



Student Forms

Dear Mid-Coast Student and Parent(s)/Guardian(s),

We would like to welcome you to the 2020-2021 school year at Mid-Coast School of Technology. In order to participate in programs, there are some important forms that need to be completed first. Please see the list below. If there is something you do not want to sign, please still submit it so we know you got it and write the student's name at the top.

Please return all forms by Monday/Tuesday, September 14th/15th.

Forms that must be completed:

- Student Registration: please complete by going to mcst8.org/current-students/. Paper copies are available in the Main Office.
- Handbook Verification, Health Information, and Field Trip permission: please sign and return
- Infinite Campus Portal Acceptable Use Guidelines: please sign and return
- Media Permission: please sign and return
- Lunch Form: should be completed by all students regardless of qualification and returned
- Maine Military Family Indicator Form: please fill out and return

Optional Forms:

- Driving and Parking Permit Application: please complete by going to mcst8.org/current-students/. A copy of your driver's license and registration will need to be submitted to the main office along with the \$3 fee.

Attachments for your information:

- Copper/Steel Calendar (Mid-Coast color day calendar)

Student Handbook Verification

This must be signed before a student participates in a shop.

Signing below indicates I have read and understand the contents of MCST's Student Handbook. 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.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Health Information:

Please list below any medications, allergies or other health issues that we need to be aware of (Please include food allergies):

Field Trip Permission

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

Parent/Guardian Signature _____ Date _____

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. Please complete the form and return it in person to the MCST office to receive your login information. Once you log on to the portal you will be able to access information including grades, attendance, schedule, and an access log.

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:

Parent Signature: _____ Date _____

Parent Name: _____ Parent Email: _____

Student Signature: _____

Student Name: _____

Media Permission

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 2020-2021 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.

Parent Signature: _____ Date _____

MCST - SY 2020-2021 FREE AND REDUCED PRICE SCHOOL MEAL HOUSEHOLD APPLICATION

Complete one application per household for all children.

A household is a person(s) living together that shares income and expenses, even if not related.

Step 1: STUDENT INFORMATION: List all students living in the household

_____	_____	_____	Foster Child	Homeless/Migrant
Student Last Name	Student First Name	School	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	Foster Child	Homeless/Migrant
Student Last Name	Student First Name	School	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	Foster Child	Homeless/Migrant
Student Last Name	Student First Name	School	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	Foster Child	Homeless/Migrant
Student Last Name	Student First Name	School	<input type="checkbox"/>	<input type="checkbox"/>

Step 2: BENEFITS Do any members of your household (including you) receive SNAP, TANF or FDPIR assistance? Y / N
 If no > complete Step 3. If yes > provide the case number and name of the person receiving these benefits. Do not complete step 3.

Name: _____

 SNAP or TANF Number Letter

Step 3: INCOME List all Household Members. Include yourself & students listed above. List gross income for each person.

Names	Gross Income (before deductions)														
	Earnings from Work before deductions	Weekly	Every 2 weeks	2 times/month	Monthly	Welfare, Child Support, Alimony received	Weekly	Every 2 weeks	2 times/month	Monthly	Pensions, Retirement, Social Security & All Other Income	Weekly	Every 2 weeks	2 times/month	Monthly
Household Member	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 4: Required - Adult signature and last four digits of social security number

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.

Signature of Adult: _____ Last 4 Digits of Social Security Number: _____ I do not have a Social Security Number

Printed Name: _____ Phone: _____ Email: _____

Address: _____ Date: _____

*** FOR SCHOOL USE ONLY ***

Annual Income Conversion: Weekly x 52, Every 2 weeks x 26, Twice a month x 24, Monthly x 12

Total Income: _____ Household Size: _____ Free _____ Reduced _____ Denied _____ Categorically eligible free: _____

Determining Official's Signature: _____ Date: _____

For Verification purposes only - Confirming Official's Signature: _____ Date: _____

Step 5: Optional CHILDREN'S ETHNIC and RACIAL IDENTITIES You are **not required** to answer this question.

Mark one ethnic identity:

- Hispanic or Latino
 Not Hispanic or Latino

Mark one or more racial identities:

- Asian
 White
 Black or African American
 American Indian or Alaska Native
 Native Hawaiian or Other Pacific Islander
 Other

NOTIFICATION OF ELIGIBILITY

DATE:

Dear Parent/Guardian:

Your application for free or reduced price meals for your child(ren) has been:

- Approved for applicable programs listed below (check all that apply)
- | | |
|--|---|
| <input type="checkbox"/> Free Lunches | <input type="checkbox"/> Reduced price lunches at \$_____ per meal |
| <input type="checkbox"/> Free Breakfasts | <input type="checkbox"/> Reduced price breakfast at \$_____ per meal |
| <input type="checkbox"/> Free After School Snacks | <input type="checkbox"/> Reduced price After School Snacks at \$_____ per snack |
| <input type="checkbox"/> Free Milk for K and Pre-K, if meals are unavailable to them | |
- Denied because:
- | | |
|---|---|
| <input type="checkbox"/> Household income is over the amount allowable. | <input type="checkbox"/> The application is missing_____. |
|---|---|
- Other_____.

You may appeal this decision by contacting the Hearing Official, Sherry Moody at (207-594-2161)

Sincerely,

Charles Butler, Foodservice Director

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not submit all needed information, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the primary wage earner or other adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

The Maine Human Rights Act prohibits discrimination because of race, color, sex, sexual orientation, age, physical or mental disability, genetic information, religion, ancestry or national origin.

Complaints of discrimination must be filed at the office of the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333-0051. If you wish to file a discrimination complaint electronically, visit the Human Rights Commission website at <https://www.maine.gov/mhrc/file/instructions> and complete an intake questionnaire. Maine is an equal opportunity provider and employer.

(Federal Statement Revised 1/3/2020)

Maine Military Family Indicator

The information provided on this form is reported for the Military Interstate Compact and Every Student Succeeds Act. No personally identifiable information on this form is provided to the federal government. Please complete one form per school where your children attend:

Student Name(s): _____ Parent Name: _____

Please check only one	Description	Definition
	<p>Active Duty in the United States</p> <ul style="list-style-type: none"> • Army • Navy • Air Force • Marines • US Coast Guard 	<ul style="list-style-type: none"> • Student is a dependent of a member in <ul style="list-style-type: none"> ○ full-time duty in the active military service of the United States, including <ul style="list-style-type: none"> ▪ fulltime training duty ▪ annual training duty ▪ attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned.
	<p>Full Time National Guard</p>	<ul style="list-style-type: none"> • Student is a dependent of a member in training or other duty (other than inactive duty) <ul style="list-style-type: none"> ○ performed by a member of the Army National Guard of the United States or the Air National Guard of the United States in the member's status as a member of the National Guard of a State or territory, the Commonwealth of Puerto Rico, or the District of Columbia under section 316, 502, 503, 504, 504, or 505 of title 32 ○ for which the member is entitled to pay from the United States or for which the member has waived pay from the United States.
	<p>Part-time National Guard or Reserve</p>	<ul style="list-style-type: none"> • Student is a dependent of a member of: <ul style="list-style-type: none"> ○ the National Guard (not Full-time duty) ○ Reserve Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard)
	<p>Not currently Military Connected</p>	<ul style="list-style-type: none"> • Student is not a dependent of a member of one of the above.

Notes: If at least one parent serves in active uniformed service of the United States, check Active Duty. If more than one parent is currently in the military, use the status of the parent with the most military involvement.

MID-COAST SCHOOL OF TECHNOLOGY 2020 - 2021 SCHOOL CALENDAR - FINAL

2020

2021

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	E	14	15	16
17	H	19	20	21	22	23
24	25	26	27	28	29	30
31						19+0

AUGUST						
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	31					

FEBRUARY						
S	M	T	W	T	F	S
	1	2	E	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						15+0

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

MARCH						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	E	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			22+1

OCTOBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	H	13	14	15	16	17
18	19	20	E	22	23	24
25	26	27	28	29	30	31
						20+1

APRIL						
S	M	T	W	T	F	S
				1	2	3
4	5	6	E	8	9	10
11	12	13	14	15	16	17
18	H	20	21	22	23	24
25	26	27	28	29	30	
						17+0

NOVEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	H	12	13	14
15	16	17	E	19	20	21
22	23	24	--	H	--	28
29	30					17+1

MAY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	E	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	H					20+0

DECEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	E	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	H	26
27	28	29	30	31		16+0

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			14+1

DAYS OF NOTE	
9/2-3	Opening In-service Days – All staff
9/7	Labor Day Holiday
9/8	In-service Day
9/9	First Student Day
9/18	In-service Day
9/27	Annual Car Show
10/9	In-service Day
10/12	Indigenous Peoples Day
10/15	Open House
11/5	PAC Meetings
11/13	End of Quarter 1
11/11	Veterans Day Holiday
11/25	Comp Day for Conferences
11/26	Thanksgiving Day Holiday
12/10	Skills USA Competition
12/23 - 1/1	School Vacation
12/25	Christmas Day Holiday
1/1	New Year's Day Holiday
1/18	Martin Luther King, Jr. Day Holiday
1/29	End of Quarter 2
2/15 - 2/19	School Vacation
3/19	In-service Day – Skills Competition
4/9	End of Quarter 3
4/19 - 4/23	School Vacation
5/6	PAC Meetings
5/13	NTHS Induction Ceremony
5/27	Senior Recognition Day
5/31	Memorial Day Holiday
6/25	Last Student Day of School
6/28	Last Staff Day of School (Comp Day)

CALENDAR KEY	
H	Holiday, no school
■	No teachers or students
■	Teacher work day/no students
—	End of marking period
E	Early Release Days
■	Copper Days - Day 1
■	Steel Days - Not Highlighted

Calendar provides:

175 student days * 183 teacher days
5 snow days

Early Release Dates – District-wide:
September 23, 2020 ~ October 21, 2020
November 18, 2020 ~ December 9, 2020
January 13, 2021 ~ February 3, 2021
March 10, 2021 ~ April 7, 2021
May 12, 2021