



2023-2024 Student/Parent Handbook

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

Visit SRTC at www.sanford.org

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Mission Statement

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

A Message from the SRTC Administration

Dear SRTC students and parents/guardians,

On behalf of the faculty and staff of the SRTC, we welcome you to SRTC for the 2023-2024 school year. Whether you are new to SRTC this year or returning, we are pleased that you have chosen to include technical training as a part of your high school career and we look forward to working with you.

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

Please read this handbook to become familiar with the expectations of our center; the policies, procedures, and expectations set forth in this handbook are designed to help ensure student success. Most of the questions that you might have regarding the operation of our center will be answered on the following pages. If you have questions or concerns, please feel free to contact us at 324-2942.

We are excited to have and hope that you have a successful school year!

Matt Petermann

Director

Mike Redmond

Assistant Director

Notice of Non-Discrimination

The Sanford Regional Technical Center offers career and technical instruction in 22 diverse programs of learning. More information regarding our programs and their prerequisites can be found on our website at www.sanford.org. The Sanford Regional Technical Center does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, religion or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Mr. Steve Bussiere, Assistant Superintendent, (207) 324-2810, sbussiere@sanford.org. If you have questions, have witnessed, or have experienced acts of discrimination based on these criteria and wish to express a grievance, please contact Mr. Bussiere or the SRTC Director, Matt Petermann.

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

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

Sanford Regional Technical Center Faculty & Staff, 2023-2024

Staff members may be contacted via e-mail by first initial, last name@sanford.org For example, Matt Petermann's email is mpetermann@sanford.org. Exceptions are noted below.

Ellen Barry Health Occupations Room E118 ebarry2@sanford.org
Jennifer Bartlett Career Planning Coordinator Room A231
Joseph Bolduc Precision Manufacturing Room C134
Darlene Breton Administrative Assistant Main Office, A112
Jason Brown Automotive Collision Repair Room C139 jbrown3@sanford.org
Russell Clark Engineering/Architectural Design Room C202
John Couture Culinary Arts Room D123
Richard Couture Automotive Technology Room C133
Dale Dow Pre-K Lead Teacher Room A143
Pamela Durack Landscaping & Horticulture Room D150
Brittany Eaton Cosmetology Room D132
Diane Emerson-Holm Health Occupations Room E128
Stephanie Emmons Administrative Assistant Main Office, A110
Deanna Farrell Student Services Counselor Office A234
Timothy Fecteau Electrical Wiring Room C113
Fredric Gluck Information Technologies & Networking Room D212
Officer Paul Goldsmith School Resource Officer
Paul Peck Plumbing Room C101
James Harmon Video Production Room B101 jharmon2@sanford.org
Adam Hartford Welding & Metal Fabrication Room C138
Troy Hathaway Building Trades Room C127
Sharon Jackson Emergency Medical Technician Room E140
Michelle Johnson Early Childhood Education Room E104
Susan Lamoreau Academy of Business Room D245
Anita Lavigne Digital Design Room B112
Peg Levasseur Special Projects Manager Main Office, A118
Courtney Naylor Administrative Assistant Room D102, Nurse's Office
Matt Petermann Director Main Office, A111
Mike Redmond Assistant Director Main Office, A117
Jason Richard Career Exploratory Room C117
Sarah Schnell WSSR-TV Studio Manager Office B107
Katie Schindler Career Exploration Coordinator Office D211
Juli Sibley Pre-K Educational Technician II Room A143
Lynne Signore School Nurse Room D102
Brent Sirois Engineering Applications w/Robotics Room C105
Captain Harold Smith Fire Science Room E140
Officer Michael "Tipper" Thornton Law Enforcement Room E228 tthornton@sanford.org

2023-2024 SRTC Daily Schedule

The SRTC Main Office is open from 7:00 A.M. to 3:00 P.M. on all school days.

SRTC Programs are scheduled to run Monday through Friday on all Sanford District school days.

AM session - 7:50 A.M. - 10:00 A.M.

PM session - 10:55 A.M. - 1:00 P.M.

Sanford Regional Technical Center's Operational Model

The Sanford Regional Technical Center (SRTC) opened at its original location in 1969 to provide career and technical education (CTE) to high school students in the southern and central sections of York County. SRTC is considered an extension of eight area high schools; Kennebunk, Massabesic, Marshwood, Noble, Sanford, Traip Academy, Wells and York. Students from those schools spend about half of their day at the new SRTC location in Sanford, which opened in October of 2018. The center operates two sessions per day from 7:50 A.M. to 10:00 A.M. and 10:55 A.M. to 1:00 P.M. This provides participating students an opportunity to receive hundreds of hours of performance-based learning and earn up to four elective credits per year towards their high school graduation.

Important School Calendar Dates

Please note that a complete Sanford School Department calendar is located on the [website](#).

Wednesday, August 30th SRTC in session* (First Day of Classes for all SRTC students)
Thursday, August 31st SRTC in session*
Friday, September 1st SRTC not in session*
Monday, September 4th SRTC not in session (Labor Day)
Friday, October 6th Teacher Workshop Day-SRTC not in session
Monday, October 9th SRTC not in session (Indigenous Peoples Day)
Friday, November 3rd End of Quarter 1
Tuesday, November 8th SRTC in session* (Election Day)
Friday, November 10th SRTC not in session (Veteran's Day)
Wednesday, November 22nd- Friday, November 24th Thanksgiving and Break
Monday, December 25th- Tuesday, January 2nd Christmas, Break and New Year's Day Monday,
January 15th SRTC not in session (Martin Luther King, Jr. Day)
Friday, January 19th End of Quarter 2 and Semester 1
Monday, February 19th- Friday, February 23rd President's Day and Break
Friday, April 5th End of Quarter 3
Friday, April 12th SRTC in session*
Monday, April 15th- Friday, April 19th Patriot's Day and Break
Monday, May 27th SRTC not in session (Memorial Day)
Tuesday, June 5th Last day of school (with no storm days used) **

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

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

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

The Sanford School Department holds an Early Release Day each Wednesday. SRTC students are dismissed at the usual times on these days.

General Information

Activities at SRTC

FIRST Robotics

Our FIRST Robotics Team is one component of the SRTC Engineering Applications with Robotics Program. FIRST Robotics defines this activity as, “Combining the excitement of sport with the rigors of science and technology. We call *FIRST* Robotics Competition the ultimate Sport for the Mind. High-school student participants call it ‘the hardest fun you’ll ever have.’” For more information about FIRST Robotics, please contact our Engineering Applications with Robotics Instructor, Brent Sirois, at 206-1792 or bsirois@sanford.org.

National Technical Honor Society

The National Technical Honor Society seeks to honor student achievement and leadership, promote educational excellence, and enhance career opportunities for America’s top workforce education students. NTHS also promotes business and industry critical work-place values, which include honesty, responsibility, initiative, teamwork, productivity, leadership, and citizenship. For more information about NTHS, please contact NTHS Advisor Stephanie Emmons, at (207) 206-1764 or semmons@sanford.org.

SkillsUSA

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

Counseling/Career Services

Counseling Staff

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

Our counseling/guidance staff provides a variety of services ranging from personal assistance to career exploration and post-secondary planning. We urge you to take advantage of the many resources available to you in the Counseling Offices and the Career Planning Center. Contact information for our counseling staff can be found in the staff directory in this handbook.

On the Career Side

Whether your goal is to enter the workforce when you graduate, go on for further schooling or enlist in the Armed Services, your career planning counselor has invaluable information for you in each of these areas. The

Career Planning Center at SRTC is staffed by a full-time Career Planning Coordinator, who will work with students on an individual and/or group basis to design and implement your post-secondary plans.

On the Personal Side

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

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

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

Nurse

The nurse's office is located just beyond SRTC's main office in the D (green) wing (D102). A student who needs to see the nurse during the school day must obtain a pass from their instructor or the SRTC Office. Our nurse, Lynne Signore, can be reached at 206-1708 or lsignore@sanford.org.

Special Services

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

Student Recognition

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

Student Records

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

Academics

Extra Help/Make-Up Work

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

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

GRADING AND PROGRESS

Criteria for Continuation in the Second Year of a Program

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

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

Grading/Ranking System

Our grading system follows this format:

Letter Grade	Numeric Equivalent	Definition
A	93-100	Excellent work and performance
B	85-92	Above average work and performance

C	77-84	Average work and performance
D	70-76	Passing, but below average work and performance

F	0-69	Unsatisfactory, failing work and performance
P		Satisfactory work in a pass/fail course
I		Incomplete
W		Withdrawn

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

Infinite Campus

Parents are encouraged to set up an Infinite Campus account, which will enable them to view their son or daughter’s grades and attendance. Please contact Anne L’Heureux at alheureux@sanford.org obtain access to the Infinite Campus Parent Portal..

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

1. Log into sanford.org/Menu/Family Links/Infinite Campus Info & Portal Account/Log-In to Infinite Campus Portal/Campus Student
(<https://sanfordme.infinitecampus.org/campus/portal/students/sanford.jsp>)
 - a.If you are a Sanford High student, you already have an account. You have to select SRTC as the

“school” from the drop down menu (at top).

b.If you are not a Sanford High student, proceed with these log-in instructions below. If your partner school utilizes Infinite Campus, you will now have two separate IC accounts.

2. Enter the following username and password information (all lowercase) at the Infinite Campus log-in prompt:

User Name	Password
Your SRTC Student ID	Your first initial of your first name and your full last name and a 6-digit Date of Birth
example: 12345	Patty Cake DOB of January 6, 2002 is: example: pcake010602

3. Choose a new password and enter your email address (one that you check) to verify your new password. SRTC staff will NOT know your new password so please document that so you can retrieve it if forgotten.
4. Ask your instructor to email dfarrell@sanford.org with the specific concerns and include what username and password you have tried.

Progress Reports

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

Report Cards

Report cards will be available to parents and students electronically through the Infinite Campus portal beginning in 2023. Communication will be sent via text/email to parents when grades have been posted and report cards are available to view. Report cards will also be shared with the students primary enrolling high school at that time. Please refer to “Important School Calendar Dates” at the front of this handbook for quarter end dates. At the end of the year, we will send a final report card to the address on record.

Student Recognition

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

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

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

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

Parent-School Communications

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

- E-mail and voice mail is best used for routine questions, to schedule appointments or to share non-confidential information about your child. Sensitive information is best shared in person or a direct phone call.
- If an issue is urgent, it is best to contact the office so that it can be addressed quickly. We can be reached at (207) 324-2942.
- Please keep emails and voicemails as short as possible and be sure to include your contact information.
- Remember that school staff members have many duties during the school day and many students for whom they are responsible. Generally, staff will respond to emails and voicemails within two school days. If you wish to speak with a staff member during the day, please call the school and leave a message. The staff member will return your call when they are available.

If you have a concern about your child's progress in his/her program, please make contact with the program instructor first. If after speaking with or meeting the program instructor, you or your child still have concerns, you may contact the SRTC Director, Matt Petermann at (207) 206-1779 or mpetermann@sanford.org the SRTC Assistant Director, Michael Redmond at (207) 206-1765 or mredmond@sanford.org.

In addition, students in the Cosmetology program may file a complaint with the Office of Professional and Occupational Regulation, Barbering and Cosmetology Licensing Program, 35 State House Station, Augusta, ME 04333 or visit the Office's website at www.maine.gov/professionallicensing

Program transfers or withdrawals

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

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

Safety

Accidents

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

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

Emergency & Evacuation Procedure

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

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

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

In addition to the use of the fire alarm signal, the following intercom announcements may be used in the case of certain emergencies. Please be familiar with these announcements and listen for directions from your instructor or other staff member.

Clear the Halls

Emergencies of a non-life threatening nature can trigger a “clear the halls” response i.e. medical emergencies, lost students, fights and/or disorderly students.

Alertus Message: “Attention, this is a clear the halls notification.” Staff and students please clear the halls and return to your assigned location. Staff and students will remain in their assigned location and wait for further instruction.”

Shelter in Place

When it is not safe to exit the building (i.e. harsh weather conditions or an external gas leak. Staff and students will be instructed to “shelter in place” in a large common area of the school.

Evacuation

Evacuation areas are used when conditions outside are safer than inside. All students and staff must move from the school to the outdoor Emergency Assembly Area (EAA) located at least 300 feet away from the school. Students and staff will move to an off-campus Emergency Relocation Site when it is not safe to use the Emergency Assembly Area.

Alertus Message: “Attention, this is an evacuation, please exit the building at this time in an orderly fashion. Students leave backpacks in classrooms.”

Lockdown

A lockdown occurs when the school administrative team and/or designees receives information that a crime of violence and potentially dangerous to human life is occurring and/or is imminent. A lockdown is a semi-secure

starting point from which to make your survival decisions.

Note: In the event a fire alarm sounds during a lockdown, remain secured and evacuate when safe.

Alertus Message: “May I have your attention, this is a lockdown. Please secure yourself in the nearest classroom or office until further instruction.”

Inclement Weather or Other Emergencies

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

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

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

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

Safety pledge

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

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

Student Responsibilities

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

SRTC uses Sanford School Committee policies and Sanford High School procedures as guidelines in dealing with disciplinary matters and consults with partner school administration in determining consequences when necessary. Instructors will establish class rules, expectations, and consequences and share those with students during the first week of school. In matters involving classroom disciplinary issues, instructors will notify parents.

Arriving/Leaving the School Building

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

Assault and Battery/Fighting

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

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

Attendance

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

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

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

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

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

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

Audio/Electronic Devices/Cell Phones

Upon entering the Technical Center, all electronic devices will be placed out of sight and silenced. The use of audio/electronic devices and cell phones may be allowed, when relevant, at the discretion of the program instructor for a specific educational purpose.

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

If an electronic device becomes a distraction, the student will be asked to surrender it to their instructor and/or SRTC office personnel until the end of their session. Repeated cell phone violations may result in suspension or the phone may be required to be left in the SRTC Main Office upon arrival and picked up upon departure. The full administrative procedures for electronic devices can be found in School Committee policy [JFK-R](#).

Bomb Threats, Fire Alarm Pulls, Terrorizing, and Other Acts Criminal in Nature

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

The administration, faculty, and staff at the Sanford Regional Technical Center will not tolerate, support, or defend criminal behavior, and will work cooperatively with all law enforcement agencies to prosecute against

all those individuals who disrupt the educational climate for our students and staff. **(Please see Sanford School Department Policy EBCC at [Bomb Threats](#) for more information.)**

Cheating and Plagiarizing

Academic Honesty Code : in accordance with our district-wide Code of Conduct.

Honesty is the state or quality of refraining from lying, cheating and/or stealing. One who is academically honest engages in truthful, trustworthy, and respectful behavior in all facets in their education and career. Teaching and supporting the importance of academic integrity in our students is a priority for the teachers and administrators of this school. Instructional activities will be incorporated into lessons to help support students' continued learning of the different ways academic integrity might be violated.

In order to help students understand academic integrity, definitions and examples have been provided below:

- **Cheating:** Cheating is the use/attempted use of unauthorized assistance in an examination, paper, homework assignment, or other project for the purpose of deception. Examples include, but are not limited to:
 - Copying answers from another student's work
 - Using technology to locate and use unauthorized materials.
 - Submitting the same assignment for more than one course (unless the student gets permission from both teachers).
- **Fabrication:** Fabrication is the use of invented information or the falsification of research or other findings in an academic exercise. Examples include, but are not limited to:
 - Making up data or citations.
 - Alteration or replication of a work for the purpose of getting credit (including pasting and copying).
 - Falsification of information or sources.
- **Contributing to Academic Dishonesty:** Contributing to Academic Dishonesty is assisting in another student's deception. Examples include, but are not limited to:
 - Providing and/or distributing work (answers/essays, etc) to be submitted by someone else.
 - Assisting another student on a take-home examination, paper, homework assignment, or other project if such assistance is not authorized by the instructor.
 - Lying about or being complicit in changing and/or altering the work of another student.
- **Plagiarism:** Plagiarism is the submission of another's work as one's own, without giving proper acknowledgement. Plagiarism is academic theft. Examples include, but are not limited to:
 - Submitting, as one's own, work that was created entirely or partially by someone else, including works purchased from an outside source.
 - Failure to identify the source of quotations and paraphrases (quotations, ideas, and information that are not common knowledge). Sources include unpublished as well as published items — for example, books, articles, internet material, television, lectures, and people, including other students, friends, and relatives.
 - Failure to identify the source of the elements of a nonverbal work (for example, a painting, dance, musical composition, or mathematical proof) that are derived from the work of others.

Procedures if Academic Integrity has been violated

- Teacher will meet with the student to show evidence that the work the student turned in was not their own and discuss the harm the behavior has caused and work to repair it.
- Teacher will notify parents and log into family contact tab and share concerns with administration
- Teacher and administrator will follow disciplinary actions as outlined below

DISCIPLINARY ACTION/RESTORATIVE PRACTICES

The following is a list of possible disciplinary actions that may be imposed upon students for violations of academic integrity.

- **1st offense:** Students will receive a Restorative Assignment and meet with the teacher to identify students' needs and barriers to complete the assignment using their own work including reteaching around the areas of student needs. Students will be allowed to resubmit the assignment and participate in a restorative circle with appropriate parties (teacher, administrator, school counselor, case manager, etc.). Parent contact will be made with the resolution after the restorative process.
- **2nd offense:** In addition to the 1st offense, a restorative meeting with parents to discuss the behavior and expectations and to create goals for the student. Students will be allowed to resubmit the assignment for a grade up to an 80.
- **3rd offense:** Students will receive a zero for the assignment, and/or receive additional consequences (suspension, disenrollment, etc).

Code of Conduct

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

Dress Code

Sanford High School respects students' rights to express themselves in the way they dress; however, student attire should convey respect for the school community by being appropriate for an educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them.

Requirements:

1. Students must wear a shirt/top, bottom, and shoes that are safe for the school environment.
2. Shirts/tops must have shoulder straps.
3. Bottoms must completely cover entire buttocks and undergarments.
4. See-through or mesh garments must not be worn without appropriate coverage underneath (covering undergarments/privates), and items designed as undergarments may not be worn in place of top/bottoms.

Additional Requirements:

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

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

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

Drug and Alcohol Policy

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

Firearms, Fireworks, Dangerous Weapons

Any student at the Sanford Regional Technical Center who is determined to have brought a firearm, including a pellet or paintball gun, to school will be suspended for up to 10 days and may be recommended by school administration for expulsion from their CTE program. Further, the partner school will be notified for any action they may wish to take. Toy guns are also not allowed in school and possession of such an item may result in disciplinary action.

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

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

Insubordination

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

determine what the consequence will be.

In-School Suspension

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

Internet/Computer/Device Use

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

Lying and Forgery

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

Office/Instructor Detention

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

Out-Of-School Suspension (OSS)

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

- A student on Out-of-School Suspension will not be allowed on school grounds without prior administrative approval. Violators will be considered trespassers and an additional day of Out-of-School Suspension will be the consequence of the violation.
- In order to return to school and participate in any school activities after a suspension, the student and parent/guardian may be required to meet with the SRTC administration.
- The absence designation for Out-of-School Suspension will be excused absence.
- An excessive number of Out-of-School Suspensions may result in recommendation for removal from a

technical program.

- Suspension from the SRTC may result in suspension from the partner school as well since the schools have reciprocity. Likewise, suspension from your high school usually means you may not attend the SRTC during that time.

Public Display of Affection

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

Questioning and Searches of Students

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

School Bus/Van Transportation

Proper behavior is required while waiting for and riding buses or vans to and from the SRTC and to and from job/clinical sites. Any misbehavior could lead to loss of privileges and/or other disciplinary action. No food or drink may be consumed while riding SRTC-provided transportation.

School Property

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

Theft

Students should report all articles that have been lost, found, or stolen to SRTC Administration immediately. Students guilty of theft may be asked to make restitution and will be subject to school disciplinary action. Local law enforcement may be involved if deemed appropriate.

Threats; Harassment; Sexual Harassment; Verbal, Written and/or Physical Harassment; Bullying; Hazing

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

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

School disciplinary action will be determined in consultation with the partner school administration. Any of

these incidences may be reported to the Maine Attorney General’s Office if deemed appropriate. **(Please see Sanford School Department Policy JICK at [Bullying and Policy ACAD at \[Hazing\]\(#\) for more information.](#)**)

Tobacco Use and Possession Policy

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

Transportation and Vehicle Information/Parking

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

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

Students who drive automobiles to school must apply for and receive permission from the administration. This permit will allow them to park in the area designated for student parking. Vehicles parked in unauthorized areas, without parking permits, illegally parked, or any other violation will be fined and/or towed at the operator’s expense. Non-Sanford students who have permission to drive are not allowed to transport other students without special permission from the SRTC Office, their high school, and their parents. Students are responsible for obtaining and completing the appropriate paperwork prior to driving to SRTC. Students driving or transporting passengers without appropriate permission will be reported to their partner school. Driving permission can be revoked and disciplinary consequences issued as a result of not following these guidelines. In addition, parents may be called to retrieve vehicles or motorcycles driven to SRTC without permission if there are safety concerns or in the case of repeat offenders of these expectations.

Vandalism

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

Visitors

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

Vulgarity, Obscene Language or Pornography

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

Appendix A

Policy IJNDB-R

Student Device And Internet Use Rules

Acceptable & Prohibitive Use

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

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

A. Acceptable Use

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

B. Prohibited Uses

Unacceptable uses of school unit computers include, but are not limited to, the following:

1. **Accessing or Communicating Inappropriate Materials** – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit,

sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.

2. Illegal Activities – Students may not use the school unit’s devices, network and Internet services for any illegal activity, including sexting and cyberbullying, or in violation of any School Committee policy/procedure or school rules. The school unit assumes no responsibility for illegal activities of students while using school devices.

3. Violating Copyrights or Software Licenses – Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner’s permission; or copy or download software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for copyright or licensing violations by students.

4. Plagiarism – Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified and cited.

5. Use for Non-School-Related Purposes – Students will not use the school unit’s devices, network and Internet services for any inappropriate personal reasons not connected with the educational program or school assignments.

6. Misuse of Passwords/Unauthorized Access – Students shall not share passwords with other students; use other users’ passwords; access other users’ accounts; or attempt to circumvent network security systems. Students are required to disclose their login password to their parent(s)/guardian(s)/school personnel. Parent(s)/guardian(s) are responsible for supervising their child’s use of the device and internet access when used in any location off of school grounds.

7. Malicious Use/Vandalism – Students shall not engage in any malicious use, disruption or harm to the school unit’s devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

8. Avoiding School Filters – Students may not attempt to or use any software, utilities, proxies or other means to access Internet sites or content blocked by the school filters. Any student who identifies a security problem must notify his/her teacher or building administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

9. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Students may not access blogs, social networking sites, etc. to which student access is prohibited.

10. Personal Information-A student is not allowed to reveal his/her full name, address, telephone number, social security number, photograph or other personal information on the Internet while using a school device without prior permission from a parent/guardian. In addition, students should never agree to meet people they have contacted through the internet without parent/guardian permission.

11. Student and System Security-The safety of all students, and the security of the school unit’s devices, network, and internet services are a high priority. Any student who identifies a security problem, or accesses information or content that is dangerous, inappropriate, makes them feel uncomfortable in any way, or is in violation of any local, state, and federal law must notify a school teacher or administrator immediately. The student will not take further actions on the device until the

issue has been resolved by school administrators.

C. Annual Acceptable Use Agreement

All students in grades 4-12 and their parents/guardians are required to sign an annual acceptable use agreement indicating the understanding and compliance with the rules outlines in policy IJNDB-R. In addition, all parent/guardians of students in grades 7-12 are required to attend an annual informational meeting at the beginning of the school year to review guidelines and expectations for home use of school technology. Sanford School Department will make every effort possible for parents/guardians to access this informational meeting to include a video recording of the meeting option available by link to the school website. Parents/ guardians with multiples students in grades 7-12 will only be required to attend or watch one meeting to satisfy this requirement.

D. Compensation for Losses, Costs and/or Damages

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

Appendix B

SANFORD REGIONAL TECHNICAL CENTER STUDENT SAFETY PLEDGE

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

1. Enter the classroom/lab only when an instructor is present.
2. Eye protection is required when using any power tool or at any other time you suspect there may be eye hazards present. Any additional personal protective equipment (PPE) provided by SRTC must be used as instructed.
3. Long hair can be dangerous; special care must be taken to prevent accidents. Long hair shall be held back by a cap, headband, or hairnet.
4. Proper clothing must be worn. No loose, ragged or sloppy clothing will be allowed. All loose jewelry must be removed before operating equipment.
5. ABSOLUTELY NO HORSE PLAY IN THE CLASSROOM/LAB. Others can be injured by your actions.
6. Devote all of your attention to the equipment or the tool you are using.
7. Safety lines are for your protection. Stay behind them unless you are using equipment within the safety line area.
8. Tools and materials can be very dangerous. Do not handle them unless they are being used for a task.
9. When help is needed on a task, ask for only enough to do the job.
10. Always clean your area when you are through.

11. Always disconnect power before changing blades or belts or performing any service to the equipment.
12. Never leave equipment unless motion has stopped.
13. Throwing any object in the classroom/lab is strictly forbidden.
14. Use equipment and/or tools in the classroom/lab only when the instructor is present and has given you permission to use the equipment. If, at any time, you do not know or understand the safe way to use any hand or power tool, ask your instructor for assistance before proceeding.
15. The use of drugs, alcohol, tobacco, vapes or any other substance is strictly forbidden as it may pose a risk to the user, other students, and the instructor.
16. Immediately report any injury, however minor it may seem, to your instructor.
17. Report any unsafe acts by others to the instructor or SRTC Administration.
18. Unsafe acts in common areas (hallways, stairwells, etc) are subject to the discipline policy
19. Misuse of any equipment, if intentional, may result in disciplinary consequences.

Appendix C

SANFORD REGIONAL TECHNICAL CENTER

ATTENDANCE PROCEDURE

Introduction

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

SRTC requires students to commit to two plus hours daily of instructional time. Missing one day is similar to missing two classes in traditional high school. When students are absent from class, they miss dynamic, project based hands on learning experiences that cannot be duplicated during make up time. In addition, attendance has a direct correlation to a positive work ethic. Business and industry representatives continually stress the importance of attendance for their employees and how it impacts the success of their enterprise.

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

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

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

also suspended from SRTC. Likewise, the same is true if a student is suspended from SRTC. Extenuating circumstances may be appealed to the Assistant Director.

Attendance Law

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

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

Except for the above, the law states that the adult supervising the school-age child “shall cause” the student to attend school. Absence from school for reasons other than those listed above is unexcused and not permitted.

Verification of an Absence

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

Notification of a Planned Absence

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

Limit of Absences

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

Exceptions

Absences considered non-counting are: extreme weather conditions as determined by the school administration; teacher workshop days and early release days (only in the case that school transportation is not provided, which is rare); subpoenas and court orders (notes must be presented with the appeal from the court attended); chronic illness registered with the school and verified by a physician’s note; bereavement for an immediate family member; suspensions; or a reason specified on a student’s Individualized Education Plan or Section 504 Plan.

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

1. Students **are** excused to attend required "class" meetings, field trips, and graduation activities if SRTC is **notified in advance by the partner school**.
2. Students **are not** excused from SRTC during their partner school's exam week unless their school administration notifies SRTC in advance of any exception.

Truancy or Cutting

Students who are truant from school or miss class without permission will be referred to the SRTC administration for disciplinary action. Students are not entitled to make-up assignments under these circumstances.

Dismissal or Late Entry

If the student is absent from class due to dismissal or late entry, it will count as a partial absence unless it is for one of the exceptions listed. Students are **not** allowed to dismiss themselves from SRTC, regardless of their age. Dismissals can only be granted by their partner school or a parent/guardian.

Notifying Parents/Guardians

Parents/guardians will be informed of attendance in a number of ways. First, the use of the parent portal on Infinite Campus (IC) will allow parents/guardians a daily report of their son's/daughter's attendance. Second, a daily phone call through our automated system is made whenever a student has an unexcused absence. Third, the instructor and/or administration of SRTC shall contact a student's parents/guardians if there are concerns about a student's attendance. Parents/guardians are always welcome to contact the instructor directly by telephone or email.

Make-up

If a student has been absent from class he/she is responsible for communicating with the instructor to make arrangements for work that is missed. Students will usually have the number of days missed as an extension to complete work assigned during an absence. However, assignments due during the absence are due as soon as the student returns to school. Extenuating circumstances will have to be approved by the SRTC administration.

Students Leaving Class

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

Effective Date of Procedure

August 2015, revised August 2023