internet Protection Act)**  
**47 CFR § 54.52 (Children’s Internet Protection Act Certifications)**  
**Federal Communications Commission Order and Report 1-125, (August 10, 2011)**  
~~P.L. No. 110-385 (Protecting Children in the 21<sup>st</sup> Century Act)~~

Adopted: June 5, 1995  
Reviewed: December 2, 2002  
Revised: December 16, 2002; October 1, 2012, July 14, 2014

**Student Computer and Internet Use And Internet Safety  
Administrative Procedures**

All students are responsible for their actions and activities involving MSAD 6 computers/devices, network and Internet services, and for their computer/devices files, passwords and accounts. These rules provide general guidance concerning the use of the school unit's District's computers/devices and examples of prohibited uses. The procedures 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 a building administrator or the Technology Director. These procedures apply to all school computers/devices and all school-provided computers/devices wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed. Computer use is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. The building principal will have final authority to decide whether a student's privileges will be denied or revoked.

Acceptable Use

1. MSAD 6's computers/devices, network and Internet services are provided for educational purposes and research consistent with the MSAD 6 educational mission, curriculum and instructional goals.
2. Students must comply with all Board policies, school rules and expectations concerning student conduct and communications when using school computers/devices, whether on or off school property.
3. Students must comply with all specific instructions from school staff and volunteers when using the school district's computers/devices.

Prohibited Use

Unacceptable uses of MSAD 6 computers/devices include, but are not limited to, the following:

1. *Accessing or Communicating Inappropriate Materials* – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.

2. *Illegal Activities* – Students may not use MSAD 6 computers/devices, network and Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. The district assumes no responsibility for illegal activities of students while using school computers/devices.
3. *Violating Copyrights or Software Licenses* – Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission; or copy or download software without the express authorization of the Technology Director. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. MSAD 6 assumes no responsibility for copyright or licensing violations by students. See Board policy/procedure EGAD – Copyright Compliance.
4. *Plagiarism* – Students may not represent as their 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.
5. *Use for Non-School-Related Purposes* – Students may not use MSAD 6 computers/devices, network and Internet services for any personal reasons not connected with the educational program or school assignments.
6. *Misuse of Passwords/Unauthorized Access* – Students may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.
7. *Malicious Use/Vandalism* – Students may not engage in any malicious use, disruption or harm to MSAD 6 computers/devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer/device viruses.
8. *Avoiding School Filters* – Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the district filters.
9. *Unauthorized Access to Blogs/Social Networking Sites, Etc.* – Students may not access blogs, social networking sites, etc. to which student access is prohibited.

No Expectation of Privacy

MSAD 6 retains control, custody and supervision of all computers/devices, networks, and Internet services owned or leased by MSAD 6. MSAD 6 reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files.

Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating MSAD 6 for any losses, costs or damages incurred for violations of Board policies/procedures and school rules while the student is using District computers/devices, including the cost of investigating such violations. MSAD 6 assumes no responsibility for any unauthorized charges or costs incurred by a student while using District computers/devices.

Student Security

A student is not allowed to reveal his/her full name, address, telephone number, or other personal information on the Internet while using a school computer/device 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.

System Security

The security of MSAD 6 computers/devices, networks, and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher or building administrator immediately. The student will not demonstrate the problem to others or access unauthorized material.

Additional Rules for Computers/Devices Issued to Students

1. Computers/devices are loaned to students as an educational tool and may be used for purposes specifically authorized by school staff and programs such as the MLTI program.
2. Families wishing to take home a device must adhere to the following procedures.

- a. Students who are 18 years of age or older and parents are required to participate in a district provided orientation and give signed permission before a computer/device will be allowed to go home with their student.
- b. Students and their families are responsible for the proper care of computers/devices at all times, whether on or off school property, including costs associated with repairing or replacing the computer/device. Such repairs, damages or malfunctions not covered under warranty, as determined by the manufacturer, will be the responsibility of the parent/guardian. Until the repair costs are covered by the student/parents/guardian the privilege of taking home the device will be revoked.
- c. If a computer/device is lost or stolen, this must be reported to the Technology Director/building administrator immediately. If a computer/device is determined stolen, a report will be made to the local police immediately by administration.
- d. The Board's policy and rules concerning computer/device and Internet use apply to use of computers/devices at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of computers/devices issued by school staff.
- e. Violation of policies or rules governing the use of computers/devices, or any careless use of a computers/device may result in a student only being allowed to use the computers/device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
- f. Parents are responsible for supervising their child's use of the computer/device and Internet access when at home.
- g. The computer/device may only be used by the student to whom it is assigned and family members to the extent permitted by programs such as the MLTI program.
- h. All use of school-loaned computers/devices by all persons must comply with the district's Student Computer and Internet Use and Internet Safety Policy (IJNDB) and Procedures (IJNDB-R).

- i. Computers/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  
EGAD - Copyright Compliance Rules  
GBEB – Staff Conduct with Student  
GCSA – Employee Computer and Internet Use  
IJNDB - Student Computer and Internet Use  
JFCK - Student use of Cellular Telephones and Other Electronic Devices  
JIC - Student Code of Conduct  
JICIA – Weapons, Violence, Bullying and School Safety  
JICK – Bullying

Revised: November, 2002; October 1, 2012, July 14, 2014



## Life Threatening Allergy Protocol

Anaphylaxis Procedure: Call 911

1. Keep an emergency epinephrine auto-injector where it can be reached quickly.
2. Parents will notify the school nurse by providing an allergy plan if a student has identified allergies.
3. The parent will bring medication to the school to have available in the event of an allergic reaction. A medication permission form or allergy emergency action plan must be completed and signed by the parent and the student's physician on an annual basis.
4. The school nurse will notify the school staff via a medical alert as appropriate and/or allergy plan of any student identified with known allergies.
5. The allergy medication for a specific student will be sent with the student or appropriate staff if the student leaves the building on a field trip.
6. MSAD 6 *may* supply each school building with an epinephrine auto-injector for students with *unknown* allergies who present with a life-threatening situation.
7. School personnel will be trained annually in the care of the student with allergies.
8. The school nurse will notify his/her building administrator whenever an epinephrine auto-injector is used and every attempt will be made to notify the student's parent.
9. The epinephrine auto-injector should be used as follows:
  - Epinephrine auto-injectors generally come in two different doses for intramuscular injection:
    - ~ 0.15 mg/0.15 ml for person under 66 pounds
    - ~ 0.3 mg/0.3 ml for person over 66 pounds
  - Epinephrine auto-injectors may be used through clothing
  - Remove the colored cap or top
  - Place the colored tip on the thigh at a right angle to the leg (or follow instructions on the Epinephrine auto-injector insert)
  - Press hard into the thigh until the Epinephrine auto-injector clicks, count to 3
  - Massage injection site for 10 seconds
10. A copy of this procedure should be located in the emergency field trip boxes and in the medication notebook in every building.

## SCHOOL VOLUNTEERS

The Board recognizes that community members can provide valuable services to the schools by sharing their time, talents and experience. An effective volunteer program allows students to benefit from individual attention, provides enrichment opportunities that supplement the regular educational program, allows teachers to focus on teaching and learning by relieving them of non-teaching tasks, provides interested community members an opportunity to become directly involved with education, and strengthens the relationship between school and community.

The Board approves the use of volunteers to support MSAD 6's instructional programs and extracurricular activities. The Board adopts this policy to provide direction for the MSAD 6 volunteer program.

For the purpose of this policy, a volunteer is a person who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis in the schools or in school activities.

All volunteers will be at least 18 years of age. Exceptions are student volunteers working as part of a class, students fulfilling a service learning or community service requirement for graduation, or student volunteers who work as part of a recognized student organization.

Volunteers serve under the direction and supervision of the building principal or designated staff. When volunteers work with children, their activities will be under the direct and immediate supervision of the classroom teacher, coach, activity adviser, or other designated employee.

Approval, assignment, continuation, or termination of volunteers will be at the discretion of the building principal.

Staff must have their use of volunteers approved in advance by the building principal. Volunteers will only be assigned to staff who request them.

Volunteers are expected to abide by all Board policies, procedures and school rules when performing their assigned responsibilities. The building principal will make volunteers aware of applicable policies, procedures, and rules before they undertake their first assignment through a volunteer orientation, volunteer handbook, or other means.

Volunteers should perform only those tasks that have been assigned.

Volunteers will not have access to confidential information in student records and will be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.

Persons interested in volunteering time or services should contact the building principal. Prospective volunteers will be required to complete a written application as well as pass an annual online criminal background check.

To protect children, MSAD 6 is committed to ensuring that all current and prospective MSAD 6 volunteers who may have direct, unmonitored, and/or substantial contact with children are appropriate for serving in their positions. The Superintendent, or designee, will determine what situations will require the Criminal History Record Check (CHRC), fingerprinting and/or online criminal background checks. MSAD 6 will bear the cost for Criminal History Record Checks and fingerprinting if required for academic programming as well as MSAD 6 coaches and advisors of athletics and activities.

Information collected during this screening process will be treated as confidential to the extent allowed by law.

Volunteers may not transport students in private vehicles except as allowed by Board policy.

MSAD 6 will provide liability insurance protection for volunteers while performing assigned academic services as well as MSAD 6 coaches and advisors of athletics and activities.

The Superintendent will be responsible for evaluating the effectiveness of the volunteer program.

The Board will recognize volunteer service on an annual basis. The building principal will be responsible for appropriate school recognition of volunteers.

Legal Reference: 20-A MRSA § 1002

Cross Reference: JKAA – Use of Physical Restraint and Seclusion

First Reading: December 17, 2012

Second Reading: January 7, 2013

Adopted: August 19, 2013

Revised: March 16, 2015

### **School Volunteers Administrative Procedures**

To protect school children, MSAD 6 is committed to ensuring that all current and prospective MSAD 6 volunteers who may have direct, unmonitored, and/or substantial contact with children are appropriate for serving in their positions. The following relates to the MSAD 6 School Volunteer Policy – IJOC with regard to the Criminal History Record Check (CHRC), fingerprinting and/or online criminal background checks.

All persons interested in volunteering will complete a written application as well as have an online criminal background check completed annually. Additionally, some volunteers may be required to have a Criminal History Record Check (CHRC) and fingerprinting completed; the CHRC requires renewal every five years.

Volunteer information will be maintained confidentially, on a need-to-know basis only by MSAD 6, which will designate one or two administrators who will routinely review volunteer information. CHRC information for volunteers will be kept on file at central office.

Based upon a review of the CHRC, the following processes and standards will apply to determine fitness for service with the MSAD 6 school system.

1. Convictions for rape; performing an unnatural act; indecent assault and battery; the crime of attempting any of the aforementioned offenses; the sale, use, manufacture, distribution, or possession with intent to distribute any substance that is unlawful; or a felony constituting a crime of violence within five years of the CHRC request will render said individual ineligible for service with MSAD 6; and
2. Convictions for any other felony other than those previously enumerated; any misdemeanor with an incarceration date or conviction date within five years of the CHRC request; any multiple (i.e., more than one) misdemeanor convictions within ten years for drunkenness, simple assault, affray or disturbing the peace may be reviewed by the Superintendent who may or may not determine such individual ineligible for service with MSAD 6 based upon a set of criteria. In making this determination, the Superintendent will consider and evaluate whether the nature of the conviction poses any threat or concern for the safety and well-being of MSAD 6 students.

3. Case-by-case determinations will need to be made. A chaperone at a high school dance would not fall within this category, but a chaperone of an overnight field trip would, since such chaperone would be in an unsupervised setting. An individual may dispute information contained in their CHRC in writing to the Maine Department of Education, MorphoTrust USA and/or the Maine State Police to correct any alleged error.

The District will use CHRC information only to further the protection of children and for no other purpose. Improper use of this information is both a civil and criminal offense, and would subject an employee to discipline.

#### Procedure for Obtaining CHRC Information

The administration will be responsible for the implementation of CHRC information.

1. An online criminal background check using the volunteer's birthdate will be done by MSAD 6 utilizing the Maine State Bureau of Identification *on a yearly basis*.
2. A full federal criminal background check may be required. This is done by completing a Fingerprint Registration application. This is a two-step process. After registering for a fingerprinting appointment, the applicant must also complete the Maine Department of Education Application for Initial Educational Approval. MSAD 6 will pay the fingerprinting fees and CHRC fees for volunteers who are involved in academic programming as well as MSAD 6 coaches and advisors of athletics and activities.
3. Any volunteer who can provide proof of a current CHRC will not be required to undergo another fingerprinting until the expiration date.
4. All staff will have an awareness training regarding volunteers. MSAD 6 will first notify all volunteers that the school district will be reviewing CHRC information provided by the Maine State Bureau of Identification and that, once reviewed, appropriate action will be taken that may affect current or future volunteerism with MSAD 6. The notice will state that all volunteers must complete the MSAD 6 School Volunteer Registration Form – IJOC-E and allow for MSAD 6 to request an online criminal background check and/or a CHRC and fingerprinting.

### Procedure for Obtaining Fingerprinting

The Superintendent will consider the following when determining whether a particular position entails “direct and unmonitored contact with children” and will require a full federal fingerprinting through the Maine State Police.

1. Direct and unmonitored contact with children means such contact on a regular, not irregular, basis with MSAD 6 students when no other CHRC-cleared MSAD 6 employee is present; and
2. Substantial contact is on a regular, not infrequent, basis.

### Requesting, Reviewing and Maintaining CHRC

It is MSAD 6’s desire that only one or two individuals have responsibility for obtaining and receiving online criminal background checks and CHRC information. The Superintendent’s designee(s) will receive and maintain all properly obtained online criminal background checks and CHRC information. Such designee(s) will notify the Superintendent if any discretion is found in these checks. The Superintendent, Assistant Superintendent and Legal Advisor will also have access to online criminal background checks and CHRC record information.

### Review of CHRC Information

#### **Mandatory Disqualification**

An individual will not be eligible as a MSAD 6 volunteer if he or she:

- Has been convicted of committing the crime of rape, performing an unnatural act, indecent assault or battery, or the crime of attempting any of the above offenses;
- Has been convicted of committing the crime of the use, sale, manufacture, distribution, or possession with intent to distribute any of the controlled substances that are unlawful (except for simple possession of marijuana if the date of conviction is five or more years prior to the request for criminal record information); or
- Has been convicted of committing a felony constituting a crime of violence, where the date of the conviction is within five years immediately preceding the request for criminal record information.

## MSAD 6

NEPN/NSBA Code: IJOC-R

### **Discretionary Disqualification**

An individual may be deemed ineligible as a MSAD 6 volunteer by the Superintendent, if he or she:

- Has been convicted of committing a felony other than those described in the section above;
- Has been convicted of committing a misdemeanor (other than a first conviction for the offenses listed in the next section, within the 10 years immediately preceding the request for such information); or
- Has been convicted more than once of committing any of the following misdemeanors, where the date of at least one of the convictions occurred within the 10 years immediately preceding the request for criminal record information: drunkenness, simple assault, affray, or disturbance of the peace.

In reviewing the applications of individuals who have criminal records, but who are not excluded under the mandatory disqualification portion of this policy, the Superintendent will give due weight to the following: the age of conviction, the age of the applicant when convicted, the nexus between the conviction and the individual's fitness to serve as a school volunteer; the type of offense; the age of the offense; whether there was a conviction; the sentence; whether probation was successfully completed; the date of the offense; and whether there were subsequent arrests. Upon reviewing this information, the Superintendent will determine whether to allow the individual to volunteer in the MSAD 6 schools.

### Correcting CHRC Record Information Errors

If a volunteer applicant disputes the information contained in the CHRC, he or she should inform the Superintendent in writing. Such individual should then contact the Maine Department of Education, MorphoTrust USA and/or the Maine State Police for review and correction. The MSAD 6 process in interpreting the information will be stayed for a brief time. It is the applicant's responsibility to contact the Maine Department of Education, MorphoTrust USA and/or the Maine State Police to make and obtain any modification to the CHRC information. The applicant may have no contact whatsoever with any MSAD 6 student during the process of disputing and potentially correcting the information contained in the CHRC.

Unlawful Release of CHRC Information

CHRC information obtained under Policy IJOC – School Volunteers and IJOC-R School Volunteers Administrative Procedures must be used to “further the protection of children,” and for no other purpose.

Cross Reference: IJOC – School Volunteers  
IJOC-E – Volunteer Registration Form



**MSAD 6  
SCHOOL VOLUNTEER REGISTRATION FORM**

**Please attach a copy of your current driving license or a Maine State Identification.**

Legal Name: \_\_\_\_\_ Other Names Used : \_\_\_\_\_  
 Date of Birth (mo/day/year): \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Do you have a child or grandchild attending school in the District?  Yes  No

Child's Name: \_\_\_\_\_  
 If yes, what grade: \_\_\_\_\_ and school \_\_\_\_\_

Have you already been approved to volunteer in any other MSAD 6 school?  Yes  No.

If yes, when: \_\_\_\_\_.

The MSAD 6 School Board and Administration requires that everyone volunteering in any of the MSAD 6 schools reads and signs this Volunteer Registration Form. A volunteer further enhances the educational opportunities and experiences of the children within the school district. The volunteer program is an integral part of the school community requiring dependability and cooperation on the part of the volunteer.

Final approval to be a volunteer at MSAD 6 will require an online criminal background check and/or Criminal History Record Check (CHRC) and fingerprinting.

In accordance with district policy and in order to ensure the safety of students, we need to have the following questions answered:

1. Have you ever been charged with or investigated for sexual abuse or sexual harassment?  
 Yes  No
2. Have you ever been convicted of a crime, other than a minor traffic offense, or entered pleas of guilty or "no contest" (nolo contendere), or has any court ever deferred proceedings without entering a finding of guilty and placed you on probation, for any crime other than a minor traffic offense?  
 Yes  No

If you answered "yes" to either of the previous questions, please explain in detail on a separate sheet of paper. Note: Criminal charges, investigations, arrests or conviction of a crime or misdemeanor are not necessarily bars to volunteer service. All information will be treated confidentially.

*I understand that I have an obligation to maintain the highest level of ethical conduct and am aware of the need for confidentiality in regard to any school/child related information and recognize that activities will be directed at all times by the classroom teacher and/or MSAD 6 staff in accordance with all the established educational policies and objectives. I agree to fulfill my obligations as a school volunteer and to adhere to the district's policies. My signature below gives authorization to check my references, employment history, and criminal history. It also authorizes the release of information by any state, local or federal agency.*

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

**(Please complete both sides of this form)**

Do you have any special experiences or interests you think could be shared with the school staff?  
Examples include the willingness to host students at your place of employment, professional experiences, foreign travel, special interests, hobbies, etc.

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Please circle days and times which you are available to volunteer:

Monday		Tuesday		Wednesday		Thursday		Friday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

- Regular time each week       Regular time every *other* week       Work from home  
 Occasional assistance       Chair/co-chair an event or project

Please check all the activities that you might be interested in: (requires a weekly or bi-weekly commitment)

- Art Room Assistant       Music Assistance       Clerical  
 Mentoring a Student       Classroom Assistance (Occasional)       Library  
 Computer Lab/Keyboard Skills       Work With Clubs       Homework Help

MSAD 6

**(Please complete both sides of this form.)**

**Please attach a copy of your current driving license or a Maine State Identification.**

Effective: March 16, 2015