

# **Somerset Career & Technical Center**

## **STUDENT HANDBOOK**

**2017 - 2018**

*and parents and guardians too*

**“Empowering All Students to Succeed”**

by

*Teaching and reinforcing positive character traits*

*Teaching to Industry Standards*

*Raising Student Aspirations*

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Skowhegan, Maine 04976  
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## Directory

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### Administration

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Administrative Assistant	Jane Libby	<a href="mailto:jlibby@msad54.org">jlibby@msad54.org</a>
Student Services Coordinator	Ann Thiboutot	<a href="mailto:athiboutot@msad54.org">athiboutot@msad54.org</a>
Custodian	Ann Wishart	

## Purpose of the Student Handbook

The purpose of this handbook is to be a resource and to help answer questions while at the Somerset Career & Technical Center. It would be impossible to answer everyone's question in a handbook, so don't be afraid to ask the staff and faculty questions when you have them.

*If there is a conflict between this handbook and a school or district policy, the highest level policy will prevail.*

MSAD 54 School Policies can be found online at

<http://www.msad54.org/district/SchoolBoardPolicies/policies.shtml>

## Notification of Rights

The RSU 54/MSAD 54 Board is committed to maintaining a workplace and learning environment that is free from illegal discrimination and harassment.

In accordance with applicable Federal and/or State laws and regulations, RSU 54/ MSAD 54 prohibits discrimination against and harassment of employees, candidates for employment, students and others with rights to admission or access to school programs, activities or premises on the basis of race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability. For the purpose of this policy, sexual orientation means a person's actual or perceived heterosexuality, bisexuality, homosexuality, or gender identity or expression.

Jonathan Moody

Assistant Superintendent/Affirmative Action Coordinator  
RSU/MSAD #54  
196 West Front Street  
Skowhegan, ME 04976  
(207) 474-9508

Inquiries concerning the application of RSU/MSAD #54's Public School's nondiscrimination policies may also be referred to the Maine Department of Education at 287-5841, or the US Department of Education, Office for Civil Rights (OCR), John W. McCormack Post Office and Court House, Boston, MA 02109-4557, telephone (617) 223-9662, TTY (617) 223-9695.

## Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Somerset Career & Technical Center to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request or amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the US Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
US Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## Grading and Credits

The expectations for students will be communicated to each student in their program. There are normally three areas which students are graded at SCTC: Knowledge, Effort and Attitude. There may be some variations among programs.

Graduation Credit for attending SCTC is granted by the sending school and is based on the amount of time spent in the programs that have been successfully completed.

Students who have been in the program for the duration and have earned a passing grade will be considered a "Program Completer." Students who spend less than the full amount of time in the class will be considered on a case by case basis based on effort and how much of the curriculum they were able to complete.

First year students who do not earn a passing grade are at risk of not being invited back for the second year. Instructors will communicate to students and parents if students are at risk of not returning.

Other reasons students may be asked to leave the program would be disruptive behavior or for safety concerns.

## Attendance Make Up Procedures

Attendance and make up is the student's responsibility. Students will be expected to complete make up work for the day(s) missed by the end of the academic quarter. Each program attempts to simulate the real work environment of the occupational area. Therefore, there may be "set" expectations of class participation that are unique and independent of other programs. Each instructor will provide students with written expectations. Student absences may be appealed to the SCTC Director if there are extenuating circumstances.

Students who fail to complete regular assignments and/or who fail to make up work for more than 3 absences in an academic quarter may be assigned a failing grade of 65 for the marking quarter.

Since the SCTC and the sending high schools operate on different day/block schedules, attendance and credit status issues may arise. Never give up talking to someone about any concerns. Your instructor, the Student Services Coordinator, and the SCTC Director are all interested in your success.

## Transportation to and from the Center

*Students from Carrabec High School, Madison Area Memorial High School, Maine Central Institute and Upper Kennebec Valley High School are to ride the bus from their sending high school to and from the Center. Any change in this must meet the prior approval of the high school and SCTC. Ultimately, the approval is the responsibility of the sending high school and communicated to SCTC.*

Permission to use alternative transportation will be for the driver of the vehicle only. Students are not allowed to be passengers in vehicles driven by students to or from SCTC unless permission is given by the school and the parents of all students involved.

*The bus is an extension of the Center and disciplinary issues are investigated and carried out in cooperation among SCTC and the sending schools.*

## Dismissal and Arrival

Upon arrival at the Center students are to report directly to their CTE program. SCTC is a closed campus therefore students are not allowed to leave the building without permission.

Students are expected to arrive and leave SCTC at scheduled times. Students who need to alter their schedule must receive permission from parents/guardians, the high school and SCTC administration. Upon late arrival or prior to early dismissal from SCTC, students will provide the CTE instructor and the CTE office written permission. Students will check in and out of SCTC through the office.

## Student Rights

Students selected to attend SCTC for the purpose of preparing for their future by working and learning in specific occupational areas. Each and every student is entitled to work and learn in a class that is safe and free from disruptive and harassing behavior. Please notify your instructor, notify the Director or the Student Services Coordinator of any difficulties.

## SCTC Lunch

SCTC students are generally assigned first lunch which is held in the SAHS Cafeteria. Students are to stay in the cafeteria for the duration of the lunch. Seniors are allowed to take their lunches to the High School Lobby to eat. Breakfasts and Lunches are free for students at SCTC. Any items over the recommended allotted portions will be paid for by the student.

## Cafeteria Lunch Rules

- No backpacks in line.
- No cutting in line.
- No more than 8 students to a table.
- No sitting at ends of tables.
- Remain seated until dismissed.
- Clean your tables.
- Push chairs in before leaving.
- Use recycling bins.
- No food or drink outside.

## Dress Code

SCTC promotes student success and therefore requires students to dress appropriately for the workplace. SCTC prohibits the displaying of profanity, and references to drugs, sex or alcohol either directly or indirectly. Students who are not in compliance will be asked to cover the inappropriate apparel.

Hats are not to be worn within SCTC and SAHS classrooms and hallways. Hats worn in any SCTC shop area are at the discretion of the SCTC instructor and for work/safety purposes only.

## Student Cell Phone Use

Students are not permitted to use cell phones while attending SCTC programs unless given permission from their instructor while they are in the classroom. Use of the cell phone is strictly prohibited in the high school. If a student displays or uses a cell phone in the witness of any staff member, the cell phone will be collected by the staff member and returned to the student at the end of the day. Additional cell phone infractions will be referred to administration for additional disciplinary action.

## School Cancellation (Snow days/Delays and Early Releases)

SCTC School Cancellations will be reported to your sending school and to media outlets for broadcast. SCTC follows MSAD54's cancellation schedule.

There are many factors that are considered during inclement weather. SCTC is open to students from five sending schools. We also have two off site programs that students are transported to.

If there is an early release called due to increasingly bad weather, SCTC will call the buses to pick up the students from MCI, Valley, Carrabec and Madison by 10:30am to get them back to their sending schools.

The Welding students will be called at home if there is a chance that weather will prevent them from going to Cianbro for their class. SCTC students will not be sent to Cianbro in the event of a two hour delay.

Whenever changes to the schedule are made, the sending schools will be notified.

## Building Evacuations

In the case of an emergency, please listen to the instructor for instructions and respond calmly and without hesitation. Report any emergencies to a staff member immediately.

In the event that the Center must be evacuated, students will (if possible) take their coats and belongings and leave the building. All students must go as a class and stay with their instructor to await further instruction.

## Emergency Information Cards

The Center requires all students at the start of each year to complete and submit to the instructor an emergency card. Please provide us with essential information and update the information when there are changes. It is important that students maintain the accuracy of these cards. See the SCTC Administrative Assistant to update changes.

*Note to Parents and Guardians: If there is a court order that relates to the custody of your child, please provide a copy to the SCTC Director so that it can be included in your son's or daughter's file.*

## Safety Equipment and Procedures

Students are provided with proper training and equipment prior to performing any work or operation in programs. Students are not to perform any work or operation without proper training provided by the program instructor. Appropriate safety equipment and procedures must be used at all times. Failure to demonstrate the ability to learn to properly use personal protective equipment and procedures will result in changes in the student's program. OSHA 1910.132(f)(1. through 4.)

## Health Services

SCTC shares the School Nurse with Skowhegan Area High School. If you are not feeling well, ask for a permission slip from your instructor to see the School Nurse. If you need to take medication while at school, please contact the office so we can make arrangements with the school nurse as there are regulations with the dispensing of drugs while on school property.

If you don't feel well at home, please consider staying home to keep from spreading the illness and see a doctor if it is serious.

## Insurance

Individual accident insurance is the responsibility of each student and may be obtained either through the high school's "school insurance" or through personal family insurance policies.

## Add/drop Procedures

If you find that you need to change your schedule for any reason, see your Guidance Counselor at your school or the Student Services Coordinator at SCTC to make arrangements.

## Parent Conferences

Parents are encouraged to schedule an appointment with the Instructor, Director or the Student Services Coordinator anytime they have questions or concerns. Instructors are encouraged to stay in contact with parents.

Instructors will be making phone calls home in November to update parents on their students' progress.

## Searches

While on school property, the administration of the school has the right to search backpacks, lockers and vehicles in the parking lot with probable cause.

Lockers are the property of the school and as such, are available to proper authorities for inspection. Private locks are not to be used. The students are responsible for their personal property.

## Visitors

All visitors must check in at the office.

## Behavior Expectations

Students are expected to act in a mature and respectful manner at all times. SCTC students within and in association with our school must display a high level of respect for all people and property. Students are to refrain from illegal, harmful or disruptive activity such as profanity, verbal abuse, harassment, violence, substance abuse, creating a disturbance, possession of weapons, improper use of tools, equipment and motor vehicles. Incidents of unacceptable behavior will be addressed on both the educational and legal level. The appropriate authorities will be involved at all levels of addressing unacceptable behavior.

## Profanity

The use of profanity by any student in any form, written or verbal, is prohibited. This includes the use of obscene gestures, signs, pictures, or publications.

The use of profanity directed at a teacher or staff member will result in a SCTC suspension and/or comparable sending school penalty (length to be determined by SCTC Director and the sending school Principal).

## Theft

The theft of SCTC Center property hurts all students. Tools and equipment are expensive and cannot always be replaced if they are stolen. Any student who is caught stealing will be dismissed from the program upon recommendation of the instructor and/or director. Legal action may be pursued.

## Weapons Policy

Somerset Career & Technical Center and RSU/MSAD #54 have a zero tolerance policy on firearms, knives, and other weapons. Possession of firearms on school property or bomb threats will result in expulsion by the Board of Directors. Costs incurred due to the closing of school will be pursued through legal channels.

## Discipline Policy

All students at the Somerset Career & Technical Center are expected to conduct themselves as professional adults. This is the same behavior expected of employees in the workplace. Behavioral problems will be handled as follows:

The instructor is primarily responsible with modeling and teaching students appropriate behavior in the workplace. Correcting student behavior is a part of classroom management and is a very important lesson students need to know to be successful.

If the behavior of the student continues after the instructor's attempt to teach the student appropriate behavior, or if the offense is serious enough to warrant immediate action, the instructor will inform the parents/guardians and the Director of the situation so the behavior can be corrected by stronger means.

Documentation of the student's actions by the instructor is important as well as communication with the parents and the student's sending high school.

If necessary, the student will meet with the Director and/or the Student Services Coordinator to reinforce the need to behave in an appropriate manner.

When it is apparent that the student is not responding to requests for improvement, a meeting will be called to inform parents/guardians and the partner school that the student is at risk of losing his/her privilege of attending the Technical Center. A behavior contract will be drawn up addressing the inappropriate behavior with a corrective action plan and timeline. Consequences for breaking the contract may include removal from the program.

Somerset Career & Technical Center works closely with the partner high schools to address misbehaviors of students. Communication with the sending schools will be done to discuss solutions to problems.

## PEST MANAGEMENT NOTIFICATION

The Maine School Administrative District No. 54 uses an Integrated Pest Management (IPM) approach to the control of insects, rodents, microorganisms, weeds and other pests in school buildings and on school grounds. IPM combines a variety of methods for managing pests including monitoring, improved sanitation and food storage practices, pest exclusion and removal, biological control, and pesticides. The objective of the IPM program is to provide effective pest control while minimizing pesticide use.

### Pesticides

Non-chemical pest management methods will be implemented whenever possible. However, sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the least hazardous effective pesticide feasible.

### Notification

When required by law, parents/guardians and school staff will be notified at least five days\* in advance of specific pesticide applications. When required by law, pesticide application notices will be posted in school and on school grounds.

Notification need not be given for pesticide applications recognized by law or regulations to pose little or no risk of exposure to students or staff.

A copy of the school system's IPM/Pest Management policy is available for review in the school office. The school also keeps records of prior pesticide applications and the pesticides used. You may review these records, a copy of the policy and Maine's "Pesticides in Schools" regulation (Chapter 27 of the Department of Agriculture Board of Pesticides Control "Standards for Pesticide Applications and Public Notification in Schools") by contacting our IPM Coordinator **David Leavitt at 474-9508.**