

# MID-COAST SCHOOL OF TECHNOLOGY



MID-COAST  
SCHOOL OF  
TECHNOLOGY

VOCATIONAL REGION 8

## *STUDENT HANDBOOK* *2017-18*

**PLEASE NOTE: Students will not be permitted to work in the shop areas until the forms (pages 26 - 28) are completed, signed & returned to their instructor.**



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**Mid-Coast School of Technology**  
**1 Main Street, Rockland, ME 04841**  
**Telephone: 594-2161 FAX: 594-7506**  
**Staff Listing for 2017-2018 School Year**

To reach staff at MCST, please dial 594-2161 then use the extension below:

**Administrative/Support:**

Director	Elizabeth Fisher	Ext 202
Assistant Director / Student Services Coordinator	Robert Deetjen	Ext 205
Curriculum, Assessment & Instructional Coordinator	Peter Gallace	Ext 204
Business Manager	Sherry Moody	Ext 201
Administrative Secretary	Tricia Start	Ext 200
Technology Coordinator	Jonmikel Pardo	Ext 228

Note: Instructors may be reached from 7:30 - 8:00 AM, 10:30 - 11:15 AM, and 1:50 - 2:30 PM.

**Instruction:**

Auto Collision Technology	Danica Wooster	Ext 224
Automotive Technology	Tom Vannah	Ext 225
Building Trades – Vinalhaven	Steve Burgess	863-4800
Certified Nursing Asst / Medical Science	Monique Moreau, RN	Ext 216
Design Technology	Brandon Soards	Ext 222
Engineering Science and Technology	Loren Arford	Ext 211
English / Technical Communication	Sue Stewart	Ext 217
Firefighting / EMT	Michael Drinkwater	Ext 210
Horticulture – Islesboro	Ryan Martin	734-6723
Hospitality / Baking	Charles Butler	Ext 213
Hospitality / Culinary	Josh Gamage	Ext 234
Introduction to Applied Technology	Cindy Cygan	Ext 226
Machine Shop	Rich Barratt	Ext 218
Marine Technology/Diesel Technology	Alan Lord	Ext 221
Mathematics	Kristy Hastings	Ext 208
Residential Construction	Dan Dishner	Ext 219
School-to-Career MVHS	Seth Walton	832-5389
School-to-Career CHRHS	Carol Pelletier	236-7800
School-to-Career OHS	J.C. Bakley	594-1230
Small Engine Technology	William Moody	Ext 223
Social Studies	Dennis Littlefield	Ext 214
Technology Lab – North Haven	Joel Rowland	867-4707
Welding/Metal Fabrication	Tom Brungardt	Ext 220

**Plant/Facilities:**

Maintenance Director	Craig Hatch	Ext 232
Custodian	Kevin Bailey	Ext 232
Custodian / Maintenance	George Krise	Ext 232

**Adult Education:**

Adult Education Director	Marianne Doyle	596-7752
Secretary	Betsy Rector	596-7752
Site Assistant	Lee Fox	596-7752

## **WHAT IS THE MID-COAST SCHOOL OF TECHNOLOGY?**

The Mid-Coast School of Technology is a regional Career and Technical Education center established to provide career and technical education to high school students and adults. The school is governed by a 16 member Cooperative Board, representing RSU #13 (Oceanside High Schools), SAD #7 (North Haven), SAD #8 (Vinalhaven), Five Town CSD (Camden Hills Regional High School), RSU #40 (Medomak Valley High School), and Islesboro Central School. Cooperative Board meetings are scheduled for the fourth Wednesday of each month and the public is cordially invited to attend.

All programs at MCST are voluntary and elective. Having made the decision to enroll in one of the programs is the beginning of a partnership between the student, parent and teacher. Students may decide to undertake specialized training, which is not available at their home school. Upon enrollment, MCST accepts the responsibility to provide leading edge technology, research based teaching methods, and competent instructors to ensure that the experience is meaningful to all students who elect to participate.

Programs at MCST are designed to provide an opportunity for students to develop the academic, career, technical and life skills that are essential for post-secondary education, training or entry-level employment. Pursuant to this, one must remember that cooperation, attendance, self-discipline, shop safety and a willingness to learn are prerequisites for success in every program. Many of these programs lead to certification that is recognized by employers and industry. Additionally, many of our programs provide opportunities for possible college credit through articulation agreements with Maine Community Colleges or other post-secondary institutions.

This booklet provides information for both parents and students. We hope you will read it carefully. If you have any questions concerning MCST, please call 594-2161, or stop in and visit the school at 1 Main St, Rockland.

## **NOTICE TO STUDENTS AND PARENTS**

Students and their parents/guardians are responsible for reading and following the rules in this handbook. This handbook has been developed within the framework of the policies of the Mid-Coast School of Technology. In case of a conflict between a Board policy and the rules in this handbook, the policy will prevail. The school reserves the unlimited right to make changes to the handbook at any time without prior notice. The handbook is provided solely for the convenience of staff, students and parents, and to the extent permissible by law, the school expressly disclaims any liability, which may otherwise be incurred. **The student registration form and permissions must be completed and returned to the instructor before the student is permitted in the shop area and/or use equipment.**

A copy of the Board's Policy Manual is available in the school office.

## **ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS**

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

- Parents/eligible students may inspect and review the student's education records
- Parents/eligible students may ask to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy
- The Mid-Coast School of Technology must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances as permitted by law or regulations

- Parents/eligible students who believe that the Mid-Coast School of Technology has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department Of Education.

### **Staff Conduct with Students (MCST Policy GBEBB)**

The Region 8 Board expects all staff members, including teachers, administrators, counselors, and others (including volunteers) to maintain the highest professional, moral and ethical standards in their conduct with students.

The interactions and relationships between staff members and students should be based upon mutual respect and trust, predicated by an understanding of the appropriate boundaries between adults and students in an educational setting, and consistent with the educational mission of Region 8.

### **STUDENT EDUCATIONAL RECORDS AND DIRECTORY INFORMATION**

The following student information is designated as directory information: name, participation and grade level of students in recognized activities and sports, dates of attendance in the school unit, honors and awards received, and photographs and videos of student participation in school activities open to the public (except photographs and videos on the Internet). The Mid-Coast School of Technology may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

### **STUDENT SURVEYS AND MARKETING INFORMATION**

From time to time, the Mid-Coast School of Technology may administer surveys to students in the course of developing and evaluating programs and services offered in the schools. The school unit will comply with the federal Protection of Pupil Rights Act and applicable regulations concerning the administration of surveys and the use of personal information about students for marketing purposes as outlined in this policy.

#### **Parental Consent to Surveys**

No student shall be required to participate in a survey receiving funding under U.S. Department of Education programs without prior notice to and the written consent of parents/guardians:

In the case of surveys not funded under U.S. Department of Education programs, parents/guardians will receive prior notice of the survey and their right to opt-out. Parents/guardians may request that their child not participate in a particular survey by submitting a written request to the Director within ten days of receiving the notice.

#### **Notice to Parents Regarding Surveys**

Parents/guardians may request a copy of this policy at any time by contacting the Director's Office, 594-2161, or view the policy on the school's website:

[http://midcoast.mainecte.org/student\\_handbook](http://midcoast.mainecte.org/student_handbook)

## **Student Code of Conduct**

The Mid-Coast School of Technology is committed to maintaining a supportive and orderly school environment in which students may receive and staff may deliver a quality education without disruption or interference and in which students may develop as responsible, ethical, and involved citizens.

### MCST Core Values

Respect  
Honesty  
Responsibility  
Equality  
Courage

Mid-Coast School of Technology students must follow the rules and expectations outlined within this handbook. The administration reserves the right to make modifications to the rules and expectations to ensure the safety of all students and staff. The disciplinary actions of the administration will be conducted fairly and confidentially to provide a positive learning environment for all students.

## **STUDENT CONDUCT**

Students will soon discover that Career and Technical Education training areas are organized in a different manner than classrooms at their high school. Students will be working with one or more of their classmates and using tools/equipment that are shared by many. This means that they will enjoy a greater degree of freedom to make appropriate decisions utilizing good judgment. Upon arrival at MCST, students are expected to report directly to their assigned area/shop. For safety reasons, students are expected to stay in their assigned areas and individuals found outside of their own shops may be subject to disciplinary measures.

Students may have their attendance terminated or suspended for violation of MCST policies. These policies include, but are not limited to the following:

1. Violating drug, alcohol, and tobacco school policy while at MCST or taking part in any MCST activity. This includes bus transportation to and from the high school.
2. Engaging in conduct that endangers the safety or health of themselves, other students, instructors, employees or visitors.
3. Theft of tools, equipment, supplies, or any other property belonging to MCST or others.
4. Destruction or misuse of school, student, teacher or customer's property.
5. Violating weapons, violence, and school safety policy.
6. Harassment or bullying of other students, staff, or others.

Whenever a student violates MCST policies, his/her home school will be notified and consulted with before a decision is made as to the extent of the disciplinary measures to be imposed. A student who has been expelled may appeal to the MCST Board of Directors for reinstatement.

## **STUDENT BEHAVIOR**

Students are expected to follow classroom and shop expectations and rules. Students who cannot follow expectations may be asked to leave the class and meet with school administration. MCST has a three step disciplinary process, which may result in a student being asked to leave the program.

### Step 1. Out of Shop Time

Student is asked to meet with administration for 60 minutes during shop time. A reflection form is completed by the student and sent home to the parent.

### Step 2. Out of Shop Time and Parent Meeting

Student is asked to meet with administration for 60 minutes during shop time. A reflection form will be completed by the student and a meeting with the students parents will be requested by the administration.

### Step 3. Student will be asked to leave the program.

## **SAFETY**

Each student will be instructed and tested in safety procedures before using tools and equipment and will be provided with written safety procedures. Safety glasses are provided and students are required to wear them whenever they are in shop/lab areas. If students lose and/or break their glasses, they will be required to buy (at cost) a replacement pair before they return to the shop/lab area. Other safety equipment is provided and must be worn at appropriate times. It is strongly recommended that students wear safety shoes or work boots when working in shop areas. No open toe shoes are permitted in any of the shop areas or kitchen.

## **CREDIT RECOMMENDATION / ATTENDANCE POLICY**

The faculty and administration of MCST together with the Board of Directors of Region 8, believe that regular classroom attendance is an essential and necessary component of a successful learning experience. While state law mandates that schools be in session for at least 175 days per school year and provides that responsibility for student attendance rests with the student and the family, we believe that except under unusual circumstances, a student must attend the classes offered in a given course in order to receive credit for the course.

Students may not receive credit for a class if they are absent more than:

- 5 class periods per semester for every day classes.
- 3 class periods per semester for every other day classes.

The decision to deny credit is at the discretion of the administration

**General Procedures:** A student absent for more than 30 minutes of a class will be considered absent from that class. *All absences, both excused and unexcused, count toward the total class absences.* Students with planned absences of more than three days must meet with an administrator in advance of the proposed dates. Students with excused absences must obtain and complete work as described in the excused absences section. Students who miss a class

without a teacher's prior approval will have one opportunity to make up the work at the teacher's discretion.

**Administrative Discretion:** The administration has the authority to grant additional days in excess of the above if prior approval is given, or to interpret situations that might not allow advance notification of a student's absence.

**Appeal Process:** Any student wishing to appeal the denial of credit pursuant to this policy must indicate his/her desire to do so in writing to the administration, within five school days of the notification of the denial of credit. If the student is not satisfied with the administration's resolution, they may appeal the decision. The appeals board will consist of a teacher(s), the student's parent/guardian, the student, the student's counselor and an administrator. The student may choose an additional teacher to serve on the board.

**Definition of Excused/Unexcused Absences:** Absences are categorized as either "excused" or "unexcused". All absences whether excused or unexcused, *with the exception of absences for school sponsored activities, administrative discretion, or suspension*, count towards the total allowable class absences.

**Excused:** The following are reasons for an excused absence:

1. Personal illness that has been verified by a parent, physician (after 3 consecutive days must have a doctor's verification).
2. Appointments with health professionals.
3. Appointments for driving license exams.
4. Observance of a recognized religious holiday when the observance is required during a regular school day.
5. Family emergency.
6. College/military visits and appointments.
7. Bereavement.
8. An absence that has been approved by administration.
9. Suspension by school officials.

**Students shall pre-notify their teacher of an anticipated absence in a timely manner.**

Lack of a note upon re-admittance is cause for an automatic **UNEXCUSED** designation. Forgotten notes must be turned in no later than one day to be converted back to EXCUSED, if warranted.

**NOTE:** PARENTAL PERMISSION DOES NOT CONSTITUTE AN EXCUSED ABSENCE UNLESS IT CONFORMS TO 1-9 above.

Students who have an excused absence will be afforded the equivalent number of days for make-up work as they were absent from school, unless they were absent because of suspension. Students are responsible for contacting their teacher(s) regarding all work, tests, and class time missed and to arrange for all make-up work. Students suspended for five days will be granted three additional days for make-up work to be completed and for a ten-day suspension, students will be granted five additional days.

**Unexcused:** A student's absence from school is unexcused if the student is absent from school or from a class without the permission of a parent/guardian, teacher or administrator.

Examples of unexcused absences include but are not limited to the following:

1. Students suspended from riding the school bus and not reporting to school

2. Students absent from class as a result of extracurricular activities not approved by school administration.
3. Student's absent from school or class without the prior knowledge of an administrator.
4. Truancy.
5. Missed bus.
6. Oversleeping.
7. Shopping.
8. Employment.

A student will be denied the opportunity to make up work missed during an unexcused absence, tardy or dismissal.

If the administrative office is contacted ***immediately upon the student's return***, either by phone or by a written note from the parent/guardian, the administration may choose to excuse the absence.

**Unexcused Tardiness:** Students must check in at the main office and obtain a pass if they are late arriving to school.

Any student who is tardy three times in a semester will lose their driving pass for ten days and the tardiness will count as one unexcused absence. Each subsequent tardiness shall be counted as an unexcused absence.

Hardship or special circumstances will be taken into consideration on a case-by-case basis. Tardiness due to medical appointments does not count if students bring a note from the doctor that verifies the appointment. Students will also be expected to bring in a doctor's note if they have ongoing regularly scheduled medical appointments.

**Dismissals:** Students may be dismissed from school for the same reasons as for excused absences. Dismissals must be arranged in advance by a parent/guardian either by a note or with a phone call and **students must check out at the administrative office prior to leaving campus or they will be considered truant**. Students may not dismiss themselves from school under any circumstances unless they are fully emancipated.

## **GRADES**

Grades represent a combination of theory, knowledge and application – as demonstrated by performance on written assignments, tests, quizzes, behavior/work habits and performance in the lab. MCST instructors will report grades to the home schools on a quarterly basis. These grades will be listed along with academic classes on the student's report card. MCST instructors will also complete written student performance evaluations each quarter, and more often if needed. A copy of this report will be sent home with the student or mailed at the teacher's discretion. We encourage parents/guardians to review this evaluation and contact the instructor if they have any questions.

All MCST grades are reported to the home school on a numerical basis, no letter grades are used. No report card or credit recommendation will be issued for students with outstanding debts to MCST. Marking periods (quarters) are indicated on the school calendar at the end of this booklet.

## **FEES**

Textbooks, workbooks, and specialized protective clothing and equipment will be provided by MCST. Students are expected to properly care for these items. Any missing school property, or items returned in abused or unserviceable condition, will be the responsibility of the student to repair or replace. Rank cards and credit recommendations will not be issued for students with outstanding debts.

## **LOCKERS**

Each student will be assigned a locker and combination lock if they request one. Students may not put any other lock on their locker. The locker and lock remain the property of MCST and the administration, the instructor, and the student will have access to the locker. Students have no expectation of privacy in lockers or other school storage facilities. If a replacement lock is required due to misuse or carelessness, the cost of this lock will be the responsibility of the student. It is recommended that students keep their locker locked at all times.

## **BOMB THREATS**

Bomb threats, whether real and carried out or intended as a prank, represents a potential danger to the safety and welfare of students and staff and to the integrity of the school property. Any bomb threat will be regarded as an extremely serious matter and treated accordingly. No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises.

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the Director, Student Services Coordinator, teacher or other employee in position of authority. All bomb threats will be reported immediately to the local law enforcement authorities. Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. In addition, a student who makes a bomb threat shall be subject to disciplinary action by the school which may include suspension and/or expulsion.

A student who encourages or assists another student in making or communicating a bomb threat shall be subject to disciplinary consequences. Any student failing to report information or knowledge of a bomb threat may be subject to disciplinary consequences including suspension or expulsion.

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate opportunity as determined by the Director in consultation with the Board.

## **HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS**

Harassment of students for any reason including race, color, sex, sexual orientation, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal law. 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/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Director will determine appropriate sanctions for harassment of students by persons other than school employees and students.

The Director and/or Student Services Coordinator will investigate complaints of harassment in accordance with the Student Harassment Complaint Procedure. Students who believe they are being harassed should bring this to the attention of their teacher, Student Services Coordinator and/or the Director. Board Policy ACAA-R **Student Discrimination and Harassment Complaint Procedure** was adopted to provide a method of prompt and equitable resolution of student complaints. A copy of this procedure is available to all students in the main office or in the "About Us" section of the school website: <http://midcoast.mainecte.org/about/>.

The school's Affirmative Action Officers are: Robert Deetjen, Student Services Coordinator at (207) 594-2161, x205, or email [rdeetjen@mcst.tec.me.us](mailto:rdeetjen@mcst.tec.me.us) or Sherry Moody at (207) 594-2161, x201 or email [smoody@mcst.tec.me.us](mailto:smoody@mcst.tec.me.us) .

### **STUDENT HAZING**

Maine statute defines injurious hazing as “any action or situation, including harassing behavior, which recklessly or intentionally endangers the mental or physical health of any student personnel or a student enrolled in public school”. It is the policy of the Board that injurious hazing activities of any type, whether on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in injurious hazing activities. Persons not associated with this school unit, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures. In the case of an organization affiliated with this school unit, which authorizes hazing, penalties may include withdrawal of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit. These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject. The Director of the Mid-Coast School of Technology shall assume responsibility for administering this policy. In the event that an individual or organization disagrees with an action – or lack of action – on the part of the Director as she/he carries out the provision of this policy, that individual or organization may appeal to the full School Board. The ruling of the Board with respect to the provision of this policy shall be final.

Students who believe they have been victims of hazing or who observe incidents of hazing are encouraged to report this behavior to a staff member or school administrator. Staff should report any hazing activities to the Director.

### **BULLYING**

The Board has adopted a policy concerning bullying (see Policy Code JICK). Bullying, as defined in this policy, is unacceptable conduct and is prohibited at Mid-Coast School of Technology. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions. Students who believe they have been bullied or who observe bullying behavior are encouraged to report it to an administrator or staff member. Staff should report bullying to the Director.

“Bullying” means any physical act or gesture or any verbally, written, or electronically communicated expression that:

- A. A reasonable person should expect will have the effect of:
  - 1. Physically or emotionally harming a student or damaging a student's property;
  - 2. Placing a student in reasonable fear of physical harm or damage to his/her property; or
  - 3. Substantially disrupting the instructional program or the orderly operations of the school; or
- B. Is so severe, persistent, or pervasive that it creates an intimidation, hostile educational environment for the student who is bullied.

This policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events. It also applies to bullying that occurs at any other time or place

including cyberspace that substantially disrupts the instructional program, operations of the school, or the health or welfare of students.

Examples of conduct that may constitute bullying include, but are not limited to:

- Physical contact or injury
- Threats or harm to student, their possessions, other individuals, whether transmitted verbally, in writing or through cyberspace
- Non-verbal threats and/or intimidation
- Stalking
- Repeated taunting, name-calling, belittling, mocking, put-downs or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability or other personal characteristics

## **RESTRAINT AND SECLUSION**

Physical restraint and seclusion (see Policy Code JKAA) shall only be used as an emergency intervention when the behavior of a student presents an imminent risk of injury or harm to the student or others.

Physical Restraint is defined as: An intervention that restricts a student's freedom of movement or normal access to his or her body, and includes physically moving a student who has not moved voluntarily.

Seclusion is defined as: The involuntary confinement of a student alone in a room or clearly defined area from which the student is physically prevented from leaving, with no other person in the room or area with the student.

A parent/legal guardian who has a complaint concerning the implementation of the policy/procedure must submit it in writing to the Director within twenty (20) business days from the date they were notified. The Director/designee shall investigate the complaint and provide written findings to the parent/legal guardian within twenty (20) business days, if practicable.

A parent/legal guardian who is dissatisfied with the result of the local complaint process may file a complaint with the Maine Department of Education. The Department of Education will review the results of the local complaint process and may initiate its own investigation at its sole discretion. The Department shall issue a written report with specific findings to the parent/legal guardian and the school unit within 60 calendar days of receiving the complaint.

## **DRUG & ALCOHOL USE**

In order to promote the highest possible standards of learning, as well as the physical, social and emotional well-being of students, this policy is designed to: aid students in abstaining from the unlawful use of alcohol and drugs; provide for early intervention when use is detected; and, provide disciplinary action when necessary. Compliance with this policy is mandatory.

Any school staff member who has reason to suspect that a student has violated this policy is expected to report the incident to an appropriate administrator immediately.

The Mid-Coast School of Technology will provide students with information and activities focused on abstaining from the use of alcohol and drugs. Such information and activities will address the legal, social and health consequences of drug and alcohol use and will provide information about effective techniques for resisting peer pressure to use illicit drugs and alcohol.

MCST will work in partnership with students, parents/guardians and local law enforcement officials to eliminate these risks for students. The Mid-Coast School of Technology will provide information, as appropriate, about drug and alcohol counseling and treatment, and programs that are available to students.

Students are prohibited from consuming, possessing, furnishing, selling, receiving, buying, manufacturing or being under the influence of prohibited substances before, during and after school hours, at school, in any school building, on any school premises, in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities, off school property at any school-sponsored or school-approved activity, event or function (such as a field trip or athletic event) where students are under the jurisdiction of the school unit, or at any time or place if the conduct directly interferes with the operation, discipline or welfare of the schools.

The term “prohibited substance” shall include, but not be limited to:

1. Alcohol;
2. Scheduled drugs;
3. Controlled substances;
4. Any performance-enhancing substance listed on the Maine DHHS banned substances list and any other substance which is illegal in Maine or the use of which is illegal for minors;
5. Prescription drugs not prescribed for the student and/or not in compliance with the Board’s policy on administering medications to students (Policy JLCD);
6. Any substance which can affect or change a student’s mental, physical or behavior pattern, including but not limited to volatile materials such as glue, paint or aerosols (when possessed for the purpose of inhalation);
7. Paraphernalia implements used for distribution or consumption of a prohibited substance; or
8. Any look-alike drug or substance that is described as or is purported to be a prohibited substance defined in this section.

Any violation of the terms of this policy shall constitute sufficient grounds for student discipline, including suspension or expulsion from school, at the appropriate discretion of the administration and the Board. Appropriate law enforcement authority shall also be notified of violations of this policy.

### **Concussions**

Like all brain injuries, concussions should be taken seriously. A concussion is the result of a bump, jolt, or blow to the body causing injury to the brain. The results of a concussion can significantly impact the brain’s ability to function normally. Concussions can be life threatening and must be managed appropriately.

Mid-Coast School of Technology students who have sustained a concussion will not be permitted to return to regular school activities until cleared by a medical professional. Students will supply a list of medical and academic accommodations to the Students Services Coordinator and School Nurse.

Concussion Signs and Symptoms (not limited to):

- Difficulty thinking clearly

- Headache
- Blurred vision
- Nausea or vomiting
- Sensitivity to noise or light
- Difficulty remembering new information
- Sadness
- Changes in sleep pattern
- Irritability

Information adapted from the Centers for Disease Control and Prevention

### **SCHOOL CLOSING**

Students are not expected to attend classes at MCST if their sending school is closed for any reason. MCST storm closings will be aired on local radio stations, television channels 6, 8 & 13, and news websites at Village Soup <http://knox.villagesoup.com>; channel 6 at <http://www.wcsh6.com/>; or channel 8 at <http://www.wmtw.com/index.html> .

### **DRESS**

Students at Mid-Coast School of Technology are preparing for a professional life after high school. All students are expected to dress in an appropriate and professional manner that is consistent with business and industry standards for their occupational area. Protective equipment is provided by Mid-Coast School of Technology and **MUST** be worn as directed.

Individual programs may have dress codes that exceed the expectations of the entire school and students must comply with the program requirements.

Students will be asked to change if they cannot comply with the school and/or program expectations. If a student does not have a change of clothes, MCST will provide clothing for the student. A shop grade of zero may be given to students who are unwilling to comply with the program dress code. The school administration shall retain the final authority in determining what is acceptable or not.

Only CLEAR safety glasses will be allowed in MCST shops. Tinted lenses and sunglasses are not allowed in shop areas, unless permitted by the administration.

Inappropriate dress includes, but is not limited to:

1. Bare or Stocking Feet
2. Revealing clothing such as clothes that by design or because of holes or tears must not reveal cleavage, stomachs, sides, backs, bottoms, or undergarments whether standing or sitting.
3. Clothing and headwear that advertises, displays, or promotes alcohol, drugs, or drug related activities, illegal acts, racist sentiments, harassment of any type, indecent writing, pictures, or symbols, violent or inflammatory in nature, sexuality or sexual innuendoes including language with double meanings, and other clothing, attire, messages, pictures or symbols that are disruptive to the school's educational environment.
4. Headwear that covers the student's face, which includes hoods.

5. Gang related items.
6. Jewelry or other types of adornments that may pose a safety hazard. (e.g. spiked collars or cuffs, pointed or jagged necklaces, and any type of metal that covers hands or fists, etc.)
7. Students may wear special dress or costumes for specific events or special occasions during school when approved in advance by administration.

Dress for each program will vary, but students are expected to dress in an appropriate and safe manner that is consistent with business and industry standards for their occupational area.

Protective equipment is provided and must be worn as directed. Clothing that presents a safety hazard, including inappropriate or offensive slogans and/or pictures, is not acceptable. Students who are not appropriately dressed may not be allowed to take part in class or lab activities and receive a zero for their daily grade. Students may elect to bring appropriate or occupation specific attire to change into when working in lab areas. No open toe shoes will be permitted in any shop.

### **TRANSPORTATION**

**Buses:** Sending schools provide bus transportation to and from MCST. Students are required to use this system. While riding on the buses, all students are expected to follow the guidelines and procedures adopted by their school district and to behave properly so that the driver can concentrate on driving. Any behavior that the driver considers distracting is viewed as a serious safety hazard. Students found behaving unsafely may be suspended from riding the bus. Students suspended from the bus will not be issued a car pass and must be transported by a parent or guardian. A meeting with the student's parents may be required before they are allowed back on the bus.

Students are expected to be on time for the bus. Drivers have been instructed not to wait for tardy students. Parents will be responsible for transporting students who miss their bus. Students who miss their bus will be marked absent and will be required to complete a make-up assignment.

Buses will not stop at stores, doctor's offices or job sites. Students will only be picked up and discharged at their home school and MCST. The buses are not taxis; they are on a schedule and any arrangements for a student to ride a different bus must be approved by MCST and the student's high school in advance.

**Walking:** No students are allowed to walk to, or home from MCST, without advance written permission.

**Driving Permits:** Student may obtain special permission to drive their own vehicle to MCST. All vehicles must be registered with the Student Services office and have a parking decal issued to display in the front window of the vehicle. A parent's permission may be obtained prior to issuing the parking permit. The permit must be renewed at the beginning of each school year and may be revoked if a violation occurs.

During normal school hours and other times, students must park in the designated parking areas unless they have written permission of the director for special needs or unless they are doing so for temporary pick up or drop off purposes.

The use of private vehicles on school grounds during school hours is considered a privilege and is subject to revocation for irresponsible behavior.

## **ILLNESS AND ADMINISTRATION OF MEDICATION TO STUDENTS**

Students should see their instructor if they become ill after arriving at MCST. Continuing to work may cause an accident. MCST can provide a place for the student to rest while parent/guardian is being notified.

Although the Board discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short-term illness, injury or disabling condition may require the administration of medication during the school day. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

The intent of this policy (see Policy Code JLCD) is to promote the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens. The Board encourages collaboration between parents/guardians and the schools in these efforts. The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student's self-administration of medication. Parents must contact Mid-Coast School of Technology to make arrangements and provide written permission if medication needs to be administered to their student.

## **VALUABLES**

Students are encouraged not to bring unnecessary amounts of money and/or other valuables to school. MCST does not assume responsibility for the loss of, or damage to, any student property. Student owned radios, tapes or CD players, and other musical devices cannot be used in MCST labs, shop areas, or classrooms, and it is recommended that they not be brought to the school.

## **ELECTRONIC DEVICES**

At the Mid-Coast School of Technology personal electronic devices must be turned off in all shops and classrooms during instructional time and assemblies, unless such devices are being used for instructional purposes. Personal electronic devices may not be used in a way that threatens, humiliates, harasses, or intimidates students, employees or visitors or with the intention of disrupting the electronic communication of another. Devices with a recording capability may not be used to record without the intended subject's knowledge and permission, nor can they be used to view or forward any material that could be considered inappropriate; this behavior could result in police referral. Students who bring these devices to school do so at their own risk. MCST faculty and staff are not responsible for any damaged, missing, or stolen electronic devices. If a student has a personal electronic device that is damaged or stolen, MCST will not utilize administrative time to investigate the incident nor will MCST take any financial responsibility for the personal electronic device or charges/costs associated with the device.

**Minimum** consequences for failing to comply with these rules on a daily basis will range from:

- First offense: When, in the opinion of the instructor, the usage of a personal electronic device is a disruptive influence on the teaching and learning of the student, fellow students, and/or instructor; offending student will be asked to turn off the device and put it away.
- Second offense: Continued offense will result in confiscation of device and parental contact.
- Third offense: Failure to comply with these expectations will result in disciplinary action.

*Personal electronic device is defined as cell phone, pager, smart phone, laptop computers, iPads, iPods, or any electronic device that transmits data or voice.*

## **QUESTIONING AND SEARCHES OF STUDENTS**

The School Board seeks to maintain a safe and orderly environment in the schools. School administrators may question and/or search students in accordance with this policy (see Policy Code JIH). Students, their personal property, and their vehicles may be searched upon reasonable suspicion that they possess any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school. When special circumstances exist, including but not limited to a suspected ongoing violation of the Board's drug/alcohol or weapons policies, or when a potential threat to safety is identified, school administrators may search groups of students or the entire student body without individualized suspicion. Student use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody, and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.

If a search produces evidence that a student has violated or is violating the law, Board policies and/or school rules, such evidence may be seized and impounded by school administrators and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by school administrators. A student who refuses to comply with a search directive may be subject to disciplinary action, including the disciplinary consequences for the suspected violation.

The Director is authorized to develop and implement, with input from legal counsel and/or other appropriate persons, any administrative procedures necessary to carry out this policy.

### **Questioning and Searches of Students Procedure**

The purpose of this administrative rule is to provide guidelines for the conduct of student questioning and searches by authorized school administrators. These are guidelines only and may be adjusted within reasonable and lawful limits on a case-by-case basis. School administrators have the discretion to request the assistance of law enforcement authorities as they deem necessary and in accordance with Board policy. Law enforcement authorities will not participate in searches except under exceptional circumstances.

Any illegal item found during a search that violates Board policies or school rules, or which in the reasonable judgment of school administrators represents a threat to the safety and welfare of the school population shall be seized. Illegal items shall be turned over to law enforcement authorities. Other items shall be stored in a secure location until a determination is made regarding appropriate disposition.

School administrators are required to document all searches and items seized or impounded. The Director and the parents of students involved shall be provided with a copy of such reports.

#### **A. Questioning by School Administrators**

1. School administrators are under no obligation to notify a student's parents/guardians prior to questioning a student regarding alleged violations of Board policies, school rules, and/or federal/state laws.
2. School administrators shall inform the student of the reasons for the questioning and provide an opportunity for the student to respond to any allegations. School administrators shall make a reasonable effort to question the student in a location out of the sight and hearing of other students.

3. If a student fails to cooperate, lies, misleads, or threatens any person during questioning, he/she may be subject to additional disciplinary action.

#### B. Searches of Students, Personal Property in Students' Immediate Possession

1. School administrators are authorized to search students and/or personal property in students' immediate possession, when, in their judgment, there are reasonable grounds to suspect that a student has violated or is violating Board policies, school rules, federal/state laws, or is interfering with the operations, discipline or general welfare of the school.
2. All searches of students and/or their personal property shall be authorized and conducted by a school administrator in the presence of a witness, except where the circumstances render the presence of a witness impractical. A reasonable effort will be made to conduct searches out of the sight and hearing of other students.
3. Searches should be reasonably related to the suspected violation and no more intrusive than necessary to discover the evidence for which the search was instigated. Searches may include pat downs and searches of the student's outer clothes (e.g., pockets, jacket, shoes, hat) and personal belongings (e.g., purse, backpack, gym bag, lunch bag). The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items. If the search produces a reasonable suspicion of the presence of evidence, a broader search may be justified. If a strip search appears to be necessary, law enforcement authorities shall be contacted.
4. Searches which disclose evidence that a student has violated Board policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.

#### C. Searches of Lockers, Desks, and Other School Storage Facilities

1. School administrators shall consult with the Director prior to conducting random searches. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.
2. Searches of individual student lockers, desks, or other storage facilities and their contents based upon reasonable suspicion will be conducted in the presence of the student and a witness, if practical under the circumstances of the search. A reasonable effort will be made to conduct searches out of the sight and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items.
3. Any search which discloses evidence that a student has violated Board policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.

#### D. Patrolling of Parking Lots and Searching Vehicles

1. Students may drive vehicles to school and park in designated areas in accordance with school rules. School administrators retain the authority to patrol parking lots.
2. If school administrators have a reasonable suspicion that a vehicle which a student has parked at school contains evidence that the student has or is violating Board policies or school rules, or federal/state laws, and/or there is a substantial threat to the welfare and safety of the school, a school administrator will search the vehicle in the presence of a witness, except where the circumstances make the presence of a witness impractical.
3. If practical, the student should be present during the search. A reasonable effort will be made to conduct searches out of the sight and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items.

## **INTEGRATED PEST MANAGEMENT NOTIFICATION**

### **Pest Control**

Pesticides pose risks and Mid-Coast School of Technology uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focus on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal and—as a last resort—pesticides. This holistic approach is often called Integrated Pest Management (IPM).

### **Pesticide Use**

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites and parents, guardians and staff have a right to know.

### **Your Right to Know**

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications during the regular school year. In addition, for pesticides applied anytime during the year, notices will also be posted in the school and on school grounds two working days before until 48 hours after the application. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the school's IPM Policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM Coordinator, Rick Migliore, at (207) 594-2161 ext 232.

For further information about pests, pesticides and your right to know, call the Board of Pesticides Control at (207) 287-2731 or visit the Maine School IPM website at [www.thinkfirstspraylast.org/schoolipm](http://www.thinkfirstspraylast.org/schoolipm).

## **ASBESTOS NOTIFICATION**

Mid-Coast School of Technology has been surveyed for asbestos and all asbestos that was identified has been removed following adherence to proper removal procedures.

## CAREER & TECHNICAL EDUCATION PROGRAMS

### **Auto Collision Technology**

Danica Wooster- Instructor

### **Automotive Technology**

Tom Vannah - Instructor

### **Design Technology**

Brandon Soards - Instructor

### **Hospitality - Culinary**

Josh Gamage - Instructor

### **Marine Technology**

Alan Lord - Instructor

### **Machine Shop**

Rich Barratt - Instructor

### **Small Engine Technology**

William Moody - Instructor

### **Horticulture (Islesboro)**

Ryan Martin- Instructor

### **Firefighting**

Mike Drinkwater – Instructor

### **Emergency Medical Technician (EMT) Pre-Engineering – Digital Electronics**

Mike Drinkwater – Instructor

### **Introduction to Technology (North Haven)**

Joel Rowland - Instructor

### **Certified Nursing Assistant (CNA)**

Monique Moreau - Instructor

### **Introduction to Applied Technology**

Cindy Cygan – Instructor

### **Hospitality - Baking**

Charles Butler- Instructor

### **Medical Science for Health Occupations**

Monique Moreau - Instructor

### **Residential Carpentry**

Dan Dishner - Instructor

### **Welding & Metal Fabrication**

Tom Brungardt - Instructor

### **Building / Marine Trades (Vinalhaven)**

Steve Burgess – Instructor

### **Pre-Engineering – Princ. of Engineering**

Loren Arford - Instructor

### **Pre-Engineering – Digital Electronics**

Loren Arford - Instructor

## ACADEMICS

### **English – Tech. Comm. I, II & III**

Sue Stewart - Instructor

### **Mathematics – Algebra I, Algebra II &**

**Geometry** Kristy Hastings – Instructor

### **Social Studies – World History, U.S. History I & II, Gov't & Economics**

Dennis Littlefield – Instructor

## SCHOOL-TO-CAREER PROGRAMS

### **Camden Hills Regional H.S.**

Carol Pelletier

### **Oceanside High School East**

J.C. Bakley

### **Medomak Valley H.S.**

Seth Walton

Mid-Coast School of Technology does not discriminate in its education and employment programs on the basis of religion, age, color, national origin, gender, marital or parental status and disability and complies with Title VI of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the American's with Disabilities Act (ADA) of 1990. Inquiries regarding Title VI, Title IX, 504 and ADA may be made to the Affirmative Action Officer at 1 Main Street, Rockland, ME 04841 or by phone 594-2161.

**MID-COAST SCHOOL OF TECHNOLOGY 2017 - 2018 SCHOOL CALENDAR**

**2017**

**2018**

JULY						
S	M	T	W	T	F	S
						1
2	3	H	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY						
S	M	T	W	T	F	S
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
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13	14	15	16	17	18	19
20	21	22	23	24		26
27	28	29	30	31		

FEBRUARY						
S	M	T	W	T	F	S
					1	2
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10	11	12	13	14	15	16
17	18	H	20	21	22	23
24	25	26	27	28		15+0

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	H	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
S	M	T	W	T	F	S
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8	H	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	H	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

NOVEMBER						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	H		25
26	27	28	29	30		

MAY						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	H	29	30	31		

DECEMBER						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	26	27	28	29	30

JUNE						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DAYS OF NOTE	
8/23 - 24	Opening In-service – All staff
8/28	Opening In-service – All staff
8/29	First Day of School
9/1	In-service – All staff
9/4	Labor Day Holiday
10/6	In-service Day
10/9	Columbus Day Holiday
10/12	Open House
11/2	PAC Meetings
11/3	End of Quarter 1
11/10	Veterans Day Holiday
11/22	Comp Day for Conferences
11/23	Thanksgiving Day Holiday
11/24	Day after Thanksgiving
12/22 - 1/1	School Vacation
12/25	Christmas Day Holiday
1/1	New Year's Day Holiday
1/10	Skills Competition
1/15	Martin Luther King, Jr. Day Holiday
1/19	End of Quarter 2
2/19 - 2/23	School Vacation
2/19	Presidents' Day Holiday
3/2	In-service Day – Skills Competition
3/30	End of Quarter 3
4/16 - 4/20	School Vacation
4/16	Patriots' Day Holiday
4/26	PAC Meetings
5/3	NTHS Induction Ceremony
5/28	Memorial Day Holiday
6/14	Last Student Day of School
6/15	Last Staff Day of School

CALENDAR KEY	
H	Holiday, no school
■	No teachers or students
■	Teacher work day/no students
—	End of marking period

Calendar provides:  
175 student days \* 183 teacher days  
5 snow days

## **STUDENT COMPUTER & INTERNET USE AND SAFETY POLICY**

Mid-Coast School of Technology provides computers, network and Internet access to support the educational mission of the school. This policy and the accompanying rules also apply to laptops and desktop computers and/or other emerging technologies issued directly to students, whether in use at school or off school premises. MCST defines "computer" to mean any electronic computing device including but not limited to a laptop, desktop, smart phone, portable game station, game console, etc.

Student access to computing devices and school networks will be provided when necessary, therefore, students are not allowed to use privately-owned computers at school unless authorized and defined in an IEP, for medical reasons or directed to do so by an administrator or the computer systems manager. A privately-owned computing device brought to school without authorization may be confiscated.

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

MCST computers remain under the control, custody and supervision of the school unit at all times. The school unit monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on or off school property. This policy and the related rules (IJNDB-R) apply to district computer use by students while on or off school grounds.

The Mid-Coast School of Technology utilizes filtering technology designed to block materials that are deemed obscene or harmful to minors, and child pornography. MCST takes precautions to supervise student use of the Internet and also educates students about appropriate use of the Internet, but parents should be aware that MCST cannot reasonably prevent all instances of inappropriate computer use by students that may violate Board policies and rules, including access to objectionable materials and communication with persons outside of the school.

Students and parents shall be informed of this policy and the accompanying rules through the student handbook and other means selected by the Director.

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

### **IJNDB-R STUDENT COMPUTER AND INTERNET USE AND SAFETY RULES**

All students are responsible for their actions and activities involving school unit computers, tablets, network and Internet services, and for their computer files, passwords and accounts. The use of school computing devices, networks and other infrastructure by students is a privilege, not a right. These rules provide general guidance concerning the use of the school unit's computers and examples of prohibited uses. 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 or Computer Systems Manager. These rules apply to all school computing devices (see definition for computer in policy IJNDB) and all school-provided laptops wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed.

#### **A. Acceptable Use**

1. The school unit's computers, network and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goals.
2. Students must comply with all Board policies, school rules and expectations concerning student conduct and communications when using school computers and network 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 and must read and sign an acceptable use policy.

## **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 and Digital Citizenship** – Students must practice good digital citizenship and may not use the school unit's computers, network and Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers.

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 information technology director. Unauthorized copying of software or other copyrighted material such as movies, etc. 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.

5. **Use for Non-School-Related Purposes** - Using the school unit's computers, network and Internet services for any personal reasons not connected with the educational program, authorized after-school activities or school assignments.

6. **Misuse of Passwords/Unauthorized Access** – Students may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.

7. **Malicious Use/Vandalism** – Students may not engage in any malicious use, disruption or harm to the school unit's computing devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses. Students shall take every precaution to ensure that the computing devices are protected and safe from damage, including liquid spills, drops, etc.

8. **Avoiding School Filters** – Students may not attempt to or use any software, utilities, proxy servers, peer-to-peer networks or other means to access Internet sites or content blocked by the school filters. Students may not bypass school networks by broadcasting a personal network device from a cell phone or other personal device.

9. **Unauthorized Access to Blogs/Social Networking Sites, Etc.** –Students may not access blogs, social networking sites, etc. to which student access is prohibited by filters or other means. Occasionally access to such sites or tools may be permissible when authorized by a teacher or administrator for educational purposes.

11. **Mass Email** – Students must not send mass email or SPAM from a school unit computing device or network.

12. **Inventory Asset Tags** - Students are not permitted to remove or deface asset tags from computing devices.

## **C. Compensation for Losses, Costs and/or Damages**

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

## **D. Student Security**

A student is not allowed to reveal his/her full name, address, telephone number, social security number or other personal information on the Internet while using a school computer without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

## **E. System Security**

The security of the school unit's computers, network and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher or building administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

## **F. Additional Rules for Use of Privately-Owned Computing Devices by Students**

1. A student's privately-owned computing device, cell phone, etc. in school must adhere to all Student Computer Use Policies and Rules and the Acceptable Use Policy. There must be an educational basis for the use of any computing device brought from home.

2. The Computer Systems Manager or staff will determine whether a student's privately-owned computing device meets the school unit's network requirements and will determine if that device may be used in the school buildings.

3. Use of these devices may be prohibited if it is determined that there is not a suitable educational basis and/or if the demands on the school unit's network or staff would be unreasonable.

4. The student is responsible for proper care and security of his/her privately-owned computing device, including any costs of repair, replacement or any modifications needed to use the computer at school.

5. The school unit is not responsible for damage, loss or theft of any privately-owned devices.

6. Students are required to comply with all Board policies, administrative procedures and school rules while using privately-owned computing devices at school.

7. Students have no expectation of privacy in their use of a privately-owned computing device while at school. The school unit reserves the right to search a student's privately-owned device if there is reasonable suspicion that the student has violated Board policies, administrative procedures or school rules, or engaged in other misconduct while using the device.

8. Violation of any Board policies, administrative procedures or school rules involving a student's privately-owned computing device may result in the revocation of the privilege of using the device at school and/or disciplinary action.

9. The school unit may confiscate any privately-owned computing device used by a student in school without authorization as required by these rules. The contents of the device may be searched in accordance with applicable laws and policies.

Cross Reference: IJNDB – Student Computer and Internet Use and Safety

## **USE OF CLOSED CIRCUIT CAMERAS**

Closed circuit cameras may be in use on campus and notices will be posted in each area where cameras are located. Closed circuit cameras will be used in a manner that respects individuals' privacy as required by law. (See Policy ECAF Use of Closed Circuit Cameras.)

## MCST Daily Schedule

### AM Session:

7:55	Classrooms open for students
8:15	Warning bell - students should be in the classrooms
8:20	Classroom instructional time
10:25	Bell for clean up
10:30	Dismissal for all students

### LUNCH

### PM Session:

11:15	Classrooms open for students
11:20	Warning bell - students should be in the classrooms
11:25	Classroom instructional time
1:30	Clean up for MVHS
1:35	Dismissal – MVHS
1:45	Clean up for remaining students
1:50	Dismissal – All Students

**MID-COAST SCHOOL OF TECHNOLOGY  
STUDENT REGISTRATION 2017-2018**

**STUDENT:**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ M.I.: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ SEX: MALE FEMALE

RESIDENT ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BIRTH DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ EMAIL: \_\_\_\_\_

RACE: ASIAN BLACK/AFRICAN AMERICAN WHITE/CAUCASIAN HISPANIC AMERICAN INDIAN

GRADE: 8 9 10 11 12 PG HIGH SCHOOL: \_\_\_\_\_

**PARENT/GUARDIAN 1 (LIVING IN HOUSEHOLD):** RELATION TO STUDENT: \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ M.I.: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**PARENT/GUARDIAN 2 (LIVING IN HOUSEHOLD):** RELATION TO STUDENT: \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ M.I.: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**EMERGENCY CONTACTS (OTHER THAN PARENTS):**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ M.I.: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ RELATION TO STUDENT: \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ M.I.: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ RELATION TO STUDENT: \_\_\_\_\_

**ADDITIONAL MAILING (IF ANOTHER PARTY NEEDS TO RECEIVE MAILING ON THIS STUDENT):**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ M.I.: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ RELATION TO STUDENT: \_\_\_\_\_

RESIDENT ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

# Mid-Coast School of Technology

## Infinite Campus Portal Acceptable Use Guidelines

Infinite Campus Portal provides an opportunity for students and parents to access student information. Once you log on to the portal you will be able to access information including grades, attendance, schedule, and an access log. Please complete the form and return it to MCST, an access code and guide will be emailed to you.

Mid-Coast School of Technology reserves the right to discontinue or deny access to the Infinite Campus portal for any reason, including abuse of the portal, court orders, or other legal proceedings. Students and parents/guardians must follow the rules provided by both the school rules and the law.

### Use of Infinite Campus Portal

Access to Infinite Campus is a privilege, not a right. Users of Infinite Campus are expected to adhere to the following guidelines:

1. Users shall act in a responsible, legal, and ethical manner.
2. Users are responsible for keeping their Infinite Campus passwords confidential and should take all reasonable precautions to prevent others from being able to use their account.
3. Users shall not share their password with anyone, including their own family members.
4. Users shall not set their computer to automatically log into Infinite Campus.
5. Users who identify a security problem with Infinite Campus must notify the MCST Student Services Coordinator immediately, without demonstrating the problem to anyone else.
6. Users shall not attempt to gain unauthorized access to Infinite Campus or to go beyond access authorized by Mid-Coast School of Technology. This includes attempts to log in through another person's account or to access another person's files.
7. Users shall not make deliberate attempts to disrupt the Infinite Campus system or to destroy any data on Infinite Campus.
8. Users shall not attempt to harm or destroy data of another user or the school by spreading viruses or other means.
9. Users shall not use Infinite Campus for any illegal activity, including violation of Data Privacy Laws. Anyone found to be in violation of these laws may be subject to Civil and/or Criminal prosecution.

### Limitation of Liability

Students and parents/guardians are responsible for their use of Infinite Campus. Mid-Coast School of Technology does not guarantee that Infinite Campus will be error-free or without defect. Mid-Coast School of Technology will not be responsible or liable for any damage a student or parent/guardian may suffer as a consequence of using Infinite Campus or information through Infinite Campus.

### Access

Students and parents/guardians must agree to adhere to the rules outlined in these guidelines. Violations of these guidelines may result in loss of access as well as other disciplinary or legal action.

Acknowledged by: **Signature:** \_\_\_\_\_ Date \_\_\_\_\_

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

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

Parent Email: \_\_\_\_\_

Please list below any medications your student is taking and any health issues we need to be aware of:

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**STUDENT PERMISSIONS**

\_\_\_\_\_ (**Student name**) has my permission to take part in field trips and work projects of his/her program.

**Further**, I understand and agree to abide by the Student Computer and Internet Use and Safety Policy and Rules. I understand that any violation of the regulations described herein may result in loss of use privileges as well as school disciplinary action and/or legal action. Signing below indicates I have also read and understand the contents of MCST's Student Handbook.

\_\_\_\_\_ DATE

\_\_\_\_\_ **SIGNATURE OF STUDENT**

During the course of the school year, your student and their work may appear in photograph(s), video and/or article(s) that the Mid-Coast School of Technology may select to release to media source(s) including but not limited to: Village Soup, The Courier-Gazette, The Camden Herald, Free Press, Bangor Daily News, Portland Press Herald, Maine Sunday Telegram, Lincoln County News and other local publications.

The Mid-Coast School of Technology has my permission to use my student's name and/or photo in school related press releases or articles relating to school activities during the 2017-2018 school year. If circumstances require, I will notify MCST in writing that I no longer give permission for the above.

\_\_\_\_\_ I grant permission for my student and their work to appear in media releases and promotional materials authorized by MCST including press releases, student identification cards, stories related to school activities, and video-taped events/activities in current and future publications.

\_\_\_\_\_ I do not grant permission for my student to appear in media releases authorized by MCST.

Under Maine law, the Mid-Coast School of Technology shall not publish on the Internet any information that identifies a student, including but not limited to the student's full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents' names, without written parental consent. This form allows MCST to publish the following information on the Internet:

- Full name of student in connection with awards received, extra-curricular activities and school-related events
- Groups and/or individual photographs of students
- Individual student or class work to showcase student accomplishments
- Recordings (or teleconferencing) of in-class lectures discussions, or demonstrations.

\_\_\_\_\_ I grant permission for my student's name and their photo to appear on the Internet.

\_\_\_\_\_ I do not grant permission for my student's name and photo to appear on the Internet.

My signature below indicates I have read and understand MCST's Student Handbook.

**Parent/Guardian Signature** \_\_\_\_\_ Date \_\_\_\_\_