



2018-2019 Student Handbook

Sanford Regional Technical Center
100 Alumni Boulevard
Sanford, Maine 04073
(207) 324-2942

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<http://www.facebook.com/SanfordRegionalTechnicalCenter>
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Mission Statement

The mission of the Sanford Regional Technical Center is to provide quality technical training, career awareness and employability skills to effectively assist students in their career choices.

A MESSAGE FROM THE SRTC ADMINISTRATION

Dear students and parents/guardians,

On behalf of the faculty and staff of the SRTC, we welcome you to SRTC for the 2018-2019 school year. Whether you are new to SRTC this year or returning, we are pleased that you have chosen to include technical training as a part of your high school career and we look forward to working with you.

Your time at SRTC can enrich your high school or post-secondary career in many ways. You may earn an industry certification, earn college credits and get a head start on your future. Without a doubt, you will learn much more about a career of interest, meet new people and hopefully have some fun in the process. We encourage you to take advantage of the opportunity for learning that you have at SRTC.

This year will be unique because we have the honor of moving to our new facility during this school year. Please stay tuned for updates to this handbook related to building-specific changes due to this relocation. We are excited to have this amazing opportunity to have a new facility to better meet the needs of our Career and Technical students and staff.

Please read this handbook to become familiar with the expectations of our center. Most of the questions that you might have regarding the operation of our center will be answered on the following pages. If you have questions or concerns, please feel free to contact us at 324-2942.

We hope that you have a successful and enjoyable school year!

Kathy Sargent
Director

Mike Redmond
Assistant Director

Notice of Non-Discrimination

The Sanford Regional Technical Center does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, religion or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Mr. Matt Nelson, Assistant Superintendent, (207) 324-2810, mnelson@sanford.org.

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The purpose of this handbook is to inform students and parents about the Sanford Regional Technical Center. The Sanford Regional Technical Center is governed by the Sanford School Department and therefore follows all Sanford School Committee policies. A complete policy manual for the Sanford School Department may be found at www.sanford.org. If there is a conflict between this handbook and Sanford School Department policy, the policy shall govern decisions.

The Sanford Regional Technical Center administration has the authority to modify student handbook regulations in order to ensure the safety of the SRTC community within and around the Center. Notice of changes to policy will be communicated to students as expeditiously as possible.

SANFORD REGIONAL TECHNICAL CENTER**Faculty & Staff, 2018-2019**

Staff members may be contacted via e-mail by first initial, last name@sanford.org

For example, Kathy Sargent's email is ksargent@sanford.org.

Exceptions are noted below.

Ellen Barry (Health Occupations, Room E118) ellenbarry@sanford.org
Joseph Bolduc (Precision Manufacturing, Room C134)
Darlene Breton (Administrative Assistant, SRTC Main Office A112)
Samantha Brink (Extended Learning Opportunities Manager, Office A233)
Russell Clark (Engineering/Architectural Design, Room C202)
John Couture (Culinary Arts @ Noble High School)
Richard Couture (Automotive Technology, Room C133)
Joe Doiron (Special Projects Manager, SRTC Main Office A115)
Dale Dow (Pre-K Lead Teacher, Room A143)
Paul Dugas (Automotive Collision Repair, Room C139)
Brittany Eaton (Cosmetology, Room D132, Room C101 temporarily)
Wendy Elliott (Emergency Medical Services, Room E140)
Diane Emerson-Holm (Health Occupations, Room E128)
Deanna Farrell (Student Services Counselor, Office A234)
Timothy Fecteau (Electrical Wiring, Room C113)
Cindy Haney (Administrative Assistant-Main Office/Student Services, SRTC Main Office, A110)
James Harmon (Video Production, Room B101) jharmon2@sanford.org
Adam Hartford (Welding & Metal Fabrication, Room C138)
Troy Hathaway (Building Trades, Room C127)
Katie Hoagland (Landscaping & Horticulture, Room D150, C117 temporarily)
Michelle Johnson (Early Childhood Occupations and Education, Room A140)
Carla Kelly (Pre-K Educational Technician II, Room A143)
Susan Lamoreau (Academy of Business, Marketing and Management, Room D245)
Anita Lavigne (Digital Design, Room B112)
Mike Redmond (Assistant Director, SRTC Main Office A117)
Kathy Sargent (Director, SRTC Main Office, A111)
Sarah Schnell (WSSR-TV Studio Manager, Office B107)
Brent Sirois (Engineering Applications with Robotics, Room C105)
Captain Harold Smith (Fire Science, Room E140)
Rebecca Test (Computer and Network Systems, Room D212)
Officer Michael "Tipper" Thornton (Law Enforcement, Room E228) tthornton@sanford.org
Susan Williams (Career Planning Coordinator, Room A231)

PARTNER SCHOOL CONTACT PERSON INFORMATION

KENNEBUNK HIGH SCHOOL	Laurie Hall	985-1110	LHALL@RSU21.NET
MARSHWOOD HIGH SCHOOL	James Daley	384-4500	JAMES.DALEY@RSU35.ORG
MASSABESIC HIGH SCHOOL	Eric Ouellette	247-3141	ERICOUUELLETTE@RSU57.ORG
NOBLE HIGH SCHOOL	Tim Lounsbury	676-2665	TIM.LOUNSBURY@MSAD60.ORG
SANFORD HIGH SCHOOL	Troy Watts	324-4050	TWATTS@SANFORD.ORG
TRAIPI ACADEMY	Michael Roberge	439-1121	MROBERGE@KITTERYSCHOOLS.COM
WELLS HIGH SCHOOL	Noel Curcio	646-8185	NCURCIO@WOCSD.ORG
YORK HIGH SCHOOL	Kevin Beatty	363-3621	KBEATTY@YORKSCHOOLS.ORG

WELCOME TO THE SANFORD REGIONAL TECHNICAL CENTER

2018-2019 SRTC DAILY SCHEDULE

School	AM		PM	
	Arrival	Dismissal	Arrival	Dismissal
Kennebunk (RSU 21)	7:50	10:05	11:06	1:16
Marshwood (RSU 35)	7:50	10:05	11:06	1:16
Massabesic (RSU 57)	7:50	10:05	11:06	1:16
Noble (RSU 60)	7:50	10:05	11:06	1:16
Sanford	7:50	10:05	11:06	1:16
Traip	7:50	10:05	11:06	1:16
Wells	7:50	10:05 (<i>students report to A131 until 10:30</i>)	11:06 (<i>students report to A131 10:35-11:01</i>)	1:16
York	7:50	10:05	11:06	1:16

These times may vary slightly at satellite sites at Marshwood and Noble High Schools.

The SRTC Main Office is open from 7:00am to 3:00pm on all school days.

SANFORD REGIONAL TECHNICAL CENTER'S OPERATIONAL MODEL

The Sanford Regional Technical Center (SRTC) opened at its original location in 1969 to provide career and technical education (CTE) to high school students in the southern and central sections of York County. SRTC is considered an extension of eight area high schools; Kennebunk, Massabesic, Marshwood, Noble, Sanford, Traip Academy, Wells and York. Students from those schools spend about half of their day at SRTC in Sanford. The center operates two sessions per day from approximately 7:50 am to 10:05 am and 11:06 am to 1:16 pm. This provides participating students an opportunity to receive hundreds of hours of performance-based learning and earn up to four elective credits per year towards their high school graduation.

IMPORTANT SCHOOL CALENDAR DATES

Please note that a complete Sanford School Department calendar is located on the website at www.sanford.org.

Tuesday, September 4 th	SRTC IN SESSION* (First Day of Classes)
Friday, October 5 th	Teacher Workshop Day for SRTC-not in session
Monday, October 8 th	Columbus Day-No School
Friday, November 2 nd	End of Quarter 1
Monday, November 12 th	Veteran's Day celebrated-No School
Monday, November 19 th	SRTC IN SESSION*
Tuesday, November 20 th	SRTC IN SESSION*
Wednesday, November 21 st -	
Friday, November 23 rd	Thanksgiving and Break
Friday, December 21 st	SRTC IN SESSION*
Monday, December 24 th -	
Tuesday, January 1 st	Christmas, Break and New Year's Day
Friday, January 18 th	End of Quarter 2 and Semester 1
Monday, January 21 st	Martin Luther King, Jr. Day-No School
Monday, February 18 th -	
Friday, February 22 nd	President's Day and Break
Friday, March 15 th	SRTC IN SESSION*
Friday, March 29 th	End of Quarter 3
Monday, April 15 th -	
Friday, April 19 th	Patriot's Day and Break
Thursday, May 23 rd	6:00pm, SRTC Recognition Night, Sanford Performing Arts Center
Monday, May 27 th	Memorial Day-No School
June 11 th	Last day of school (with no storm days used) **

* Some partner schools are not in session on these days. Students are expected to attend SRTC if their high school provides transportation.

** Last days at each site will be determined once the number of storm days used is determined and final exam schedules at all partner schools are finalized.

Please note that transportation to SRTC is usually provided to students at the regularly scheduled times on late arrival days, early release days and during mid-term and final exams. If the partner school provides transportation, students will be expected to attend SRTC.

Sanford holds an Early Release Day each Wednesday. SRTC students are dismissed at the usual time of 1:16 on these days.

GENERAL INFORMATION

ACTIVITIES AT SRTC

FIRST Robotics

Our FIRST Robotics Team is one component of the SRTC Engineering Applications with Robotics Program. FIRST Robotics defines this activity as, "Combining the excitement of sport with the rigors of science and technology. We call *FIRST* Robotics Competition the ultimate Sport for the Mind. High-school student

participants call it ‘the hardest fun you’ll ever have.’” For more information about FIRST Robotics, please contact our Engineering Applications with Robotics Instructor, Brent Sirois, at 206-1792 or bsirois@sanford.org.

FFA

FFA, formerly known as the Future Farmers of America, is an intracurricular student organization for those interested in agriculture and leadership. Most FFA activities take place as a component of our Landscaping and Horticulture Program at SRTC, but other students are allowed to join. For more information about FFA, please contact our FFA Advisor, Katie Hoagland, at 206-1782 or kosediacz@sanford.org.

National Technical Honor Society

The National Technical Honor Society seeks to honor student achievement and leadership, promote educational excellence, and enhance career opportunities for America’s top workforce education students. NTHS also promotes business and industry's critical work-place values, which include honesty, responsibility, initiative, teamwork, productivity, leadership, and citizenship. For more information about NTHS, please contact our NTHS Advisor, Susan Williams, at 206-1767 or swilliams@sanford.org.

SkillsUSA

SkillsUSA is a national organization serving more than 265,000 high school and college students enrolled in career and technical education programs. It provides quality educational experiences for students in leadership, teamwork, citizenship and character development. SkillsUSA builds and reinforces self-confidence, work attitudes and communication skills. One of the highlights of the student organization is the state competition held in March. Winners of those competitions can go on to compete at the national level. For more information about Skills USA, please contact one of our Skills USA Advisors, Tim Fecteau at 206-1773 or tfecteau@sanford.org or Joe Bolduc at 206-1776 or jbolduc@sanford.org.

GUIDANCE SERVICES

Guidance Staff

The Technical Center has two Maine State Licensed School Counselors on staff. They are available to work with students, parents, staff and partner school personnel to assist each student with having their most successful experience possible at SRTC.

Our guidance staff provides a variety of services ranging from personal assistance to career exploration and post secondary planning. We urge you to take advantage of the many resources available to you in the Counseling Offices and the Career Planning Center.

On the Career Side

Whether your goal is to enter the work force when you graduate, go on for further schooling or enlist in the Armed Services, your career planning counselor has invaluable information for you in each of these areas. The Career Planning Center at SRTC is staffed by a full-time Career Planning Coordinator, who will work with students on an individual and/or group basis to design and implement your post-secondary plans.

On the Personal Side

Your school counselors are here to help you maximize your strengths and develop strategies to improve upon your weaknesses. They can help you:

- Assess your strengths and identify areas for improvement
- Make appropriate and suitable decisions
- Reinforce or develop a positive attitude
- Work out personal problems
- Develop conflict-resolution strategies
- Choose courses that are most appropriate for you

- Develop personal, educational and career goals
- Make informed career decisions.

School counselors are available to work with students on a one-to-one basis, in small groups, or in larger informational groups.

NURSE

The nurse's office is located just beyond SRTC's main office in the D (green) wing (D102). A student who needs to see the nurse during the school day must obtain a pass from their instructor or the SRTC Office.

SPECIAL SERVICES

SRTC students who qualify for Special Education, 504, English Language Learners services or a Health Plan will be provided with the appropriate accommodations and/or modifications identified by their individual plans. It is the responsibility of the student's partner school to inform the SRTC that such a plan exists for the student, to share the contents of the plan with the SRTC and to provide services that cannot be provided by the classroom instructor. Questions about special services may be directed to the Special Education Office or the Guidance Office of the student's partner school.

STUDENT RECOGNITION

Assemblies are held at the conclusion of each quarter to recognize student achievement in SRTC programs. At this time, Students of the Quarter are recognized along with any other special recognitions (Skills USA Medalists, National Technical Honor Society inductees, etc). Each year, SRTC also holds a Recognition Night for seniors and completers of one-year programs who will be earning Certificates of Completion.

STUDENT RECORDS

The Sanford Regional Technical Center complies with all regulations set forth in the Family Education Rights and Privacy Act (FERPA). **(Please refer to policy JRA-E at [Student Records](#) for more information.)**

ACADEMICS

EXTRA HELP/MAKE-UP WORK

Instructors for each program are available after school to assist students who need extra help or assistance in completing make-up work. Each instructor is available at least two days each week. Students must make arrangements in advance to meet with their instructor for after-school help and must complete the necessary paperwork if these arrangements create the need for the student to drive to SRTC.

Students may not miss class time at their partner school in order to make up work at SRTC unless they have prior approval from their partner school's administration. Students may not miss time at SRTC to make up work at their partner school unless prior arrangements are made with both SRTC administration and the partner school administration. Permission must be provided in advance in writing through the use of the Special Project Request form, which is available on our website and in the SRTC Main Office.

GRADING AND PROGRESS

Criteria for Continuation in the Second Year of a Program

First year students are eligible to enroll for the second year of the program under the following conditions:

- Recommended by the instructor of the program
- Earned an acceptable grade (80% or higher) during the first year of the program
- Had acceptable attendance during the first year of the program

Grading/Ranking System

Our grading system follows this format:

Letter Grade	Numeric Equivalent	Definition
A	93-100	Excellent work and performance
B	85-92	Above average work and performance
C	77-84	Average work and performance
D	70-76	Passing, but below average work and performance
F	0-69	Unsatisfactory, failing work and performance
P		Satisfactory work in a pass/fail course
I		Incomplete
W		Withdrawn

At the beginning of the school year or upon admission to a technical program, the instructor will distribute a copy of their grading policy to each student. Also, this policy will be posted in the classroom and/or lab area. All programs include student performance in the program as a significant portion of the grade. Performance grades may include items such as quality of work, attention to necessary safety precautions, productivity and engagement, and correct use of equipment. Student attendance issues may adversely impact the performance grade.

Infinite Campus

Parents may request an Infinite Campus account, which will enable them to view their son or daughter's grades and attendance. Please contact Cindy Haney at 324-2942 or chaney@sanford.org to set up an account.

Students may check their progress using Infinite Campus by logging onto www.sanford.org, and following these steps:

1. Click on "Family Links" near the top of the page and select "Infinite Campus Information"
2. Click on the Infinite Campus logo
3. Enter your username, which is your student ID (example: V12345) and your password, which is the first initial of your first name and you're the first initial of your last name and a 6-digit date of birth (example: John Smith DOB 11/16/99 becomes js111699).
4. We recommend that you do not update your security preferences, as you will be asked to select a number of security questions.
5. In you are a Sanford student, you already have a Sanford account. You have to select Sanford High School or SRTC in the upper left hand column to get information from each school. If you are not a Sanford student but have an Infinite Campus account for your high school, you will have two separate Infinite Campus accounts.
6. Please see Ms. Breton in V-6 if you need assistance.

Progress Reports

Progress reports are distributed to students approximately midway through each nine-week ranking period (quarter) in order to bring students and parents up to date on how things are proceeding in their program. Parents are welcome to contact their student's instructor at any time for current information. Up to date information is also available through Infinite Campus. Parents may request log-in information for Infinite Campus by contacting SRTC at 324-2942.

Report Cards

Report cards will be mailed to parents shortly after the end of each nine-week ranking period (quarter). Please refer to "Important School Calendar Dates" at the front of this handbook for quarter end dates.

Student Recognition

All SRTC students completing a one or two year program with a passing grade of 70 or higher will receive a Certificate of Completion. Seniors completing at least one full year of a program with a passing grade of 70 or higher will also earn a Certificate of Completion. Students who complete a program with a 69 or lower will receive a Certificate of Participation. In addition, students who meet the following criteria will earn special recognition:

Honors: earned a cumulative average of a 90 to 94.99 in their program

High Honors: earned a cumulative average of 95 to 100 in their program

Averages will be calculated after the third quarter grades have been determined. All quarter grades received in the program will be included in the calculation.

PARENT-SCHOOL COMMUNICATIONS

The Sanford Regional Technical Center makes staff e-mail and voice mail accounts available to parents as a service to enhance effective communication between school and home. When contacting teachers or other school staff by e-mail or voice mail, we ask that you observe the following guidelines.

- E-mail and voice mail is best used for routine questions, to schedule appointments or to share non-confidential information about your child. Sensitive information is best shared in person or a direct phone call.
- If an issue is urgent, it is best to contact the office so that it can be addressed quickly.
- Please keep e-mails and voice mails as short as possible and be sure to include your contact information.
- Remember that school staff members have many duties during the school day and many students for whom they are responsible. Generally, staff will respond to e-mails and voice mails within two school days. If you wish to speak with a staff member during the day, please call the school and leave a message. The staff member will return your call when they are available.

If you have a concern about your child's progress in his/her program, please make contact with the program instructor first. If after speaking with or meeting the program instructor, you or your child still have concerns, you may contact the SRTC Director, Kathy Sargent at (207) 206-1779 or ksargent@sanford.org. In addition, students in the Cosmetology program may file a complaint with the Office of Professional and Occupational Regulation, Barbering and Cosmetology Licensing Program, 35 State House Station, Augusta ME 04333 Or visit the Office's website at: www.maine.gov/professionallicensing.

PROGRAM TRANSFERS OR WITHDRAWALS

Although rare, opportunities may exist for students who wish to transfer between SRTC programs. In order to be considered, students should consult with the Student Services Counselor to determine the appropriate process to follow.

Students wishing to drop their SRTC program should consult with the Student Services Counselor. Because all SRTC programs are year-long, in most cases students who drop their program during the school year will forfeit any academic credit that would have been earned. Students withdrawing from programs during the school year must receive permission from SRTC Administration; a parent meeting may be requested.

SAFETY

ACCIDENTS

Any injury, regardless of apparent extent, should be immediately reported to your instructor. A written accident report must be completed and turned into the Center Office.

All students are strongly encouraged to enroll in an accident insurance plan, which is available through all partner high schools. SRTC does not carry insurance to cover medical expenses for injuries to students while participating in their program and therefore will not be responsible for medical expenses in excess of coverage provided by a student's school or other insurance.

EMERGENCY & EVACUATION PROCEDURE

It is essential that each individual in the school building knows and strictly follows our evacuation procedure in the event of an emergency. Consequently, the Technical Center will participate in building wide drills. Please be familiar with the following emergency procedures:

1. Walk out the appropriate fire exit or area designated by administration or faculty quickly and in an orderly fashion. **DO NOT** go to lockers or anywhere except directly outside the building. Walk completely away from the building according to your instructor's instructions and remain there with your class.
2. Make yourself familiar with all emergency exits.
3. In the event that an exit is blocked, go to the next available exit (or to the exit to which you are immediately directed by a school or fire official in the vicinity of the blocked exit).

Note: All students must return to the building once a fire drill has ended.

In addition to the use of the fire alarm signal, the following intercom announcements may be used in the case of certain emergencies:

Clear the Halls

Definition: Used to indicate a need for security in the building requiring reduced movement.

Protocol: An Announcement will be made over the intercom: "Students and Staff, CLEAR THE HALLS."

Students must report immediately to their classrooms. Classrooms outside should remain outside.

Secure the Building

Definition: No movement within the building. Students are to remain in the classroom with their instructor for the duration. Students should remain calm.

Protocol: An announcement will be made over the intercom: "Students and Staff, SECURE THE BUILDING."

Students **MUST IMMEDIATELY** enter the NEAREST CLASSROOM. Report your name to the teacher and wait for further instruction.

INCLEMENT WEATHER OR OTHER EMERGENCIES

School cancellations will be announced on local television and radio stations. However, the Sanford School Department also announces cancellations via the Instant Alert system. In the event of a school cancellation or other important event, you should receive an automated phone message. If you do not receive messages, please contact SRTC to update your contact information.

Students attending programs at the satellite site Noble High School (RSU #60) should tune into local television or radio stations to watch for cancellations at the satellite site. Unfortunately, students at satellite sites will receive Instant Alert calls from the Sanford School Department. These calls should be ignored if they do not apply for the student.

In general, the expectations for school cancellations, delays, or early release are:

- If school is cancelled at your SRTC site (Noble or Sanford), you are not expected to attend SRTC. Check with your school regarding where and when you should report.
- If school is cancelled at your high school, you are not expected to attend SRTC.
- If school is delayed at either your high school or your SRTC site, please check with your school regarding arrangements. You may be attending SRTC, depending on the length of the delay.
- Early dismissals from SRTC due to inclement weather are handled in cooperation with each partner school individually.

Please consult the main office at your high school in the event of a delayed school start due to weather or other emergencies.

SAFETY PLEDGE

Acting safely is extremely important at the SRTC. Any student who creates or is involved in any activity which is determined unsafe or places others at risk of harm is subject to possible removal from their program. **(Please review the SRTC Student Safety Pledge Form in the Appendix).**

STUDENT DISCRIMINATION AND HARASSMENT/SEXUAL HARASSMENT

Harassment of students because of race, color, sex, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Sanford School Committee policy and may constitute illegal discrimination under state and federal laws. Harassment includes but is not limited to verbal abuse based on race, color, sex, religion, ancestry or national origin, or disability. Sexual Harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender based that interferes with a student's education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the Sanford School Committee Policy JICIA – Weapons, Violence, School Safety and Bomb Threats. **(Please see Sanford School Department Policy ACAA at [Harassment](#). The student complaint procedure for discrimination/harassment/sexual harassment can be found at [Complaint Procedure](#).)**

STUDENT RESPONSIBILITIES

In order for any organization or community to function safely and effectively, everyone must accept certain responsibilities, and with those responsibilities come certain expectations. It is important that you know exactly what those expectations are for all students at the Sanford Regional Technical Center. Review this section of your handbook carefully so that you understand what is expected of you. Remember, we want very much for you to succeed, but a critical requirement for success is that you understand and follow each rule and expectation.

The SRTC site in Sanford uses Sanford School Committee policies and Sanford High School procedures as guidelines in dealing with disciplinary matters and consults with partner school administration in determining consequences when necessary. Please note that, for students attending programs at SRTC satellite sites at Marshwood High School and Noble High School, the host school administration may determine the appropriate protocol to follow in addressing student disciplinary matters. Please consult the student handbook for the host school for more information.

ARRIVING/LEAVING THE SCHOOL BUILDING

The SRTC is a closed campus. Once a student arrives on the school grounds, he or she may NOT leave the school property or building for any reason during the school day, unless granted permission by the SRTC Office.

ASSAULT AND BATTERY/FIGHTING

Every individual in the Sanford Regional Technical Center community must behave in a manner that ensures safety for everyone. Behavior that causes physical harm to students, school staff or visitors while under the jurisdiction of the school will not be tolerated. Fighting is strictly prohibited.

- Students who engage in a fight will be dealt with equally. Fighting will not be tolerated under any circumstances.
- A student who starts a fight will be dealt with strictly. If, however, the non-aggressor returns physical harm to the instigator, s/he may receive the same consequence as the instigator. The consequences will be determined after consultation with school administration.
- In most cases, students involved in fighting will be suspended for a minimum of three days for a first offense. The final determination of consequences is made in consultation with the appropriate partner school.
- Cease and Desist from Harassment Orders may be issued to diffuse conflicts. The Sanford Police Department or other appropriate authorities may be notified in certain cases.

ATTENDANCE

SRTC expects that students will attend school regularly and communicate any necessary absences to the appropriate personnel in a timely manner. Students are expected to attend SRTC whenever transportation is provided by the partner school. Students are often expected to attend SRTC during mid-term and final exams; a schedule of expectations will be shared with students in advance. Please note that, although Early Release Days (ERD) are listed on the Sanford School Department Calendar, SRTC will be in session for a full day on each of the ERDs and students will be expected to attend if their high school has arranged for their transportation. If you must be absent from school, a parent should contact both SRTC and your high school to excuse the absence.

Appointments (e.g., doctor, dentist, legal) should be scheduled at times other than the school day. It is difficult to make-up missed lab time.

Home Schooled students are also expected to attend SRTC according to the schedule of the partner school for the town in which they reside.

Extended absences must be approved by the SRTC Administration in advance. Please see "Planned Absence Form", which is available on our website and from the Main Office.

Although SRTC makes every attempt to remain in daily communication with all partner schools regarding student attendance, the best way to ensure that students do not receive an unexcused absence is to contact SRTC directly to communicate a student absence. Our attendance line is available by calling 324-2942 and pressing "1". SRTC uses the Honeywell Instant Alert system at the end of each school day to call the home of any student who is listed as absent unexcused.

Please review our attendance procedures, which are located in the **Appendix**, carefully. This document lists the reasons for an excusable absence from school, in accordance with Maine law. In addition, we follow the district policy on [Attendance and Truancy](#).

AUDIO/ELECTRONIC DEVICES/CELL PHONES

Upon entering the Technical Center, all electronic devices will be placed out of sight. The use of audio/electronic devices may be allowed, when relevant, at the discretion of the program instructor or with prior approval. If the device becomes a distraction, the student will be asked to surrender it to their instructor and/or SRTC office personnel until the end of their session.

BOMB THREATS, FIRE ALARM PULLS, TERRORIZING, AND OTHER ACTS CRIMINAL IN

NATURE

Students involved in bomb threats, false fire alarms, or other attempts to disrupt, harass, intimidate or jeopardize the safety of the student body, faculty, and/or staff at Sanford Regional Technical Center may receive a suspension of up to ten days and a recommendation to the Partner School Administration for further disciplinary action up to and including expulsion. This includes use of SRTC equipment, tools, supplies or technology to engage in a criminal act.

The administration, faculty, and staff at the Sanford Regional Technical Center will not tolerate, support, or defend criminal behavior, and will work cooperatively with all law enforcement agencies to prosecute against all those individuals who disrupt the educational climate for our students and staff. **(Please see Sanford School Department Policy EBCC at [Bomb Threats](#) for more information.)**

CHEATING AND PLAGIARIZING

Cheating and/or plagiarizing will not be tolerated. Information used from the Internet or other sources must be referenced. In any instance where cheating is detected or assignments have been copied:

- The instructor will make parental contact.
- A zero for the assignment will be entered in the grade book.
- Second offense to include consequence for first offense and additional consequences at the discretion of SRTC administration.

CODE OF CONDUCT

SRTC uses the Sanford School Department System-Wide Student Code of Conduct as the standard for student expectations. Although many of the articles in the Code of Conduct are addressed specifically in this handbook, it is important that students are familiar with the [Code of Conduct](#).

DRESS CODE

Student dress shall not detract from the educational process, and appearance will reflect personal cleanliness, neatness, and hygiene consistent with the expectations of parents and school authorities.

Any inscription, symbol or design promoting or supporting illegal substances, alcohol, tobacco, illegal or indecent activity or profanity, inappropriate reference, or not in accordance with the philosophy of Sanford Regional Technical Center are not acceptable. Students who are not appropriately dressed will be given the opportunity to change or not be allowed to remain in school. A student who repeatedly wears the same or similarly inappropriate clothing after being warned will be sent home and not be allowed to return until a parent conference takes place.

Some examples of unacceptable dress include, but are not limited to:

- Any garment that exposes bare skin around the midriff or cleavage.
- Exposed underwear
- Short lengths on shorts, dresses or skirts. Shorts, dresses, and skirts must be 12 inches or longer in length, measured from the top of the waist to the bottom of the garment on the outside hip.
- Spaghetti straps, swimsuits, strapless tops, tank tops, and tops with one shoulder
- Garments, chains, some chain like necklaces, spikes (including look-alike spikes, i.e. plastic) and/or accessories that may be used as a weapon.
- Garments with messages of an obscene or indecent nature.
- Garments, make-up, piercings, or hairstyles that are a distraction to the educational process.
- Garments which are not in accordance with the philosophy of Sanford Regional Technical Center.
- Sunglasses without written medical authorization.
- Bare feet.

- Bandanas.

Please note that some attire and accessories are unsafe for the technical school environment due to the nature of instruction. For example, loose clothing can become caught in equipment and result in injury. Due to our diverse program offerings, restrictions must be program-specific and subject to the discretion of the instructor. In addition, several technical programs have specific requirements for personal safety, clothing and equipment such as the use of safety glasses. Your instructor will discuss these expectations with you and it is your responsibility to adhere to the requirements. **(Please review the SRTC Student Safety Pledge Form in the Appendix).**

DRUG AND ALCOHOL POLICY

When the Director or designee determines that a student is involved in the sale, distribution, use or possession of drugs, alcohol, tobacco, drug paraphernalia or other illegal or unauthorized drugs while on school property or participating in school-sponsored events, he/she shall immediately suspend the student from the school up to ten days and he/she shall inform the Superintendent of Schools and the student's parent or guardian. The Sanford School Committee may take further action if warranted. Local law enforcement may be involved. **(Please see Sanford School Department Policy JICH at [Drug and Alcohol Policy](#) for more information.)**

FIREARMS, FIREWORKS, DANGEROUS WEAPONS

Any student at the Sanford Regional Technical Center who is determined to have brought a firearm, including a pellet or paintball gun, to school will be suspended for up to 10 days and may be recommended by school administration for expulsion from their CTE program. Further, the partner school will be notified for any action they may wish to take.

Any student who knowingly possesses or uses an article commonly used or designed to inflict bodily harm and/or to intimidate other persons, or uses any object as a weapon even when not necessarily designed to be a weapon to inflict or to threaten bodily harm, and/or to intimidate, coerce or harass another student will be subject to the consequences of the Weapons Policy of the Sanford School Department. This includes knives, even knives in pouches. **(Please see Sanford School Department Policy JICIA at [Weapons Violence and School Safety](#) for more information.)**

Although there are instances in which it is now legal to possess and use fireworks in the State of Maine, fireworks are inappropriate and potentially unsafe in the school setting. Students in possession of fireworks on school property may receive a suspension of up to ten days and a recommendation to the partner school administration for further disciplinary action.

INSUBORDINATION

Students are expected to comply with any reasonable request of an instructor or staff member. If a student is insubordinate, he/she will be referred to the Director or Assistant Director for disciplinary action. Based on the seriousness of the offense, SRTC administration, in consultation with the partner school administration, will determine what the consequence will be.

INTERNET/COMPUTER/DEVICE USE

Our school is fortunate to have many computers for student use with internet access. Although SRTC does not provide devices to students for ongoing, individual student use, all programs do utilize school devices and internet access in varying degrees. Students are expected to comply with all rules and district policies regarding device and internet use at SRTC. **Students and parents are asked to read and acknowledge the district policy [Student Device and Internet Use](#) and "Student Device and Internet Use Rules" in the Appendix.**

LYING AND FORGERY

The relationship between students and staff is based on trust and mutual respect. Making mistakes may be part of the educational process, but deception and lying about wrongdoing places a tremendous strain on the SRTC Community. Therefore, intentional fabrication will result in parental contact and appropriate disciplinary action as determined by the SRTC administration.

OFFICE/INSTRUCTOR DETENTION

Instructors and other center staff may assign a detention to a student for the purpose of discussing or correcting student problems, whether academic, behavioral or social in nature. If a student does not report for detention, the instructor should contact the student's parent or guardian to explain the situation. If the situation is not resolved, the instructor will refer the student to the SRTC administration for assignment of office detention, which may be served at their partner school. In those instances when a student is assigned detention, the day, time and location will be determined. A supervisory instructor will be at that location. Parents will be asked to provide transportation home for their son or daughter in the event of an assigned detention.

OUT-OF-SCHOOL SUSPENSION (OSS)

A student can be suspended from school for 1-10 days in accordance with the disciplinary policies in force at the Sanford Regional Technical Center. The conditions of Out-of-School Suspension include:

- A student on Out-of-School Suspension will not be allowed on school grounds without prior administrative approval. Violators will be considered trespassers and an additional day of Out-of-School Suspension will be the consequence of the violation.
- In order to return to school and participate in any school activities after a suspension, the student and parent/guardian will meet with the SRTC administration.
- The absence designation for Out-of-School Suspension will be excused absence.
- An excessive number of Out-of-School Suspensions may result in recommendation for removal from a technical program.
- Suspension from the SRTC may result in suspension from the partner school as well since the schools have reciprocity. Likewise, suspension from your high school usually means you may not attend the SRTC during that time.

PUBLIC DISPLAY OF AFFECTION

Public Displays of Affection that are suggestive, provocative or sexual in nature are not acceptable or tolerated.

QUESTIONING AND SEARCHES OF STUDENTS

In order to maintain a safe environment in the school, SRTC administrators are authorized to question and/or search students in accordance with Sanford School Department Policy. (Please see Sanford School Department Policy JIH at [Questioning and Searches of Students](#) for more information.)

SCHOOL BUS/VAN TRANSPORTATION

Proper behavior is required while waiting for and riding busses or vans to and from the SRTC and to and from job/clinical sites. Any misbehavior could lead to loss of privileges and/or other disciplinary action.

SCHOOL PROPERTY

All books, uniforms, equipment or other school property must be returned to SRTC in good condition at the conclusion of the school year. Fees may be imposed by the school for unreturned or damaged items. Students having outstanding fees will be referred to their partner school and grades will be withheld pending payment.

THEFT

Students should report all articles that have been lost, found, or stolen to SRTC Administration immediately.

Students guilty of theft may be asked to make restitution and will be subject to school disciplinary action. Local law enforcement may be involved if deemed appropriate.

THREATS; HARASSMENT; SEXUAL HARASSMENT; VERBAL, WRITTEN AND/OR PHYSICAL HARASSMENT; BULLYING; HAZING

A student shall not intimidate, threaten or harass school staff, other students, or visitors while under the jurisdiction of the school. Harassment is any unwanted physical gesture, verbal, handwritten or electronically transmitted activity that interferes with a student or staff person's ability to do work or come to school. In addition to encompassing the school day, "jurisdiction of the school" includes:

- Field trips, and any other activities sponsored by the school, even when these activities do not take place on the school grounds or during the regular or normal school hours.
- Riding on the school buses and/or waiting at bus locations.
- Instances in which actions taken outside of school day negatively impact the school environment. For example, bullying through social media or email may create issues between students which must be addressed through counseling and/or disciplinary action, including referral to local law enforcement.

School disciplinary action will be determined in consultation with the partner school administration. Any of these incidences may be reported to the Maine Attorney General's Office if deemed appropriate. **(Please see Sanford School Department Policy JICK at [Bullying](#) and Policy ACAD at [Hazing](#) for more information.)**

TOBACCO USE AND POSSESSION POLICY

In compliance with Maine Law, smoking is not allowed in the school building, on school property, or at any job site. Smoking and/or the possession of tobacco products or paraphernalia (lighters, etc.) while in or on school properties or under the school's jurisdiction during school hours, or while participating in or at a school-sponsored event is prohibited and may be grounds for suspension. In addition, electronic cigarettes are not considered appropriate for use and possession on school property. Students using or possessing electronic cigarettes are subject to similar disciplinary action as students possessing tobacco. **(Please see Sanford School Department Policy ADC at [Tobacco Use Policy](#) for more information.)**

TRANSPORTATION AND VEHICLE INFORMATION/PARKING

A "NO DRIVE" Policy does exist at the request of the partner schools. In most cases, students are expected to use the school bus providing transportation to and from the Technical Center. In those cases where a student is allowed to drive, a Transportation Waiver Form is required and special rules apply. Transportation Waiver Forms can be found on our website and in the SRTC Main Office.

Students who are permitted to drive must park on school premises and that is a privilege, not a right. School personnel may conduct routine patrols of student parking lots and inspections of student automobiles when on school property. The interior and exterior of a student automobile may be searched when a school authority has reason to believe that illegal or unauthorized drugs, weapons, or other contraband are within or upon the vehicle. Such searches may be conducted without notice, without consent, and without a search warrant.

Students who drive automobiles or motorcycles to school must apply for and receive permission from the administration. This permit will allow them to park in the area designated for student parking. Vehicles parked in unauthorized areas, without parking permits, illegally parked, or any other violation will be fined and/or towed at the operator's expense. Non-Sanford students who have permission to drive are not allowed to transport other students without special permission from the SRTC Office, their high school, and their parents. Students are responsible for obtaining and completing the appropriate paperwork prior to driving to SRTC. Students driving or transporting passengers without appropriate permission will be reported to their partner

school. Driving permission can be revoked and disciplinary consequences issued as a result of not following these guidelines.

VANDALISM

Willfully vandalizing any part of the school or another student's property, including any type of graffiti, will result in disciplinary action commensurate with the offense and a student will not be readmitted until a plan for restitution is made.

VISITORS

If a student has a guest who wants to visit the Center, arrangements must be made in advance with your instructor and the SRTC office. The SRTC office will inform you of the steps to follow.

VULGARITY, OBSCENE LANGUAGE OR PORNOGRAPHY

Self-respect and mutual respect among students and toward all members of the School Community are expected of everyone at the Sanford Regional Technical Center. Students shall not use any vulgar, pornographic, profane or obscene language or gestures, spoken, drawn, written, or physical at the Sanford Regional Technical Center or off-site school events. Students who do not meet these expectations are subject to consequences as determined by SRTC Administration in consultation with the Partner School Administration.

STUDENT DEVICE AND INTERNET USE RULES

ACCEPTABLE & PROHIBITIVE USE

All students are responsible for their actions and activities involving school unit devices, network and Internet services, and for their device files, passwords and accounts. These rules provide general guidance concerning the use of the school unit's devices and examples of prohibited uses and apply to all school-owned devices wherever used, and all uses of school servers, internet access and networks regardless of how they are accessed. The rules do not attempt to describe every possible prohibited activity by students. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator.

Violations of policies or rules governing the use of school owned devices or any inappropriate use of a device may result in the device being confiscated and/or used under only direct supervision of school personnel. There may also be disciplinary action, referral to law enforcement and/or legal action.

A. Acceptable Use

1. The school unit's devices, network and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goals. School unit devices will only be used by the student to whom it is assigned and by the student's authorized parent(s) or guardian(s).
2. Students must comply with all School Committee policies, school rules and expectations concerning student conduct and communications when using school devices at all times, whether on or off school property.
3. Students also must comply with all specific instructions from school staff and volunteers when using the school unit's computers.

B. Prohibited Uses

Unacceptable uses of school unit computers 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 the school unit's devices, network and Internet services for any illegal activity, including sexting and cyberbullying, or in violation of any School Committee

policy/procedure or school rules. The school unit assumes no responsibility for illegal activities of students while using school 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 Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for copyright or licensing violations by students.
 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 web site must be identified and cited.
 5. **Use for Non-School-Related Purposes** – Students will not use the school unit’s devices, network and Internet services for any inappropriate personal reasons not connected with the educational program or school assignments.
 6. **Misuse of Passwords/Unauthorized Access** – Students shall not share passwords with other students; use other users’ passwords; access other users’ accounts; or attempt to circumvent network security systems. Students are required to disclose their login password to their parent(s)/guardian(s)/school personnel. Parent(s)/guardian(s) are responsible for supervising their child’s use of the device and internet access when used in any location off of school grounds.
 7. **Malicious Use/Vandalism** – Students shall not engage in any malicious use, disruption or harm to the school unit’s devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
 8. **Avoiding School Filters** – Students may not attempt to or use any software, utilities, proxies or other means to access Internet sites or content blocked by the school filters. Any student who identifies a security problem must notify his/her teacher or building administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.
 9. **Unauthorized Access to Blogs/Social Networking Sites, Etc.** – Students may not access blogs, social networking sites, etc. to which student access is prohibited.
 10. **Personal Information**-A student is not allowed to reveal his/her full name, address, telephone number, social security number, photograph or other personal information on the Internet while using a school device without prior permission from a parent/guardian. In addition, students should never agree to meet people they have contacted through the internet without parent/guardian permission.
 11. **Student and System Security**-The safety of all students, and the security of the school unit’s devices, network, and internet services are a high priority. Any student who identifies a security problem, or accesses information or content that is dangerous, inappropriate, makes them feel uncomfortable in any way, or is in violation of any local, state, and federal law must notify a school teacher or administrator immediately. The student will not take further actions on the device until the issue has been resolved by school administrators.
- C. Annual Acceptable Use Agreement**-All students in grades 4-12 and their parents/guardians are required to sign an annual acceptable use agreement indicating the understanding and compliance with the rules outlines in policy IJNDB-R. In addition, all parent/guardians of students in grades 7-12 are required to attend an annual informational meeting at the beginning of the school year to review guidelines and expectations for home use of school technology. Sanford School Department will make every effort possible for parents/guardians to access this informational meeting to include a video recording of the meeting option available by link to the school website. Parents/ guardians with

multiple students in grades 7-12 will only be required to attend or watch one meeting to satisfy this requirement.

- D. Compensation for Losses, Costs and/or Damages** -The student and his/her parent(s)/guardian(s) are responsible for the proper care of school-issued devices at all times, wherever used whether on or off school property. Parent(s)/guardian(s) and students will also be responsible for costs associated with repairing or replacing the devices due to damages as a result of violations of School Committee policies/procedure or school rules as outlined in this policy and the Sanford School Department Technology Device Annual Acceptable Use Agreement. This includes any costs for investigating such violations. The school unit assumes no responsibility for any unauthorized charges or costs incurred by a student while using school unit devices.

SANFORD REGIONAL TECHNICAL CENTER
STUDENT SAFETY PLEDGE FORM

All work performed in the classroom/lab will be carried out in the safest possible manner. Any person working in the classroom/lab agrees to be safety conscious at all times. It is understood that any violation of the safety regulations contained herein, or given verbally by an instructor, is potentially grounds for immediate removal from the program.

1. Do not enter the classroom/lab unless an instructor is present.
2. Eye protection is required when using any power tool or at any other time you suspect there may be eye hazards present.
3. **LONG HAIR IS DANGEROUS.** Special care must be taken to prevent accidents. Long hair shall be held back by a cap, headband, or hairnet.
4. Proper clothing must be worn. No loose, ragged or sloppy clothing will be allowed. All loose jewelry must be removed before operating equipment.
5. **ABSOLUTELY NO HORSE PLAY IN THE CLASSROOM/LAB.** Others can be injured by your actions.
6. Devote all of your attention to the equipment or the tool you are using.
7. Safety lines are for your protection. Stay behind them unless you are using equipment within the safety line area.
8. Tools and materials can be very dangerous. Do not handle them unless they are being used for a task.
9. When help is needed on a task, ask for only enough to do the job.
10. Always clean your area when you are through.
11. Always disconnect power before changing blades or belts.
12. Never leave equipment unless motion has stopped.

13. Throwing any object in the classroom/lab is strictly forbidden.
14. Use equipment and/or tools in the classroom/lab only when the instructor is present.
15. Report any unsafe acts by others to the instructor or SRTC Administration.

I have read the general safety list above and my instructor will explain them to me. I fully understand them and agree to obey them at all times while I am working in the classroom/lab. If, at any time, I do not know or understand the safe way to use any hand or power tool, I will ask my instructor for assistance before I proceed.

Appendix C

SANFORD REGIONAL TECHNICAL CENTER ATTENDANCE PROCEDURE

Introduction

The mission of Sanford Regional Technical Center is focused on providing students quality technical training, career awareness, and employability skills to effectively assist them with their career planning. To that end, our instructors design, develop, and deliver quality instruction for their students to be successful during and after their high school experience. Therefore, **it is expected that our students will complete assignments and attend SRTC daily.**

SRTC requires students to commit to two plus hours per day of instructional time. A day missed at SRTC places twice the deficit on learning opportunities for students compared to a traditional high school class. Our classroom/labs are dynamic and cumulative in nature. Learning activities generated from our project-based lessons are shared with every member of the program at any moment in time. When students are absent from any class they cannot retrieve lost learning opportunities. Make-up assignments fall far short of replicating the classroom/lab experience.

In addition, attendance has a direct correlation to a positive work ethic. Business and industry representatives continually stress the importance of attendance for their employees and how it impacts the success of their enterprise.

Regular daily attendance is a requirement. **Parents are asked to give school attendance priority over other activities.** Chronic truancy is considered sufficient reason for dropping a student from SRTC.

Attendance is taken at the beginning of each session and will be relayed to the partner school by the end of the school day. If a student is suspended from their partner school he/she is suspended from SRTC as well. Likewise, if a student is suspended from SRTC he/she will be suspended from his/her partner school.

Attendance Law

Chapter 211, Subchapter 1 of the Maine Education and School Statutes defines what constitutes an excusable absence from school. In accordance with Maine law, SRTC accepts only the following documented reasons for an excused absence from school:

1. A personal illness.
2. An appointment with a health professional that must be made during the regular school day.
3. Observance of a recognized religious holiday when the observance is required during the regular school day.
4. A family emergency.
5. A planned absence for personal, legal, or educational purpose, which has the prior approval of the school (SRTC).

Except for the above, the law states that the adult supervising the school-age child “shall cause” the student to

attend school. Absence from school for reasons other than those listed above is unexcused and not permitted.

Verification of an Absence

Students who are absent from school are required to telephone or bring a note from a parent/guardian or partner school on the next day they attend school. Students who fail to verify their absence (as one of the five reasons listed above) will be charged an unexcused absence.

Notification of a Planned Absence

In order for a planned absence for personal, legal, or educational purpose to be considered for approval as an excused absence, **the parent/guardian must submit a written note two weeks prior to the absence to the SRTC administration.**

Limit of Absences

It is the student's responsibility to come to school every day. **Students that accrue three unexcused absences in a quarter will lose credit for that quarter.** The dates of each quarter are listed in the SRTC handbook. However, there are situations where absences are non-counting. They are listed in the section under "Exceptions."

Exceptions

Absences considered non-counting are: extreme weather conditions as determined by the school administration; teacher workshop days and early release days; subpoenas and court orders – notes must be presented with the appeal from the court attended; chronic illness registered with the school and verified by a physician's note; bereavement for an immediate family member; suspensions; or a reason specified on a student's Individualized Education Plan or Section 504 Plan.

Classes missed as a result of school-sponsored activities will not count toward the attendance policy's limit **only** if the student is a designated participant. Sanford Regional Technical Center's policy on students' participation at their partner school-sponsored activities is as follows:

1. Students **are** excused to attend required "class" meetings, field trips, and graduation activities if SRTC is **notified in advance by the partner school.**
2. Students **are not** excused to attend their partner school activity (e.g., pep rally) unless they are a designated participant (e.g., band member, athletic team member) or their school administration notifies SRTC in advance of any exception.
3. Students **are not** excused from SRTC during their partner school's exam week unless their school administration notifies SRTC in advance of any exception.

Truancy or Cutting

Students who are truant from school or miss class without permission will be referred to the SRTC administration for disciplinary action. **Students who are truant or cut class forfeit the right to appeal those absences for the quarter.** Students are entitled to a limited make-up of assignments under these circumstances.

Dismissal or Late Entry

If the student is absent from class due to dismissal or late entry, it will count toward the three-day limit unless it is for one of the exceptions listed. Missing **thirty (30) minutes or more** of a SRTC class will count as an **unexcused absence**. Students are **not** allowed to dismiss themselves from SRTC regardless of their age. Dismissals can only be granted by their partner school or a parent/guardian.

Appeal Procedure

Students and their parents/guardians may appeal actions or decisions resulting from being absent for three or more days. **All appeals must have doctor notes, or notes from a professional. Parent/guardian or partner school notes alone are not acceptable.** Refer to the Attendance Appeals Form for details.

Notifying Parents/Guardians

Parents/guardians will be informed of attendance in a number of ways. First, the use of the parent portal on Infinite Campus (IC) will allow parents/guardians a daily report of their son's/daughter's attendance. Second, poor attendance will be noted on progress reports and report cards. Third, the instructor and administration of SRTC shall contact a student's parents/guardians as often as necessary during the quarter. Parents/guardians are always welcome to contact the instructor directly by telephone or email.

Make-up

If a student has been absent from class he/she is responsible for communicating with the instructor to make arrangements for work that is missed. Students will have **one week** to complete make-up work. Extenuating circumstances will have to be approved by the SRTC administration.

Students Leaving Class

Students are only permitted to leave class with permission of the instructor and the SRTC administration.

Effective Date of Procedure

June 18, 2012.