

Hancock County Technical Center



Student Handbook 2018-2019

The Hancock County Technical Center offers career and technical instruction in the following Maine approved CTE programs: Marine Service Technology, Welding Technology, Multimedia Design, Early Childhood Education, Academics, Biomedical Sciences, Health Occupations, Law Enforcement, Culinary Arts, Diesel Technology, and Automotive Technology. It is the policy of the Hancock County Technical Center to not discriminate on the basis of race, color, national origin, sex or disability in its educational programs and its employment practices. If you have questions, have witnessed, or have experienced acts of discrimination based on these criteria and wish to express a grievance please contact the Title IX Coordinator Rebecca Wright at 667-4722 or rwright@ellsworthschools.org or our 504 Coordinator Lynn Maddocks at 664-7100 or lmaddoks@ellsworthschools.org.

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Ellsworth School Department

Mission:

Engaging and Challenging All Students

Ellsworth School Department Vision:

Our students actively engage in a variety of highly relevant and meaningful learning experiences that prepare them for a successful and dynamic future.

Our students:

- Are actively and positively engaged in their learning;
- Challenge themselves to the highest levels of achievement;
- Utilize critical thinking skills to become creative and effective problem solvers
- Are respectful of all school community members;
- Are clear and effective communicators;
- Learn in a physically, emotionally, and socially safe and nurturing environment;
- Demonstrate a strong work ethic, love of learning, personal responsibility, and pride in our school and community.

Our program provides a variety of rigorous and engaging learning opportunities that challenge all students to achieve at high levels.

Our program:

- Encourages and supports student ownership, participation, and voice in their learning;
- Offers a variety of extra and co-curricular experiences that support and enhance our academic programs;
- Provides students with multiple opportunities through varied learning activities tailored to unique learning styles to meet and exceed established standards;
- Encourages students to pursue interests and passions;
- Supports anytime, anywhere learning experiences;
- Personalizes educational programs for students;
- Is delivered and facilitated by a professional, skilled, caring and supportive staff.

Our school and community embrace the shared responsibility and commitment for educating our students.

Our school and community:

- Embrace and support Ellsworth Schools as they continue to be an innovative leader in teaching and learning;
- Embrace and support positive change that continually improves learning opportunities and achievement for all students;
- Demonstrate ownership, pride, and support in our schools, programs, and facilities;
- Value student voice and choice and the pursuit of passions and interests;
- Value professional, skilled, caring, and compassionate school staff members;
- Value partnership between school and community in providing relevant learning experiences.

Presented to Board – December 8, 2015

**Hancock County Technical Center
Mission and Vision Statement**

Mission Statement: Engaging students with rigorous and relevant career and technical education for success in the post-secondary and industrial world.

Our Vision

High Expectations of Teaching and Learning:

- Provide high quality instructors who inspire and engage students while continuously improving their craft.
- Incorporate effective instructional strategies into the learning environment.
- Proficiency based, data driven instruction that provides evaluative measures for student performance.
- Deliver state of the art, industry driven curriculum linking industry and Common Core standards to learning for students.

Our School Climate and Culture:

- Provide a safe, positive, and professional learning environment.
- Celebrate instructor and student growth.
- Promote student and teacher ownership of high expectations.
- Accept and respect student diversity.
- Embrace healthy and supportive relationships that improve learning opportunities and student achievements.
- Maintain an environment that supports anytime, anywhere learning, encouraging students to pursue interests and passions.

Our Collaboration With Our Communities:

- Partner with industry and community professionals to enhance programming.
- Support educational opportunities within the local community to enrich student learning.
- Foster partnerships with sending schools and post-secondary institutions.
- Collaborate with students, parents, and staff to promote student success.

ELLSWORTH SCHOOL DEPARTMENT 2018-2019 School Calendar

| July 2018 | | | | | | | 0 | August 2018 | | | | | | | 0 | September 2018 | | | | | | | 19 |
|--------------|----|----|----|----|----|----|----|---------------|----|-----|----|----|----|----|----|----------------|----|----|----|----|----|--|----|
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | |
| 29 | 30 | 31 | | | | | | 26 | 27 | 28 | P | P | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | |
| | | | | | | | | | | | | | | | 30 | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| October 2018 | | | | | | | 22 | November 2018 | | | | | | | 16 | December 2018 | | | | | | | 15 |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | | |
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| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | P | P | P/X | H | V | 24 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | | |
| 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | | 23 | V | H | V | V | V | 29 | | | |
| | | | | | | | | | | | | | | 30 | V | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| January 2019 | | | | | | | 21 | February 2019 | | | | | | | 15 | March 2019 | | | | | | | 20 |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | | |
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| 20 | H | 22 | 23 | 24 | 25 | 26 | 17 | H | V | V | V | V | 23 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | |
| 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | |
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| April 2019 | | | | | | | 17 | May 2019 | | | | | | | 22 | June 2019 | | | | | | | 13 |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | | 1 | 2 | 3 | 4 | | | | | | | 1 | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | |
| 14 | H | V | V | V | V | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | L* | 20 | 21 | 22 | | | |
| 28 | 29 | 30 | | | | | 26 | H | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | |
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| KEY | |
|-----|-------------------------------|
| P/X | Professional Day/Exchange Day |
| F | First Student Day |
| H/V | Holiday / Vacation |
| L | Last Student Day |
| E | Early Release Day |
| 177 | Student Days |
| 183 | Teacher Days |
| 6 | Professional/Exchange Days |
| 10 | Legal Holidays |

| | |
|-----------|--|
| Aug 27 | New Staff Orientation |
| Aug 29-30 | In Service Days |
| Sept 4 | First Student Day for Grades PK-9 |
| Sept 5 | First Student Day for All Grades |
| June 14 | EHS Graduation |
| June 19 | Last Student Day of School (Including 3 snow days) |

Students will be dismissed early on Fridays for PLC's.

In the event that inclement weather on a Friday results in the need to delay the start of school, the day will be a student day and there will be no PLC on that day.

***School Year will be adjusted if more than 3 storm days are needed.**

Board Approved - April 10, 2018

Director's Welcome

Welcome to Hancock County Technical Center! We are excited to begin another school year with dedicated students such as yourself! We are ready and willing to help you develop your skills in any one of the technical programs offered here at HCTC. We urge you to take full advantage of our programs, quality staff, and the endless opportunities you have access to. Our programs have expanded over the last couple of years with students accessing new technical programs, Bridge Year and dual enrollment opportunities, as well as co-curricular activities.

The skills you develop at HCTC will be useful to you for the rest of your life. The quality of these learning experiences is in large part determined by the level of your commitment and degree of effort you are willing to put forth. A positive attitude, regular attendance, and a commitment to the goals and objectives of the program will assure you a worthwhile and satisfying educational experience. Our staff is committed to providing you with not only the technical skills in your program, but also the employability and academic skills needed to take you into the world after high school. You must be committed as well!

This handbook will help answer some of your common questions concerning this school's expectations and operations. Please ask your instructor if you have any further questions. Also know that my office door is always open. If you wish to speak with me, please feel free to come and see me.

We hope you have a productive and enjoyable year here. We look forward to working together to make this a great experience for you.

Sincerely,

Amy Boles
Director

Staff Directory:

Administration:

Amy Boles Director
Liz Conners Administrative Assistant

Staff:

Hope High Student Services Coordinator
Amy Van Dorn Social Worker
Jacquie Sandone School Nurse
Rose Honders Academic Educational Technician
Tara Mason All School Educational Technician
Sarah Petroulis BioMedical Science Instructor
Hunter Havel Automotive Technology Instructor
 Automotive/Diesel Educational Technician
Michelle Cote CNA/Health Occupations Instructor
 CNA Clinical Supervisor
William Baker Culinary Arts Instructor
Andrew Trowbridge Diesel/Heavy Equipment Instructor
Megan Stubbs Early Childhood Education Instructor
 Early Childhood Educational Technician
Heather Ford English/History Teacher
Scott Baillargeon Law Enforcement Instructor
Steve Keblinsky Marine Services Technology Instructor (Satellite Program at
 MDIHS)
 Math Teacher
Jamie Anderson Multimedia Design Instructor
Joel Pelletier Welding Technology Instructor (Satellite Program at BHS)

HERE IS HOW TO HAVE A SUCCESSFUL EXPERIENCE AT HCTC

- Be here, be on time, every day!
- Give your best effort. (Effort in = Effort out.)
- Talk to us, we are here to listen.
- Always tell the truth. Honesty is the best policy.
- Always be respectful. This includes respecting yourself as well as others.
- Think twice, if it should not be in school, don't bring it to school.

SAFETY RULES

1. Your awareness and commitment to good safety habits is the first priority in your career and technical program.
2. Rings, watches, necklaces and loose or torn clothing are all potentially dangerous and should not be worn when/where restricted. Please check with your instructor for appropriate attire.
3. Shops are not playgrounds. Activities such as running, shoving and general horseplay are **STRICTLY FORBIDDEN**.
4. Students enrolled in any program where safety glasses are needed will be provided with a pair of industrial rated safety glasses. You are required to use them at appropriate times.
NOTE: if you loose them or destroy them, you must replace them. **Loss of safety glasses is not an excuse for nonparticipation.**
5. You should never attempt to operate any machine or piece of equipment unless you have been instructed properly in its operation procedures and passed demonstration tests.
6. **NO STUDENT** is to operate power machinery, equipment or work in the shops without instructor/staff supervision.

Policy Statement:

The Ellsworth School Department policies are available on the district web site, <http://www.ellsworthschools.org>. If you require a copy of any policy please contact the Superintendent's Office at 664-7100.

GENERAL INFORMATION

Arrival/Dismissal:

All students are expected to arrive promptly for their class at HCTC just as they would in a college setting or the workplace. The AM session begins at 8:15AM and the PM session begins promptly at 11:45AM. Students that drive are expected to arrive on time as well and run the risk of losing driving privileges if they do not. Dismissal times are based upon the needs of sending school bus schedules. However, if a student drives, they are expected to remain for the entire period and are not to leave prior to 2:15PM without prior approval.

Attendance/Tardiness/Truancy: (See Policies [JEA](#), [JEAA](#), [JHB](#))

Punctual and regular attendance is important for school success. Frequent absences have a proven negative impact on student learning. Maine statute recognizes two types of absences, **excused** and **unexcused**. There are seven reasons as to why an absence would be considered **excused**. Reasons are:

- Illness (documentation may be requested by the Building Administrator (BA)).
- Family emergency (documentation may be requested by the BA).
- Religious observation.
- Court/Legal appearance or a medical appointment that must be made during school hours (documentation must be provided)
- Planned absence for personal or educational purposes that has been approved prior to the absence.
- Sending School sponsored trip or event. The student must receive permission from his/her instructor prior to the day of absence.
- Imposed disciplinary suspension or transportation issue.

Any other absence, including those that may be for excusable reasons but are not reported as such will be considered **unexcused**.

It is the parents' responsibility to notify the school in the event that a child is absent. Parents have **three days** to provide notification and/or documentation of an absence. After three days,

regardless of the reason, an absence will be considered unexcused. Parents may notify HCTC by writing a note upon a child's return from an absence, emailing the school secretary econners@ellsworthschools.org or calling the school directly (667-9729).

Parent Notification:

When a student reaches five (5) and eight (8) unexcused absences per semester, the parent will be notified in writing that they are not meeting our standards for attendance at HCTC. The letter may also indicate the child is in jeopardy of losing their slot in the program. Parents may be asked to attend a conference that includes the student, a school administrator, the guidance counselor and at least one of the student's teachers to discuss the correlation between learning and school attendance, and to develop an attendance contract for the student tailored to his/her specific circumstances. The contract will specify the consequences for non-compliance.

Truancy:

Per Maine State law, a student is truant when a student has completed grade 6 and has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year. If a student reaches this threshold, the truancy policy will be enacted. In addition, a student's slot in a program will become in jeopardy.

Tardiness:

Coming to school late has a negative impact not only on the student coming in late but on the class that they are entering into. Students are considered tardy when they arrive 10 minutes late to any particular AM or PM session. Tardiness may be excused for the reasons allowed by Maine Law. In order to be excused, the student must have a note from a doctor, school official or parent/guardian. Students arriving late must be signed into school in the main office. Once a student accumulates **3** unexcused tardies there may be a request for a conference with the parent and BA.

Building and Facility Usage: (See Policies [KF](#), [KF-E](#), [KF-R](#))

Ellsworth School Department schools are a community resource that makes its facilities available to community organizations. In order to assure uniformity across the ESD, the following procedures should be adhered to when requesting use of the building:

- Completion of a Facilities Usage form that is available at the linked policy listed above (KF-R).
- Approval by the BA and at times, Ellsworth School Department.

- Return of the approved Facilities Usage form.

The use of facilities may require proof of insurance and any associated custodial costs. Those using a facility are responsible for the clean up and responsible use of any facility. The use of the building is at the discretion of the BA.

Communication:

Staff are available to communicate with students and parents during non-instructional time. Staff can be reached via email or by phone. If you are unable to get a hold of a staff member, please notify the main office.

Daily Schedule/Bell Schedule:

Buses arrive and leave Hancock County Technical Center (HCTC) at various times during the day due to each sending school’s bus and class schedules. **Students must immediately enter the building upon arrival.** There are no bells at HCTC. Students are responsible for entering classes on time just as people would report to work on time. Students who drive their own vehicles must be in class by 8:15 a.m or 11:45am in accordance with their sending school rules. In addition, students that drive are to stay until the end of their session at 10:30 am or 2:15 pm.

| | | |
|----------------------------|----------------|---------------------------|
| Morning Sessions: | 8:15am | A.M. classes begin |
| | 10:30am | A.M. classes end |
| Afternoon Sessions: | 11:45am | P.M. classes begin |
| | 2:15pm | P.M. classes end** |

****NOTE:** HCTC will have early dismissal each and every Friday during the 2018-2019 school year. Afternoon classes will end at 1:15pm on Fridays instead of 2:15 pm.

Driving:

Each sending high school establishes its own rules and protocols around whether or not students are allowed to drive to HCTC. Schools that allow students to drive still have to receive special permission from the Director. Typically, no first year students will be allowed to drive and second year students will only be allowed to drive IF their sending school allows it AND if there is a special circumstance that warrants. Bridge students have additional privileges to drive; however, still must have all permissions in place. Students must have written permission from the parent to request driving privileges and that must then be signed off by the Director. At that point, a student must register their vehicle with the main office. Cars are subject to search at any

time. Driving is a privilege and not a right. Should students break any rules while having this privilege, their ability to drive will be revoked, no questions asked. At NO time, should students transport other students for ANY reason.

Fundraising: (See Policy [JJE](#))

All requests for fundraising events must be submitted to the Hancock County Technical Center Director for approval. Requests need to be submitted at least five days prior to the event.

School/Activities Delays and Cancellations:

In the event that weather or road conditions are hazardous, school may be cancelled. The Superintendent of Schools makes this cancellation, after consulting with the state police, local officials and/or various other people. It is seldom an easy decision because conditions vary from one area to another and they can change quickly. The “No School” announcement is made as early as possible. It is on all the local radio stations, Ellsworth School Department website, local TV stations, *The Ellsworth American*, as well as voice, text, and email messages to those that have their number in Infinite Campus. Cancellation information will be sent as soon as possible. In the event of an early morning cancellation, messages will not go out earlier than 6:00am. A great deal of consideration goes into making this determination, but at times parents may disagree with the decision to hold school, feeling that conditions are too dangerous. Parents DO have the option of keeping children at home if they feel that the conditions are too hazardous.

Weather conditions sometimes result in an unexpected early closing. In this event, radio announcements will be made as early as possible and an announcement will be posted on the Ellsworth School Department website. In addition, voice, text, and email messages will be sent to those that have their number in Infinite Campus

Transportation: (See policy [JICC](#))

Students are expected to behave in a safe, orderly manner while on any Ellsworth School Department vehicle. This is for the safety of all students and the drivers. The following standards are expected of all students at all times:

- Students sit in their assigned seat or section at all times.
- Students are to remain seated while the bus is in motion.
- Students should talk in low voices and avoid any sudden, loud noises.
- Students should not have food or drink on the bus
- Appropriate language and behavior will be used at all times

Students who do not meet the standards for appropriate behavior while riding a bus may face disciplinary action including suspension from riding the bus. In the event that this happens, it will be the parent's responsibility to assure that the student has transportation to and from the school.

Behavior on the bus and at the bus stop extends to the time in which a student is on the bus, on school grounds, and until a bus pulls away from a bus stop.

Concerns regarding transportation may be reported to either the Director of Transportation or to the BA.

Visitors:

All visitors need to report to the main office upon entering the building and sign in the visitors log.

Volunteers:

We welcome volunteers to our school. There is a process and procedure to be able to work with students in the school. Please feel free to contact us about possibilities for volunteering at school.

INSTRUCTION

Assessments: (See Policy [ILA](#))

Assessments are an integral part of the instructional program within the Ellsworth School Department. Assessments take many forms including daily graded assignments, unit tests, and standardized tests. Assessments may also be less formal and include teacher observations. Parents may opt out of approved local/state/federal testing that has been approved by the Ellsworth School Department and Superintendent.

Book/Equipment Usage:

Books and other school materials are very expensive. Students must care for these materials in the proper manner. Students and parents will be invoiced for the replacement cost for any book, school materials or equipment that is lost or damaged.

Exemption from Required Instruction: (See Policy [IMBB](#))

The Ellsworth School Department acknowledges that from time to time individual students may be exposed to some ideas and materials with which they or their parent(s)/legal guardian

disagree. Students and their parent(s)/legal guardian cannot be required to adopt ideas with which they disagree, but such disagreement alone is not a sufficient basis to exempt a student from the prescribed Ellsworth School Department curriculum. Exemptions from the required curriculum should be minimized because they can detract from the overall instruction provided to the class as a whole and the educational objectives sought to be achieved by the curriculum.

The Ellsworth School Department recognizes, however, that there could be topics in the curriculum which may be objectionable to individual students and/or parent(s)/legal guardian based on their particular sincerely held religious, moral or philosophical beliefs. Exemption from instruction which infringes on such beliefs may be requested by the parent(s)/legal guardian. Requests for exemption from instruction must be made in writing to the BA.

Field Trips:

Field trips are planned educational experiences designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign field trip permission forms. It is the responsibility of the child and parent to return the slip on time.

Grading/Academics:

Hancock County Technical Center requires that all students demonstrate initiative in their educational pursuits, and work productively toward successful fulfillment of assigned work. Likewise, HCTC requires that all students accept personal responsibility for educational pursuits. This responsibility includes:

- Coming to school and to class on time.
- Being prepared for all classes by completing assignments and doing required readings.
- Becoming involved in classroom activities and discussion.

Support is available (teachers, counselors, administrators, etc...) to help students throughout their HCTC careers. Students who need additional assistance from teachers should schedule time to meet with them individually.

Change of Program: A participant will not move from one program to another once it has been in progress for two (2) weeks, except under unusual and necessary circumstances. This determination will be made by the Director. Any student dismissed from a program for disciplinary reasons will not be allowed to participate in another program during that calendar year.

Credits/Standards: Each sending school awards the number of credits and/or standards its student will receive for courses successfully completed at Hancock County Technical Center. We send grades and a report towards proficiency to standards, the sending school awards credits and proficiencies for their schools' transcripts.

Program Completion: Students completing their program(s) receive a certificate indicating competencies acquired from their respective programs. Competency means the student has acquired and can apply the technical skills and attitudes necessary to carry out specific functions of their technical area routinely and with minimal supervision in a job setting.

Instructional and Library Media Materials: (See Policies [IJJ](#))

The Ellsworth School Department recognizes that it is the primary objective of instructional materials to implement and support the curriculum, and of library-media resources to extend and enrich the educational programs of the Ellsworth School Department schools. Quality instructional materials and library-media resources are essential to student learning. Ellsworth School Department schools provide a wide range of materials on all levels of difficulty, with diversity of appeal and the presentation of different points of view.

A student's parent/guardian may upon request, inspect any instructional material used as part of any Ellsworth School Department curriculum. The Ellsworth School Department recognizes that the final authority as to what materials an individual student will be exposed rests with that student's parents or guardians. However, at no time will the wishes of one child's parents to restrict his/her reading or viewing of a particular item infringe on other parents' rights to permit their children to read or view the same material.

Special Education: (See Policy [IHBA](#), [IHBAA](#), and [IHBAL](#))

Students attending HCTC with 504 plans or IEP's will be provided with accommodations in both classroom and live work settings. When notified, HCTC teachers will attend IEP/504 meetings so as to participate in their student's educational goals. Students having concerns or needing assistance are free to discuss with their teachers as well as the Student Services Coordinator and/or the Director.

Surveys, Analysis, Testing, or Evaluations: [Protection of Pupil Rights](#) (See Policy [ILD](#))

Students enrolled in the Ellsworth School Department may not be administered any surveys, analyses, tests or evaluations without the expressed permission of the Ellsworth School Department. This policy also applies to all state and federal testing requirements when the results will leave the ESD. The Ellsworth School Department hereby reserves to the

Superintendent the right of final approval of all such surveys, analyses, testing or evaluations. Students who are 18 years of age or older may exercise the opt-out option for themselves.

Technology/Technology Protection Plan: (See Policies [IJNDB](#), [IJNDB-R](#))

The Ellsworth School Department believes that technology is a powerful resource for learning and a vehicle for students to demonstrate their learning. To that end, the Ellsworth School Department has established clear policies, procedures, and has employed the use of safety mechanisms to assure that technology is used solely to support the educational mission and vision of the schools.

Students are responsible for the care of this equipment and its appropriate use. Parents/Legal Guardians may choose to participate in this optional “technology protection” program provided by the Ellsworth School Department.

Parents are highly encouraged to review the technology policies listed above, as well as those dealing with bullying and harassment, to better understand student internet use, safety and the role that school may play regarding student use of technology.

CO-CURRICULAR OPPORTUNITIES

Students at Hancock County Technical Center are encouraged to participate in co-curricular activities listed below. However, they are subject to the same rules as those participating in their sending schools. Students must be academically eligible and follow all co-curricular policies outlined in the policy linked above.

1. **National Technical Honor Society** (NTHS) is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. Over 2200 schools and colleges throughout the U.S. and its territories are affiliated with the society. Member schools agree that NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today’s highly competitive workplace.

As a NTHS member, these students have been identified as one of the top performing students in the nation. Their achievement has placed them among a very select group of students qualifying for membership in the National Technical Honor Society. NTHS induction represents an important educational milestone – the highest National award for excellence in career and technical education.

The purpose of NTHS is to:

- recognize and honor excellence in career and technical education,
 - encourage students to reach for higher levels of achievement, develop self-esteem and pride,
 - champion a stronger, more positive image for career and technical education in America,
 - promote critical workplace values including skill development, honesty, responsibility, service, citizenship, and leadership,
 - help member schools and colleges build and maintain effective partnerships with local business and industry,
 - provide greater career opportunities for members, and
 - promote educational excellence in America.
2. ***SkillsUSA*** is a national organization serving more than 250,000 high school and college students and professional members who are enrolled in training programs in technical, skilled, and service occupations, including health occupations. Hancock County Technical Center is proud to be an active chapter in this organization.

SkillsUSA prepares America's high performance workers. It provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education and pride in the dignity of work. SkillsUSA also promotes understanding of the free enterprise system and involvement in community service.

Approximately 13,000 teachers and school Directors serve as professional SkillsUSA members and instructors. More than 1,000 corporations, trade associations and labor unions actively support SkillsUSA on a national level through financial aid, in-kind contributions, and involvement of their people in SkillsUSA activities. Many more work directly with state associations and local chapters.

SkillsUSA programs include local, state and national competitions in which students demonstrate occupational and leadership skills. During the annual national-level SkillsUSA Championships, more than 4,100 students compete in 73 occupational and leadership skill areas. SkillsUSA programs also help to establish industry standards for job skill training in the classroom. We encourage all students to participate in this valuable opportunity.

Co-Curricular Activities Discipline: (See Policy [JJIA](#) and [JJIE](#))

It is important to remember that participation is a privilege and not a right. It is for this reason that there exists separate disciplinary guidelines for students that participate in CCA. Students are representatives of each respective school and the Ellsworth School Department and are expected to behave as positive role models both when in the building and when visiting other schools and sites.

DISCIPLINE (See Policy [JK](#))

The Ellsworth School Department approaches discipline that embraces Positive Behavioral Interventions and Support. We approach expectations as positively as possible and provide intervention when students have difficulty adhering to the standards that are established for our schools. Our primary goal is to create a positive learning environment for all where each and every student feels safe and welcome.

There are instances in which students do not adhere to the standards for behavior that are expected of them. In those instances, we balance the need to teach and redirect the individual student, the needs of any victims to feel safe again, and reaffirm our standards to the rest of the student body.

Behavior Expectations: (See Policy [JIC](#))

The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools and at Ellsworth School Department sponsored/related events.

Each student is expected to:

- Be courteous to fellow students, staff and visitors.
- Respect the rights and privileges of other students, school staff, visitors and guests.
- Obey all Ellsworth School Department policies and school rules governing student conduct.
- Follow directions from Ellsworth School Department staff.
- Cooperate with staff in maintaining school safety and order.
- Arrive at school ready to learn and be a positive participant of the school.
- Meet Ellsworth School Department standards for grooming and dress.
- Respect the property of others, including Ellsworth School Department property and facilities.
- Not cheat or plagiarize.
- Refrain from vulgarity, profanity, obscenity, lewdness and/or indecency.

Bullying/Harassment: (See Policy [JICK](#), [JICK-R](#))

All students, regardless of gender, race, religion, nationality, ethnicity, or sexual orientation are treated equally and with respect from staff and students alike. To that end, we do not tolerate any form of bullying or harassment. Incidents of bullying/harassment are brought to the attention of the BA for mediation, resolution, education, and as necessary, disciplinary action.

Any Ellsworth School Department student who engages in conduct that constitutes bullying may be subject to disciplinary consequences up to and including suspension and/or expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

Bullying incidents that take place at Ellsworth School Department schools or on Ellsworth School Department grounds, at any Ellsworth School Department sponsored activity or event, or while students are being transported to or from Ellsworth School Department schools or any Ellsworth School Department sponsored activities or events. It also applies to bullying that occurs at any other time or place if such **bullying substantially disrupts** Ellsworth School Department instructional programs, operations of schools, or the welfare of Ellsworth School Department students. Examples of conduct that may constitute bullying include, but are not limited to, the following:

- Physical contact or injury to another person or his/her property;
- Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally, in writing, or through cyberspace;
- Blackmail, extortion, demands for protection money, or involuntary loans or donations;
- Non-verbal threats and/or intimidation such as use of aggressive or menacing gestures;
- Stalking;
- Blocking access to Ellsworth School Department property or facilities;
- Stealing or hiding books, backpacks, or other possessions;
- Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of any Ellsworth School Department instructional program and/or the operation of Ellsworth School Department schools, or that results, or that could reasonably be expected to result, in a hostile educational environment for any Ellsworth School Department student.

BAs and teachers set and enforce rules for civility, courtesy, and/or responsible behavior in the

classroom and the school environment.

Suspension: (See Policy JKD)

There are two types of suspension: in-school suspension (ISS) and out-of-school suspension (OSS).

Prior to any suspension, except as hereinafter provided, the student shall be given:

- Oral or written notice of the charge(s) against him/her;
- An explanation of the evidence forming the basis for the charge(s); and
- The opportunity to present his/her version of the incident.

The student's parent shall be notified of the suspension as soon as practical by telephone (if possible) and by written notice sent by the United States Postal Service, with written delivery receipt required for out-of-school suspensions. A copy of the notice shall also be sent to the Office of the Superintendent.

In the event of an in-school suspension, the BA will arrange for work to be completed during the day. In the event of an out-of-school suspension, the BA may require the parent and the student to schedule a conference with him/her and/or the Superintendent within the suspension period and prior to re-admittance to school.

Students are responsible for all school work missed during their suspension. After re-admittance, students shall be permitted to make up any missed school work, including tests, quizzes or other items that will affect their grades. Any schoolwork not made up will be given a numerical grade of zero.

Students serving either an ISS or an OSS are not permitted to participate in any CCA for the day/length of the suspension.

Dress Code: (JICA)

In keeping with the Ellsworth School Department's goal of the Ellsworth School Department providing a safe, healthy, respectful and non-discriminatory environment, the following restrictions on dress will be enforced in/on all Ellsworth School Department school buildings, grounds and vehicles furnishing students transportation. These restrictions apply at all times unless relaxed for special functions by the BA.

Prohibited items of clothing:

- Articles of clothing which promote the use of tobacco, alcohol, or other illegal activity;
- Articles of clothing with displays that are sexual, vulgar, lewd, indecent, or including insulting words or gestures;
- Articles of clothing with displays that are racially inflammatory or violate the ESD's discrimination and/or harassment policies;
- Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch furniture, etc.);
- Clothing, footwear, insignia, or accessories that are intended to identify the wearer as a member of a particular gang;
- Adornment items such as chains, spikes, "dog" collars, and other items as determined by the BA;
- Strapless tops, one-shoulder strap tops, low-cut tops, spaghetti straps, halters, midriff tops, and muscle shirts.

Wearing of clothing:

- All clothing is to fit properly, be of appropriate length, and not be revealing or indecent.
- Underwear/undergarments should be covered. Tops shall cover the chest, midriff; tops must have sleeves or straps.
- Sheer, transparent, or translucent articles of clothing must be covered by an article of clothing that conforms to this policy.
- Bottoms must fully cover genitalia and buttocks.
- Tattoos that violate the provisions of this Policy must be covered at all times in all Ellsworth School Department schools and/or at any Ellsworth School Department sponsored event/activity.
- Students must wear shoes (sneakers, sandals, etc.) at all times. Footwear must be appropriate for the environment/conditions and activity in which they are participating.
- Students are not allowed to wear hats, caps, etc. and/or sunglasses inside any Ellsworth School Department school building or classroom.
- Special clothing or accessories may be required for health and safety reasons for students participating in physical education classes, classes involving machinery and other hazards, and co and extra-curricular activities.

Electronic Devices:

In order to accommodate the use of technology and the growing concerns about student safety while traveling to and from school, Hancock County Technical Center will allow students to possess cell phones, provided the following rules are strictly adhered to:

1. The use (outgoing calls, incoming calls, text messaging, camera use, game-playing, or

any other use) of cell phones or pagers in the school building is allowed ONLY before school, during breaks, and after school.

2. Cell phones must not disrupt educational or school activities.
3. Students may not use cell phones during class time, school assemblies, or other special school events.
4. Students may use cell phones when it is educationally necessary, and must have instructor permission to do so. This is a **one-time/one-use** permission.
5. Cell phones must be **turned off** during instructional time.
6. Violations of this cell phone procedure will result in:
 - **First Offense** = cell phone(s) will be taken and can be retrieved at the end of the program.
 - **Second Offense** = cell phone(s) will be turned in to the office and can be retrieved only by a student.
 - **Third Offense** = cell phone(s) will be turned in to the office and can be retrieved only by a parent or guardian.

Parents should continue to call the school at 667-9729 if there is a family emergency situation. A message will be delivered to your son or daughter. Do not try to contact them by cell phone.

The use of camera phones is strictly forbidden at any time in private areas, such as, locker rooms, washrooms, dressing areas, and offices at any time. Such use may also be in violation of the criminal code.

Positive Behavioral Interventions and Support (PBIS):

| | RESPECT | RESPONSIBILITY | TEAMWORK |
|--|---|--|--|
| Classroom- Lab- Shop- Work Area | Pay attention to classroom activities and teacher. Maintain a positive and open attitude. Listen with active ears. Appreciate differences. Use manners. Respect others property. | Makes appropriate decisions as required by the job without hesitation. Support others' learning and positive behavior. Complete all assignments with integrity and honesty. Bring all necessary materials to class. Resolve conflicts with maturity. Be accountable for your actions. Use time wisely. Participates appropriately for | Gives full consideration to the rights, needs and feelings of others. Pull your weight. Be willing to help others. Share air time. Contributes positively and equally to the group. Creates solutions. Leads by example. |

| | | | |
|---|--|--|---|
| | | <p>betterment of themselves and class. Report to instructor upon entrance. Keep workspace clean. Take pride in your work.</p> | |
| Hallway | <p>Use appropriate language. Strive for positive interactions with others. Honor others' personal space. Be aware of those still in class.</p> | <p>Goes back to work on time. Keep hallways clear. Keep surroundings clean. Resolve conflicts with maturity. Report safety issues.</p> | <p>Move through hallway for timely arrival to class. Maintain personal space. Assist those in need. Hold doors.</p> |
| Bathroom | <p>Flush toilet and wash hands. Honor others privacy. Clean up after yourself.</p> | <p>Chooses an appropriate time to use bathroom. Returns to class promptly. Report problems.</p> | <p>Conserves resources (ie soap, water, paper) Report depleted items.</p> |
| Field Trip | <p>Represent HCTC and self at all times. Strive for positive interactions. Follow requests of person/people in charge. Use manners (please and thank you.) Talk only at appropriate times. Listen to speakers Turn off electronic devices.</p> | <p>Be accountable for your actions. Support others' learning and positive behavior. Punctual. Keep pace with group. Report issues. Dress appropriately.</p> | <p>Be sure that everyone is accounted for. Assist others without being asked. Participates and asks appropriate questions for benefit of group.</p> |
| Bus | <p>Strive for positive interactions. Use appropriate language and noise level. Honor others personal space. Represent HCTC at all times in positive way. Follow request of driver and supervisor. Keep hands and feet to self. Use manners (please and thank you.)</p> | <p>Resolve conflicts with maturity. Discourage bullying. Take necessary belongings. Follow bus rules. Punctual. Pick up trash.</p> | <p>Report safety issues. Sit in first available, open seat so can load safely and in a timely manner. Two per seat Keep aisle clear.</p> |
| Assemblies & Emergency Situation | <p>Talk only at appropriate times. Follow directions from staff members and emergency personnel. Use appropriate language. Turn off electronic devices.</p> | <p>Report to your designated area. Remain in designated area until dismissed.</p> | <p>Help others if you see someone in need. Report safety issue.</p> |
| Parking Lot | <p>Strive for positive interactions. Use appropriate language. Driving is a privilege not a right.</p> | <p>Fill out appropriate paperwork to have vehicle on campus. Drive safely and lawfully. Report issues. Bring all needed items into the building when you arrive</p> | <p>Park in designated areas. Help others in need.</p> |

| | | | |
|--|--|----------|--|
| | | at HCTC. | |
|--|--|----------|--|

Searches: (See policies [JIH](#), [JIH-R](#))

BAs have the right to conduct searches of student lockers, backpacks, and clothing items as necessary to protect the welfare of the individual student and whole school. Whenever possible, parents will be notified of searches prior to the search being conducted. However, this isn't always possible and may be conducted without advanced parental notification. In the event that a search takes place prior to parental notification, the BA will contact parents as soon as possible following a search.

Substance Use and Abuse by Students: (See policy [JICH](#))

In order to promote the highest possible standards of learning, as well as the safety, health and well-being of students, it is the policy of the Ellsworth School Department that no student(s) shall use, possess, furnish, be under the influence of, or be in the presence of, any substance and/or paraphernalia designed for, or utilized in, the use of such substances while on any Ellsworth School Department property or when attending any Ellsworth School Department sponsored event.

NOTE: A Student's Individual Education Plan (IEP), if applicable, MUST be considered and the Special Education Director must be involved prior to any disciplinary action being taken.

Tobacco Use by Students: (See policies [ADC](#), [ADC-R](#))

Maine State Law prohibits persons under the age of eighteen (18) from possessing or using tobacco (includes all tobacco products), the Ellsworth School Department deems it unacceptable for a student to participate in Ellsworth School Department activities while indulging in the use of tobacco.

Weapons, Violence and School Safety: (See Policy [JICIA](#))

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

- Prohibited Conduct - Students are prohibited from engaging in the following conduct on

Ellsworth School Department property, while in attendance at school or at any Ellsworth School Department-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the Ellsworth School Department:

- Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, crossbows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nunchucks;
 - Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort and replicas of weapons (including toys);
 - Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
 - Verbal or written statements (including those made on or through a computer, cellular phone or other electronic means) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt any Ellsworth School Department program;
 - Willful and malicious damage to Ellsworth School Department or personal property;
 - Stealing or attempting to steal Ellsworth School Department or personal property;
 - Lewd, indecent or obscene acts or expressions of any kind;
 - Violations of the Ellsworth School Department drug/alcohol and/or tobacco policies;
 - Violations of state or federal laws; and
 - Any other conduct that may be harmful to persons or property.
- Disciplinary Action - The Ellsworth School Department authorizes all BAs to suspend

students for up to ten (10) days and/or refer the student to the Superintendent for possible expulsion those who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws.

- Psychological Evaluation/Risk Assessment - The Ellsworth School Department authorizes the Superintendent to request an immediate psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to Ellsworth School Department safety if the student were to remain in school. The Superintendent is also authorized to request psychological evaluations of Ellsworth School Department students who have been identified as posing a substantial risk of violent behavior.

HEALTH AND SAFETY (See policy [EBCA](#))

In order to protect the health and safety of all Ellsworth School Department students and staff, and to ensure compliance with the provisions of the Life Safety Code, regular emergency fire and lock down drills will be conducted.

Bomb Threats: (See policy [EBCC](#))

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report it to the principal, teacher or other employee. Making a bomb threat is a crime under Maine law and shall be reported to law enforcement authorities. The administration will suspend and recommend for expulsion any student who makes a bomb threat. A student who encourages, causes, aids or assists another student in making up or communicating a bomb threat verbally, in writing, in e-mail, texting, etc. shall be subject to the same disciplinary consequences. A student who fails to report information or knowledge of a bomb threat or the existence of a bomb in the school or on school property may be subject to disciplinary consequences.

Emergency Drills: (See policy [EBCB](#))

In order to protect the health and safety of all ESD students and staff, and to ensure compliance with the provisions of the Life Safety Code, regular emergency evacuation and lock down drills will be conducted.

Evacuation Drills:

When the alarm sounds, pupils immediately suspend all work and file from the room in accordance with the instructions posted in each room. Always keep in single file, walking in a

brisk but orderly manner, and do not talk. If you are the first person to exit an outside door, please hold the door open so that the rest of the students may exit swiftly.

Once you are outside, you will proceed to the location where your classroom always meets. This will be shown to you at the start of the school year. This practice holds true if you are out of the room, in the cafeteria, main office or at break, at band, at chorus or study hall. Always report to your homeroom teacher's location.

Lockdown Drills:

In response to safety concerns, an announcement will be made that we have a lockdown situation. Students are to move away from windows, shades should be closed, door window covered, and lights should be off. If a student is in the bathroom, he/she should get in the nearest room. Students outside during a lockdown are to get on the ground.

Food Services: (See Policies EF, JL) (For all-day students only)

Lunch will be provided for our all-day HCTC students at HCTC thru an EHS satellite hot lunch program. Each summer, applications for Free and Reduced meals are provided to families. This form may also be submitted during the school year if a family's financial situation changes.

Students may also bring their own snacks and lunch. We encourage these to be healthy. We do not provide or permit students to purchase candy, soda, or energy drinks during the school day.

Health Insurance Portability and Accountability Act (HIPAA):

HIPPA requires that no medical or health information will be disclosed without written prior approval of the child's legal guardian. This does not apply to immunizations.

Illness and Medication: (See Policy JLCD)

Students should not attend school if they have a fever or have vomited and are ill. Students should return after not having a fever for 24 hours. Please notify the school if your child develops any communicable disease including, but not limited to: conjunctivitis, ringworm, scabies, head lice, scarlet fever, strep, or chicken pox.

Students are not permitted to bring or take any over-the-counter or prescription medication at school. If a student is required to take medication during the school day then the medication with proper documentation should be brought to the nurse's office. The nurse or designee may dispense limited over-the-counter medications with signed parental permission.

Immunizations: (20-A MRS §§6352-6358) (See Policy [JLCB](#))

All students must show proof of having 5 Diphtheria/Pertussis/Tetanus vaccines, 4 Polio vaccines, 2 Measles/Mumps/Rubella vaccines, 1 dose of Varicella (chickenpox) vaccine or written proof from MD of having had disease.

Students who do not have all necessary immunizations may be admitted into school if the parent signs an exemption form stating Religious/Philosophical or Medical reasons. All exemption forms must be renewed each school year. All home-schooled students who enter the Ellsworth School Department for individual classes must provide proof of immunizations or sign an exemption form.

Lice:

Children with live lice will be sent home. Children are not checked daily for head lice. Classrooms will be checked if there are multiple cases of lice. Notices are sent home if there are multiple cases of head lice in the SAME classroom. Children who are sent home will be given an instruction sheet. Children should be checked by a school official upon returning after treatment.

Medication:

All medications should come in the original prescription container. Any changes in the dosage, timing or discontinued use of the prescription must be accompanied by physician order. The Ellsworth School Department discourages students from bringing in over the counter medications. Any over the counter medications needed on a regular basis are to be ordered by the physician. Nurses are not licensed to administer herbal medications and therefore they will not be accepted.

The Ellsworth School Department does have standing orders for emergency medications (epinephrine, Benadryl, and ventolin –asthma) signed by the school physician, Dr. Sheena Whittaker.

If you have any questions please contact the Ellsworth High School nurse at 667-7422 x5 or jsandone@ellsworthschools.org.

Restraint and Seclusion (See Policies [JKAA](#), [JKAA-R](#))

Consistent with state law and state guidelines, the ESD recognizes the use of physical restraint and seclusion, as defined by this policy, may only be used as an emergency intervention when the behavior of a student presents an risk of injury or harm to the student or others. The ESD has

adopted the state approved **Safety Care** system for preventing, de-escalating, and if necessary, intervening when the behavior of an individual poses a threat to themselves and/or others.

Sale of Food at School-Sponsored Student Events: (See Policy [JL](#) and [EFE](#))

Foods and beverages offered or sold at school-sponsored events outside the school day that are not open to the public will meet the nutrition standards for competitive foods.

The Ellsworth School Department recognizes that proceeds from the sale of foods and beverages outside of the School Meal Program are a significant source of funds for student activities and/or authorized community/Ellsworth School Department organizations. Therefore, as allowed by Maine Department of Education Rule Chapter 51, the Ellsworth School Department permits the sale of food and beverages outside the total food program to:

- School staff
- Attendees at Ellsworth School Department-sponsored events held on Ellsworth School Department property
- The public at community events held on Ellsworth School Department property in accordance with the Ellsworth School Department facility use policy.

When foods and beverages are sold to raise funds for schools, student, and/or other approved activities, a minimum of one food will be offered from each of the following categories: fruits and vegetables (not fried); low fat/fat free dairy products; whole grains, nuts, and/or seeds.

School Parties/Celebrations:

Foods may be brought into the classroom by students/parents as part of a special occasion such as a school party or celebration. School celebrations containing food should be considered an opportunity to reinforce nutrition lessons and put lessons into practice. Foods brought in for celebrations should follow the [Dietary Guidelines for Americans](#). These foods should include fruits, vegetables, low fat dairy foods and low fat whole grain products. Foods high in fat and sugars will be used sparingly.

School Snacks:

Snacks provided by the school or sent in by parents that are served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health. Ellsworth School Department schools providing snacks to students will follow the [Dietary Guidelines for Americans](#). These foods should include fruits, vegetables, low fat dairy foods, whole grains, and not include foods containing partially hydrogenated oils or artificial

food dyes.

Sharing of Foods and Beverages:

Schools should discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

Vision and Hearing Screening:

Hearing screening will be conducted in kindergarten and grades 1, 3, and 5. Distance vision acuity will be screened in kindergarten and grades, 1, 3, 5, 7, and 9. Vision and hearing screening of students outside the grade level required for screening may occur upon referral from teachers or with presentation of signs or symptoms of a problem.

Students transferring to the school without record of previous screening should be screened.

ANNUAL STATE AND FEDERAL NOTICES

Annual Notice to Building Occupants:

To: All ESD Employees, Building Occupants, Parents, Guardians, and Ellsworth Residents

From: Dan Higgins, Superintendent of Schools

RE: Annual Notification to Building Occupants

Date: August 24, 2018

The federal Asbestos Hazard Emergency Response Act (AHERA) requires that local education agencies inform all school employees and students of asbestos-related activities. Aside from compliance with federal regulations regarding asbestos, there are no asbestos inspection or removal projects planned at this time.

This information is recorded in the Ellsworth School Department Asbestos Management Plan for Ellsworth Schools and can be reviewed during regular business hours Monday through Friday from 8:00 a.m. until 4:00 p.m.

Annual Notice of Student Education Records and Information Rights (FERPA):

The Family Educational Rights and Privacy Act ("FERPA") provides certain rights to parents and eligible students (18 years of age or older) with respect to the student's education records.

- Inspection of Records - Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the Superintendent or BA in writing and must identify the record(s) to be inspected. The Superintendent or BA will notify the parent/eligible student of the time and place where the record(s) may be inspected in the presence of school staff. Parents/eligible students may obtain copies of education records at a cost of \$.10 per page.
- Amendment of Records - Parents/eligible students may ask the School Department to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the Superintendent or BA in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or BA decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing and information about the hearing process.
- Disclosure of Records - The School Department must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances permitted by law.

Child Find: (See Policy [IHBAC](#))

The Ellsworth School Department seeks to ensure that all children within its jurisdiction who are school-age, five through the school year in which they turn 20, and who are in need of special education and supportive assistance, including homeless children, state wards, state agency clients, students who have been suspended or expelled, children attending private schools receiving home instruction, children incarcerated in county jails, children who have the equivalent of the (10) full days of unexcused absences or seven (7) consecutive school days of unexcused absences during a school year, highly mobile children (including migrant or homeless), and children who are suspected of being disabled and in need of special education and supportive assistance even though they are advancing from grade to grade are identified, located, and evaluated.

Ellsworth School Department is responsible for Child Find for resident students attending private or public schools through public tuition or public contract and shall meet this duty either through appropriate arrangements with the receiving unit or school through direct Child Find services by unit personnel or contracted personnel.

[McKinney-Vento Act: \(See Policy JFABD\)](#)

Students who are homeless will be given access to educational and other services they need so they can have the opportunity to meet the same challenging state academic achievement standards all students are expected to meet. Students in homeless situations will be kept in their school of origin (school the student attended when permanently housed or the school in which the student was last enrolled), unless it against the wishes of the parent or guardian. Students can continue in their school of origin the entire time they are homeless up to the end of the academic year in which they move into permanent housing.

Students may enroll in any public school that students in the same attendance area are eligible to attend. If the student is sent to a school other than the school of origin or the school requested by the parent, the Ellsworth School Department must provide the parent with a written explanation of its decision along with the right to appeal. Students who are not in the custody of a parent or guardian will have the assistance of the local homeless education liaison to enroll them in school, request transportation, and will provide the student with notice of their right to appeal a decision. The Ellsworth School Department will enroll homeless students immediately even if they do not have the documents typically needed for enrollment. Students will be provided with transportation to and from their school of origin at the parent or guardian's request.

[Notice on Non-Discrimination and Affirmative Action: \(See Policies AC, ACAA, ACAA-R\)](#)

The Hancock County Technical Center offers career and technical instruction in the following Maine approved CTE programs: Marine Service Technology, Welding Technology, Multimedia Design, Early Childhood Education, Academics, Biomedical Sciences, Health Occupations, Law Enforcement, Culinary Arts, Diesel Technology, and Automotive Technology. It is the policy of the Hancock County Technical Center to not discriminate on the basis of race, color, national origin, sex or disability in its educational programs and its employment practices. If you have questions, have witnessed, or have experienced acts of discrimination based on these criteria and wish to express a grievance please contact the Title IX Coordinator Rebecca Wright at 667-4722 or rwright@ellsworthschools.org or our 504 Coordinator Lynn Maddocks at 664-7100 or lmaddoks@ellsworthschools.org.

[Pesticides: \(See Policy ECB\)](#)

Pesticides may be used indoors and/or outdoors in Ellsworth School Department facilities, as needed. When appropriate, the Ellsworth School Department BA will notify staff, including the

school nurse, students and parents/guardians at least five (5) days in advance of planned pesticide treatments in the school or on school grounds including playgrounds and playing fields.

When required by regulations, signs will be posted at each point of access to the treated area and in a common area of the school at least two (2) working days prior to the application and for at least 48 hours following the application in accordance with applicable Maine Board of Pesticides Control regulations.

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 during the regular school year. In addition, for pesticides applied anytime during the year, notices will also be posted in the school and on school grounds two working days before until 48 hours after the application. 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,

Charles Pierpont, at 667-4722.

If you have any questions, please contact Charles Pierpont. 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.

Chapter 33: Rules Governing Physical Restraint and Seclusion: (See Policy JKAA)

Physical restraint and seclusion may only be used as an emergency intervention when the behavior of the student presents risk of injury or harm to the student or others and only after other less intrusive interventions have failed or been deemed inappropriate. Physical restraint, if used, will be implemented by certified staff in state approved training programs to the extent possible.

An administrator or designee will notify the parent that a physical restraint or seclusion has occurred as soon as practical but within the school day in which the incident occurred. A copy of the incident report will be provided within 7 calendar days of the incident to the parent. Ellsworth School Department within 2 days will debrief with all staff involved in the incident to discuss compliance with Chapter 33 and local policy. The staff will discuss how to prevent or reduce future need for an emergency intervention.

Ellsworth School Department within 2 days will debrief with the student and discuss what triggered the student's escalation and what could be done differently next time to prevent an emergency intervention.

After the third incident of a physical restraint or seclusion in a school year involving a 504 or special education student, a formal 504 or IEP meeting will be held within 10 school days to discuss the incident, determine need for FBA, develop a behavior plan or modify an existing one.

After the third incident of physical restraint or seclusion for all other students, a meeting will be held within 10 school days to discuss incident and determine need for FBA, develop a behavior plan or modify an existing one.

Ellsworth School Department has a policy consistent with this rule and a procedure for parents to submit a complaint regarding the use of physical restraint and seclusion of their child. Ellsworth School Department will investigate the circumstances surrounding the incident and make written findings.