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 SRTC students and parents/guardians,

On behalf of the faculty and staff of the SRTC, we welcome you to SRTC for the 2019-2020 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.

Please read this handbook to become familiar with the expectations of our center; the policies, procedures, and expectations set forth in this handbook are designed to help ensure student success. 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. Steve Bussiere, Assistant Superintendent, (207) 324-2810, sbussiere@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](http://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, 2019-2020

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ellen Barry</td>
<td>Health Occupations, Room E118</td>
<td><a href="mailto:ellenbarry@sanford.org">ellenbarry@sanford.org</a></td>
</tr>
<tr>
<td>Joseph Bolduc</td>
<td>Precision Manufacturing, Room C134</td>
<td></td>
</tr>
<tr>
<td>Darlene Breton</td>
<td>Administrative Assistant, SRTC Main Office A112</td>
<td></td>
</tr>
<tr>
<td>Samantha Brink</td>
<td>Extended Learning Opportunities Manager, Office A233</td>
<td></td>
</tr>
<tr>
<td>Jason Brown</td>
<td>Automotive Collision Repair Instructor, Room C139</td>
<td><a href="mailto:jbrown3@sanford.org">jbrown3@sanford.org</a></td>
</tr>
<tr>
<td>Russell Clark</td>
<td>Engineering/Architectural Design, Room C202</td>
<td></td>
</tr>
<tr>
<td>John Couture</td>
<td>Culinary Arts, Room D123</td>
<td></td>
</tr>
<tr>
<td>Richard Couture</td>
<td>Automotive Technology, Room C133</td>
<td></td>
</tr>
<tr>
<td>Joe Doiron</td>
<td>Special Projects Manager, Room C101</td>
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</tr>
<tr>
<td>Dale Dow</td>
<td>Pre-K Lead Teacher, Room A143</td>
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<tr>
<td>Brittany Eaton</td>
<td>Cosmetology, Room D132</td>
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<tr>
<td>Wendy Elliott</td>
<td>Emergency Medical Services, Room E140</td>
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<tr>
<td>Diane Emerson-Holm</td>
<td>Health Occupations, Room E128</td>
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</tr>
<tr>
<td>Deanna Farrell</td>
<td>Student Services Counselor, Office A234</td>
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<tr>
<td>Timothy Fecteau</td>
<td>Electrical Wiring, Room C113</td>
<td></td>
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<tr>
<td>Fredric Gluck</td>
<td>Computer and Network Systems, Room D212</td>
<td></td>
</tr>
<tr>
<td>James Harmon</td>
<td>Video Production, Room B101</td>
<td><a href="mailto:jharmon2@sanford.org">jharmon2@sanford.org</a></td>
</tr>
<tr>
<td>Adam Hartford</td>
<td>Welding &amp; Metal Fabrication, Room C138</td>
<td></td>
</tr>
<tr>
<td>Troy Hathaway</td>
<td>Building Trades, Room C127</td>
<td></td>
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<tr>
<td>Katie Hoagland</td>
<td>Landscaping &amp; Horticulture, Room D150</td>
<td></td>
</tr>
<tr>
<td>Michelle Johnson</td>
<td>Early Childhood Occupations and Education, Room A140</td>
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</tr>
<tr>
<td>Carla Kelly</td>
<td>Pre-K Educational Technician II, Room A143</td>
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</tr>
<tr>
<td>Susan Lamoreau</td>
<td>Academy of Business, Marketing and Management, Room D245</td>
<td></td>
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<tr>
<td>Anita Lavigne</td>
<td>Digital Design, Room B112</td>
<td></td>
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<tr>
<td>Mike Redmond</td>
<td>Assistant Director, SRTC Main Office A117</td>
<td></td>
</tr>
<tr>
<td>Jason Richard</td>
<td>Career Exploratory, Room C117</td>
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<tr>
<td>Kathy Sargent</td>
<td>Director, SRTC Main Office, A111</td>
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<tr>
<td>Sarah Schnell</td>
<td>WSSR-TV Studio Manager, Office B107</td>
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<tr>
<td>Amy Simmons</td>
<td>Administrative Assistant-Main Office/Student Services, SRTC Main Office, A110</td>
<td></td>
</tr>
<tr>
<td>Brent Sirois</td>
<td>Engineering Applications with Robotics, Room C105</td>
<td></td>
</tr>
<tr>
<td>Captain Harold Smith</td>
<td>Fire Science, Room E140</td>
<td></td>
</tr>
<tr>
<td>Officer Michael “Tipper” Thornton</td>
<td>Law Enforcement, Room E228</td>
<td><a href="mailto:tthornton@sanford.org">tthornton@sanford.org</a></td>
</tr>
<tr>
<td>Susan Williams</td>
<td>Career Planning Coordinator, Room A231</td>
<td></td>
</tr>
</tbody>
</table>

### Partner School Contact Person Information

<table>
<thead>
<tr>
<th>School</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kennebunk High School</td>
<td>William Putnam</td>
<td>985-1110</td>
<td><a href="mailto:wputnam@rsu21.net">wputnam@rsu21.net</a></td>
</tr>
<tr>
<td>Marshwood High School</td>
<td>James Daley</td>
<td>384-4500</td>
<td><a href="mailto:james.daley@RSU35.org">james.daley@RSU35.org</a></td>
</tr>
<tr>
<td>Massabesic High School</td>
<td>Eric Ouellette</td>
<td>247-3141</td>
<td><a href="mailto:ericouellette@rsu57.org">ericouellette@rsu57.org</a></td>
</tr>
<tr>
<td>Noble High School</td>
<td>Tim Lounsbury</td>
<td>676-2665</td>
<td><a href="mailto:tim.lounsbury@msad60.org">tim.lounsbury@msad60.org</a></td>
</tr>
<tr>
<td>Sanford High School</td>
<td>Troy Watts</td>
<td>324-4050</td>
<td><a href="mailto:twatts@sanford.org">twatts@sanford.org</a></td>
</tr>
<tr>
<td>Traip Academy</td>
<td>Michael Roberge</td>
<td>439-1121</td>
<td><a href="mailto:mroberge@kitteryschools.com">mroberge@kitteryschools.com</a></td>
</tr>
<tr>
<td>Wells High School</td>
<td>Noel Curcio</td>
<td>646-8185</td>
<td><a href="mailto:ncurcio@wocsd.org">ncurcio@wocsd.org</a></td>
</tr>
<tr>
<td>York High School</td>
<td>Kevin Beatty</td>
<td>363-3621</td>
<td><a href="mailto:kbeatty@yorkschools.org">kbeatty@yorkschools.org</a></td>
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</table>
WELCOME TO THE
SANFORD REGIONAL TECHNICAL CENTER

2019-2020 SRTC DAILY SCHEDULE

<table>
<thead>
<tr>
<th>School</th>
<th>AM</th>
<th></th>
<th>PM</th>
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<tr>
<td></td>
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<td>Arrival</td>
<td>Dismissal</td>
<td>Arrival</td>
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<tr>
<td>Kennebunk (RSU 21)</td>
<td>7:50</td>
<td>10:05</td>
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<tr>
<td>Marshwood (RSU 35)</td>
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<td>11:06</td>
<td>1:16</td>
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<tr>
<td>Massabesic (RSU 57)</td>
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<td>11:06</td>
<td>1:16</td>
</tr>
<tr>
<td>Noble (RSU 60)</td>
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<tr>
<td>Sanford</td>
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<tr>
<td>Traip</td>
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<td>Wells</td>
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<tr>
<td>York</td>
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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 the new SRTC location in Sanford, which opened in October of 2018. The center operates two sessions per day from 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 3rd
Friday, October 11th
Monday, October 14th
Friday, November 1st
Monday, November 5th

SRTC IN SESSION* (First Day of Classes)
Teacher Workshop Day for SRTC-not in session
Columbus Day-No School
End of Quarter 1
SRTC IN SESSION*

Monday, November 11th
Wednesday, November 27th-
Friday, November 29th
Friday, December 20th
Monday, December 23rd-
Wednesday, January 1st
Friday, January 17th
Monday, January 20th
Friday, January 24th
Monday, February 17th-
Friday, February 21st
Friday, March 13th
Friday, April 3rd
Friday, April 10th
Friday, April 17th
Monday, April 20th-
Friday, April 24th
Monday, May 25th
June 9th

Veteran's Day celebrated-No School
Thanksgiving and Break
SRTC IN SESSION*
Christmas, Break and New Year’s Day
SRTC IN SESSION*
Martin Luther King, Jr. Day-No School
End of Quarter 2 and Semester 1
President's Day and Break
SRTC IN SESSION*
End of Quarter 3
SRTC IN SESSION*
SRTC IN SESSION*
Patriot's Day and Break
Memorial Day-No School
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 rigor 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.

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.

COUNSELING/CAREER 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 counseling/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.)*

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**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:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numeric Equivalent</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>Excellent work and performance</td>
</tr>
<tr>
<td>B</td>
<td>85-92</td>
<td>Above average work and performance</td>
</tr>
</tbody>
</table>
### 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 Amy Simmons at 324-2942 or asimmons@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. If 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 the SRTC Main Office 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. We can be reached at (207) 324-2942.
- 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.

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

- If school is cancelled at SRTC, 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, sexual orientation, 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, sexual orientation, 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.

SRTC 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.

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 Main Office Administration.

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 issues calls via an automated phone system during 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 and silenced. The use of audio/electronic devices may be allowed, when relevant, at the discretion of the program instructor for a specific educational purpose.

Per School Committee Policy, “The use of cameras, including camera phones or videorecorders, is strictly prohibited in locker rooms, bathrooms and other places where privacy is generally expected. In all other school locations, permission must be granted by a school employee before photographing, taking videos or recording another person.”

If an electronic 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. Repeated cell phone violations may result in suspension or the phone may be required to be left in the SRTC Main Office upon arrival and picked up upon departure. The full administrative procedures for electronic devices can be found in School Committee policy JFCK-R.

**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
Sanford High School and Sanford Regional Technical Center respect students’ rights to express themselves in the way they dress; however, students’ attire should exercise modesty and professionalism. All students who attend our school are also expected to respect the school community by dressing appropriately for the educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them.

Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image below). Tops must have shoulder straps (a minimum of one inch wide). Rips or tears in clothing should be smaller than the 3 to 4 inches in length.
2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the school administration).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Specialized courses may require specialized attire, such as sports uniforms or safety gear.
Additional Requirements:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

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 JICJ Drug and Alcohol Use by Students 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 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.

**IN-SCHOOL SUSPENSION**
A student may be placed in In-School Suspension for 1-3 days in accordance with the disciplinary policies in force at the Sanford Regional Technical Center. An excessive number of In-School Suspensions may result in recommendation for removal from a technical program.

**INTERNET/COMPUTER/DEVICE USE**
Our school is fortunate to have many computers and a computer cart 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 [IJNDP](#) 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. This procedure includes forged notes and paperwork intended to be signed by parents/guardians.

**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 may be required to 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 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 and Possession 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. In addition, parents may be called to retrieve vehicles or motorcycles driven to SRTC without permission if there are safety concerns or in the case of repeat offenders of these expectations.

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 JNDB-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 multiples 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

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. Any additional personal protective equipment (PPE) provided by SRTC must be used as instructed.

3. Long hair can be 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 or performing any service to the equipment.

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 and has given you permission to use the equipment. 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.

15. The use of drugs, alcohol, tobacco, vapes or any other substance is strictly forbidden as it may pose a risk to the user, other students, and the instructor.

16. Immediately report any injury, however minor it may seem, to your instructor.

17. Report any unsafe acts by others to the instructor or SRTC Administration.
SANFORD REGIONAL TECHNICAL CENTER

ATTENDANCE PROCEDURE

Introduction
Attendance in Sanford Regional Technical Center programs is a vital piece to the overall learning experience. For certification purposes, you must complete a minimum of 350 hours yearly in your technical program. You are expected to attend school and come ready to learn on time, every day, without exception. This requirement not only instills a work ethic that is sought by employers, but allows you to complete and show proficiency in the numerous standards required to earn certification in your chosen CTE program.

SRTC requires students to commit to two plus hours daily of instructional time. Missing one day is similar to missing two classes in traditional high school. When students are absent from class, they are missing dynamic, project based hands on learning experiences that cannot be duplicated during make up time. 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. Parents are asked to give school attendance priority over other activities. Chronic truancy is considered sufficient reason for dropping a student from SRTC.

Therefore, if it happens, that you are absent more than two (2) days in a quarter, or have tardies and dismissals that interfere with your CTE program, that time must be made up in order to remain on track for certification. This time can be made up by making an appointment with your CTE teacher from 2:20 - 3:15 p.m. during the two days they are available after school each week (this will also require you to make your own transportation arrangements).

Attendance is documented in Infinite Campus daily at the beginning of each session and will be relayed to partner schools by the end of the school day. On days that you are going to be out, a parent or guardian can call our attendance line at 324-2942 and press "1" to leave a message on our attendance line. If you know that attendance is going to be an issue, let your instructor and the Assistant Director know immediately so a proper intervention plan can be put in place. Furthermore, if a student is suspended from their partner school, they are also suspended from SRTC. Likewise, the same is true if a student is suspended from SRTC. Extenuating circumstances may be appealed to the Assistant Director.

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 have a parent contact SRTC via 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 or SRTC Planned Absence Form prior to the absence.

Limit of Absences
It is the student’s responsibility to come to school every day. The dates on which SRTC is in session are listed in the SRTC Student Handbook. In the case of absences, Sanford Regional Technical Center will follow Policy JED for the Sanford School Department, which reads, “After ten absences and/or tardies in one school year, whether excused or unexcused, parents will be notified and asked to attend a conference that includes the student, the principal or designee, and the guidance counselor in order to develop an attendance contract for the student tailored to his/her specific circumstances. The contract will specify the consequences for non-compliance.”

Exceptions
Absences considered non-counting are: extreme weather conditions as determined by the school administration; teacher workshop days and early release days (only in the case that school transportation is not provided, which is rare); 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 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 are not entitled to 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 as a partial absence unless it is for one of the exceptions listed. 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.

**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, a daily phone call through our automated system is made whenever a student has an unexcused absence. Third, the instructor and/or administration of SRTC shall contact a student’s parents/guardians if there are concerns about a student’s attendance. 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 usually have the number of days missed as an extension to complete work assigned during an absence. However, assignments due during the absence are due as soon as the student returns to school. 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**

August 2015, revised August 2019