

# ***TRI-COUNTY TECHNICAL CENTER***

## ***STUDENT HANDBOOK***

***2020-2021***

***\*Parent signature forms MUST be signed and returned  
to the Instructor by September 9<sup>th</sup>.***

**TRI-COUNTY TECHNICAL CENTER**

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## **INTRODUCTION**

This handbook is designed to provide students with guidelines to ensure they have a successful experience at Tri-County Technical Center. These guidelines are based on the fundamental purpose of our school, which is to provide students with real work experiences that prepare them for employment and further training. Based on this, students are to remember that we are both a school and a workplace. As students participate in activities at school and in the community, you are representing our school and are to meet our expectations at all times.

## **MISSION STATEMENT**

Tri-County Technical Center provides Career and Technical Education for high school students residing in this region. Programs provide academic and work experience, which prepares students for employment and life-long learning. Instruction is organized to provide pathways to employment and to post-secondary education. Training focuses on development of responsible citizens based on the best practices in workplace values, ethics, safety, employability, leadership, and technical skills. The staff ensures that instruction promotes diversity and accommodates a variety of learning styles.

## **GOALS OF TRI-COUNTY TECHNICAL CENTER**

1. The Center will provide technical training through real work experiences, which **will include** the integration of academic skills.
2. The Center will provide a variety of programs to meet student interests and the technical training needed for global career opportunities.
3. The Center will instruct career preparation and occupational skills to create pathways to post-secondary opportunities and the continuation of one's education going through life.
4. The Center will provide training focused on the best practices in workplace safety, ethics, work habits (soft skills), personal leadership, and technical skills.
5. Instruction will incorporate a variety of methods to meet the diverse individual needs of our students.

## **AFFIRMATIVE ACTION**

The Tri-County Technical Center does not discriminate in its education and employment programs on the basis of religion, age, race, color, national origin, gender, sexual orientation, marital or parental status and disability; and provides equal access to designated youth groups; and complies with Title VI of the Civil Rights Act of 1964, Title IX Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Maine Human Rights Act, and the Americans with Disabilities Act (ADA) of 1990. Inquiries regarding Title VI, Title IX, 504 and ADA

may be made to the Affirmative Action Officer, Sandra Emerson, at the Superintendent's Office, 175 Fern Rd, Suite 1., Dexter, ME 04930. Telephone (207) 924-6000.

## **Grievance Procedure**

### **Informal**

When a student feels there has been discrimination, he/she may discuss the grievance with the Affirmative Action Coordinator.

If the grievance is not resolved within five working days, the student or employee may discuss the grievance with the principal or appropriate supervisor and the Affirmative Action Coordinator.

### **Formal**

If the grievance is not resolved within five working days, the student may file a written grievance with the principal or appropriate supervisor. Forms are available from the Affirmative Action Officer, at (207)-924-6000.

If the written grievance is not resolved within five working days and the student wishes to continue the grievance procedure, the Affirmative Action Coordinator will bring said grievance to the attention of the Superintendent of Schools.

The Superintendent will, within ten working days after receiving a written grievance, review the situation in consultation with the Affirmative Action Coordinator and the grievant together and inform the grievant in writing of his/her decision.

If the written grievance is not resolved to the grievant's satisfaction, the grievant may submit a written grievance to the Board of Directors. The Board of Directors will then add to the agenda of their next meeting the discussion of the grievance. The Board will then notify the grievant of his/her right to be at the meeting and that the grievant is entitled to representation by counsel and to speak at the meeting if he/she wishes. The Board will notify the grievant in writing of its decision within five working days. All grievances will be conducted in executive session.

A Student may, at any time, file a grievance with the Director of the United States Office of Civil Rights, Department of Health, Education and Welfare, Washington, DC.

## **SUMMARY OF BASIC EXPECTATIONS**

**Respect** fellow students, staff members, guests, yourself, and facilities as valuable resources. Your interpersonal interactions are critical to success in your work. This school is made up of a very diverse group of people and we expect you to value and respect these differences. Harassment of individuals, acts of aggression, violence, or misuse of the facility will not be tolerated. We have a zero tolerance for weapons on school property. People found to have items considered to be a weapon or using an article as a weapon to intimidate or harm others will be suspended, face legal action, and will be brought to the school board for expulsion.

**Safety** instruction and supervision is provided and all individuals are to act and work in a safe manner at all times. We are a model workplace; our staff and students will practice a high standard of workplace safety. All members of our school are expected to come to the Center ready and fit for work. Drug testing may occur when the Director finds reasonable suspicion. Some programs have mandatory drug testing randomly throughout the school year.

**Attendance** at TCTC is critical to developing skills. Students are expected to be in attendance during all scheduled classes and the State of Maine mandates that students have 350 hours minimum contact in their program area for successful completion. Students will be assessed with a heavy emphasis on participation. Lack of daily attendance and failure to complete make-up will cause poor assessments in your work. Prior notification to the instructor of a planned absence from the Center is expected. Students are also expected to call **924-7670** or email their instructor at in the event of illness. Students with special medical or personal circumstances affecting attendance are to meet with the Student Services Coordinator to ensure appropriate accommodations are made. Make up work is required for **all** absences. “NO CALL/NO SHOW” is unacceptable. Any student in this situation more than twice a semester will serve a detention and arrange for their own transportation home. The student’s sending school and parents will be informed of the student’s “NO SHOW.” To avoid detention, call the school between 7:45 and 8:15 and ask to speak to your Instructor. If the Instructor is not available, leave a phone number where you can be reached for a call back.

**Transportation** to and from the Center is provided by our member school districts. Students are required to ride the bus to and from the Center. Students that have a specific need to use other forms of transportation must obtain prior written permission from the TCTC office. Emergency situations may be handled by telephone but prior approval is required. More specific requirements for personal transportation are located in the “Alphabetical Listing of Expectations” under “Transportation.”

Upon arrival at the Center, students are to report directly to their instructional area. Permission to leave the instructional area must be obtained from the instructor.

**The student’s high school and TCTC policies must be followed at all times. When a student is in doubt of a Center policy, they are to discuss the situation with the instructor and/or the Director.**

## **LEVELS OF CONSEQUENCES**

### **Verbal Warning**

The student is spoken to about the standard, and a clear description of the violation is given. The Instructor documents the warning.

### **Written Reprimand**

A written reprimand is completed by the instructor, signed by student, and included in student file (see Exhibit B). Sending school Administration is informed of the reprimand and the instructor will call home to inform the parent.

## **Detention**

A detention is assigned by the teacher and served at the Center. Detentions are not subject to appeal to the Director. Failure to meet expectations of detention will result in additional detention. Parents will also be notified by the instructor.

## **Director Conference**

Students referred to the Director will participate in a discussion of the situation and parents will be notified. Detention and/or suspension may be issued and documentation is submitted to the student file and their high school.

## **School and Parent Conference**

Continued non-compliance with Center policies or procedures may result in a conference with student, parents, and member school personnel to determine probationary status and continuance at the Center.

**Note: For significant infractions of school and/or law, one incident may accelerate to all steps in one occurrence. The Director will report violations of law on school property to the police.**

## **ALPHABETICAL LISTING OF EXPECTATIONS**

### **Accident Reports**

Any accident or injury occurring during a school activity must be reported immediately to the instructor. An accident report will be completed by the instructor by the end of the school day and submitted to the office.

### **Alcohol and Drug Use, Possession, and Testing**

Possession of drugs and alcohol are prohibited on school property and during off campus school sponsored activities. Students found to be in possession or under the influence will face disciplinary action and the incident will be reported to the police. All Tri-County Technical Center students are subject to drug screening when the Director finds reasonable suspicion.

#### **Commercial Truck Driving**

Federal Department of Transportation regulations require every person who operates a commercial motor vehicle submit to pre-employment and random drug testing. All students in the Commercial Truck Driving program are subject to this requirement. The drug testing will be a lab conducted urine test. At the beginning of the school year students will complete instruction on the effects of Drugs and Alcohol and sign a sheet indicating completion.

#### **Criminal Justice**

Employment requirements mandate persons employed in police and military occupations submit to pre-employment and random drug screening. All students in the Criminal

Justice program are subject to this requirement. The drug screening will be conducted with an oral swab test or urine test. A positive test will result in a lab conducted urine test off site. At the beginning of the school year students will complete instruction on the effects of Drugs and Alcohol and sign a sheet indicating completion.

#### Health Occupations

Because of the nature of the work, specifically with patient contact, pre-employment drug screening is a requirement for this career field. Students will sign a contract at the beginning of the school year promising to maintain a drug-free lifestyle while enrolled in the Health Occupations program. Instructors, with reasonable suspicion, can request a urine drug test.

#### EMT Program

Both random and pre-employment drug screening are requirements in this employment field and students in the EMS program will sign a contract indicating their understanding of this policy and their willingness to submit to testing.

#### Failure to submit to or a Positive Test Result

Failure to submit to drug testing or a positive lab test will result in dismissal from Tri-County Technical Center. Readmission to Programs will be considered for the next school year provided the student has a clean drug test administered by the Center's provider at the student's expense.

### **Attendance**

Dependability is a critical workplace expectation. In order to model this workplace expectation, we require students to attend all classes when the Center and the student's high school are in session. A major part of the learning in our programs is hands-on experience. In order to learn the skills, students need to be in class and participating. State Law mandates a **minimum of 350 contact hours** to be considered a CTE completer and are required for your learning and skill development. Students experience five hours of instructional time on a daily basis so lost class or lab times are difficult to make up. The expectation is that students miss no more than two days per quarter until they are required to make up missed time. An attendance review will occur after a student has missed five days total, and a mandatory meeting with the Director, the parent, and the student will occur after ten days absence. Based on school policy as stated in the handbook and for safety reasons, unacceptable attendance may result in the director initiating dismissal proceedings; students with excessive absences may be returned to their sending school.

Days absent will cause substantial reduction in the student's proficiencies. Student attendance will be closely monitored during the first two weeks of school and the Center will communicate with the sending school regarding absences of **two or more days** during that time. If an unacceptable number of absences occur the Center will communicate with the sending high school and the student's parent/guardian about attendance issues and may recommend that the student return to the sending school. Students' attendance will also be reviewed at the end of first semester. Students with unacceptable attendance will be subject to a hearing to determine the appropriateness of the student being awarded a competency certificate, duty task sheet,

and credits. Students will be notified of their status at the end of first semester. The Director, the Instructor, the parent, and the student in question will attend this meeting.

Students are expected to notify the program instructor prior to being absent (including school related absences) or late to class. If sudden illness or unforeseen circumstances arise, students need to call the Center at 924-7670 or email their instructor to “call in.” We do not accept “No Calls/No Shows.” TCTC treats students with respect as we get you ready for the workforce. As in business and industry, you are obligated to call or notify your instructor if you are unable to come to school and get the necessary work that you missed upon return.

Upon return to the Center from absence, the student will report to the instructor to discuss the absence and arrange for make-up work. All time missed requires make-up work. Make-up will be completed at the discretion of the program instructor. Failure to complete assignments will cause a reduction in the student’s assessments toward proficiency.

Time spent in the program outside of scheduled class hours (such as after school and attendance on non-scheduled days) will reduce the time considered as absent for grading purposes. This will not change the status of attendance records.

Students and other parties involved in the education of the student have the right to appeal decisions related to absence. Appeals are to be made to the Director within fourteen days of issuance of grades and or notification of loss of credit earned.

### **Attendance Awards**

Attendance will be recognized at an assembly held each quarter. Students with perfect attendance will receive a perfect attendance certificate. This certificate should be placed into your portfolio. Programs with the best numbers of “perfect attendance” will receive special recognition. Special recognition of students with full year and multiple year perfect attendance will occur at the annual Tech Awards Night celebration in May.

### **Bus Rules**

Students attending the Center will abide by the regulations of the sending school providing bus transportation. Drivers are authorized to enforce these rules and to report violations to the appropriate official of the sending school. Students are expected to ride the bus both ways **unless prior permission** has been granted **from the parents, sending school, and TCTC. Students need to obtain bus passes from their sending schools.** Students who violate this rule will be subject to disciplinary action.

### **Cell Phones and Other Electronic Devices**

Disruptive use of electronic devices will be cause for disciplinary action. Instructors will provide specific guidelines for each class. Personal electronic devices may be used during break and lunch providing they are not disruptive. It is recommended that Instructors secure cell phones during class time. There is ample time to use cell phones during break and lunchtime.



## **Computer and Internet**

MSAD #46 and TCTC provide computers, networks, and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. The Board believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient, and appropriate use of this technology.

Student use of school computers, networks, and Internet services is a privilege not a right. Students are required to comply with this policy and the accompanying rules. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All MSAD #46/TCTC computers remain under the control, custody, and supervision of the school unit. The school unit reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers.

While reasonable precautions will be taken to supervise student's use of the Internet, MSAD#46/TCTC cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school, in violation of Board policies/procedures and school rules. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

Students and parents shall be informed of this policy/procedure on an annual basis through handbooks and/or other means selected by the Superintendent or the Director.

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the Board of the need for any future amendments or revisions to the policy/rules. The Superintendent may develop additional administrative procedures/rules governing the day-to-day management and operations of the school unit's computer system as long as they are consistent with the Board's policy/rules. The Superintendent may delegate specific responsibilities to building principals and others, as he/she deems appropriate.

### **Computer and Internet Use Rules**

These rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with these policies and rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

### **Computer Use is a Privilege, Not a Right**

Student use of the school unit's computers, networks, and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as

disciplinary and/or legal action. The director shall have final authority to decide whether a student's privilege will be denied or revoked.

### **Acceptable Use**

Student access to the school unit's computers, networks, and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum, and instructional goals.

The same rules and expectations govern student use of computers as apply to other student conduct and communications.

Students are further expected to comply with these rules and all specific instructions from the instructor or other supervising staff member/volunteer when accessing the school unit's computers, networks, and Internet services.

### **Prohibited Use**

The user is responsible for his/her actions and activities involving school unit computers, networks, and Internet services and for his/her computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

Accessing Inappropriate Materials – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;

Illegal Activities – Using the school unit's computers, networks and Internet services for any illegal activity or activity that violates other Board policies, procedures and/or school rules;

Violating Copyrights – Copying or downloading copyrighted materials without the owner's permission;

Plagiarism – Plagiarism, as defined by Webster's Dictionary, is to "pass off another's words or ideas as your own". Plagiarism can take many forms. Copying another student's assignments, rephrasing words without acknowledging the source, or cutting and pasting content from the Internet as your own work without correct citation are examples. Tri-County Technical Center does not tolerate plagiarism. If a teacher suspects an incident of plagiarism has occurred, the teacher will document the evidence by providing the document/item with the plagiarized work and the source work. The teacher has the option to give zero credit on the assignment. Further disciplinary action may occur based on the severity/frequency of the action.

Copying Software – Copying or downloading software without the express authorization of the system administrator;

Non-School Related Uses – Using the school unit's computers, networks and Internet services for non-school related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use;

Misuse of Passwords/Unauthorized Access – Sharing passwords, using other user's passwords without permission and/or accessing other users' accounts;

Malicious Use/Vandalism – Any malicious use, disruption or harm to the unit's computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and

Unauthorized Access to Chat Rooms/News Groups – Accessing chat rooms or news groups without specific authorization from the supervising teacher.

### **No Expectation of Privacy**

The school unit retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by the school unit. The school unit reserves the right to monitor all computer and Internet activity by, students. Students have no expectation of privacy in their use of school computers, including e-mail and stored files.

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

The student and/or the student's parent/guardian shall be responsible for compensating the school unit for any losses, costs, or damages incurred by the school unit related to violations of Policy IJNDB and/or these rules, including investigation of violations.

### **School Unit Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use**

The school unit assumes no responsibility for any unauthorized charges made by the students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

### **Student Security**

A student shall not reveal his/her full name, address, or telephone number of the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

### **System Security**

The security of the school unit's computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify the system administrator or building principal. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

### **Daily Student Schedule**

TCTC is a closed campus. Upon arrival at the Center, student will report to the common area of the Center until 8:35, at which time they are to report to class. During the school day students are to remain at the Center and the program instructor will have knowledge of students' whereabouts. Students are to be in their program except at morning break and lunchtime. During break students are to remain in the main area. During lunch students may be in the DRHS cafeteria or the Center main area.

Early dismissal or tardiness requires the student to report to the office upon arrival to the Center with a note from a parent/guardian to receive an admittance or early release slip. Students must sign in and out in the office when tardy or released early.

Failure to comply with this standard may result in detention and/or suspension.

There are various locations around the building where you are not allowed to wear your hat, please adhere these “No Hat” zones.

### **TIME SCHEDULE**

8:00 - 8:35	Students remain in common area
8:35	Students report to class
10:15 - 10:45	15 minute break between 10:00-10:30 a.m. (Start time established by instructor)
12:15 - 12:40	Lunch break (subject to change)
1:45 - 2:25	Dismissal – <b>Remain in your Program areas until buses arrive</b> <b>(The Main Entrance MUST remain clear)</b>

### **Dress**

Clothing should always be in good taste and be consistent with the goals and objectives of the school. Professional attire requirements are based on workplace expectations and differ among programs. Workplace attire is part of your training at TCTC. Staff members in consultation with the Director will address issues of appearance and/or dress found to be offensive or inappropriate.

### **Specific building wide dress regulations are as follows:**

Any opened toed shoes or “Flip flops” are not allowed because of safety reasons.

Clothing with vulgar slogans, symbols, pictures or other images that promote the use of drugs or alcohol is prohibited. Clothes bearing pictures or wording that are sexually suggestive, obscene, have dual meaning or inappropriate to school health teachings or rules are disallowed. In relation to the last, clothing promoting beer, alcohol, tobacco, or any drug is included. Attire that constitutes a threat to safety is prohibited.

Immodest clothing is prohibited (Example: No bare midriffs, underwear showing, short skirts/shorts, spaghetti strap tank tops, strapless/tube tops or see through clothing, or cutoff sleeves).

Hats will not be worn in the main office and break areas.

### **Fire Drills and Emergencies**

Fire drills will be conducted to ensure an understanding of exiting procedures. An Emergency Exit Plan is posted in each room. Students are to familiarize themselves with proper exit in each room. When the fire alarm sounds, students are to follow the directions of their program instructor.

### **Grades - Proficiency Based (Standards Based) Student Assessments**

Tri-County Technical follows the MSAD #46 policy of Standards Based grading. Standards Assessments are reported each quarter by the instructor and forwarded to the student's home high school. Credit for classes at TCTC is assigned by the home high school. Standards/assessments may be held at the Center if a student has an outstanding bill or if tools and/or equipment assigned to the student is missing or damaged. **(See Exhibit A)**

### **Guests**

**Students must obtain permission from their Instructor and the Director** before bringing a guest to the Center. If the guest is to ride the bus, the sending school principal must grant permission.

### **Hands Off Policy**

In keeping with workplace expectations, TCTC requires its students to be hands off. Hugging, holding hands, fist bumps, play fighting, and other forms of personal contact are prohibited because of the lack of professionalism and the potential safety risk.

### **Harassment and Discrimination**

Each student has the right to work in an atmosphere that is free from intimidation, ridicule, hostility, and offensiveness. In order to assure such an atmosphere, individuals will not engage in sexual, physical, or psychological harassment on another person. Acts of this nature are not only a violation of policy but also constitute illegal discrimination under state and federal laws. Harassment based on sex, religion, age, color, race, national origin, sexual preference, or handicap is prohibited.

The following are examples of conduct that may constitute sexual harassment:

Unwelcome sexual advances, suggestive or lewd remarks, unwanted hugging, touching, or kissing, request for sexual favors, the display of sexually suggestive objects or pictures.

Filing a complaint of sexual harassment and/or discrimination will not result in retaliation against the complainant, as this is both against the policy of TCTC and against the law. Anyone who feels he/she is a victim of sexual harassment should immediately report this to his or her immediate supervisor and/or the Affirmative Action Representative at (207) 924-6000. The Maine Human Rights Commission is the State agency responsible for enforcing the laws that prevent sexual harassment and students may also file complaints with the commission. The

Maine Human Rights Commission can be contacted at State House Station 51, Augusta, Maine 04333 or by telephone at (207) 624-6050. (See Grievance Procedure - page 4.)

### **Insurance**

It is strongly recommended that all students have medical insurance. School accident insurance may be purchased through the student's home high school office. Before using tools and equipment, all students are required to provide the instructor with a student/parent consent form signed by their parents or guardians.

### **Knives**

Knives are prohibited items on TCTC grounds (see "Weapons in School Policy"). While we are a training facility and at some places of employ, a pocket knife/leatherman tool is an expectation, it is a prohibited item on school grounds. If a knife is needed in a TCTC program, one will be issued by the instructor for the duration of the program/project/use. Students are NOT to carry a pocket knife, belt knife, clip knife, or other edged/bladed weapon while on the buses or on school property. Violations of this policy will result in disciplinary action.

### **Lockers**

There is no expectation of privacy in regards to a TCTC school locker. Each student will be assigned a locker and will be held responsible for that locker during the school year. No labels, decals, pictures, etc. may be affixed to lockers. School locks are issued to students and personal locks are not permitted. School personnel reserve the right to inspect lockers at any time to maintain the safety of the school environment. Do not leave personal items of value unattended, lock things in your locker for safekeeping.

### **Lunch**

Lunch is available at Dexter Regional High School and at times in the TCTC Culinary Area. Students eligible for free and reduced lunch may obtain lunch at Dexter Regional High School. Lunch prices for DRHS are posted at the beginning of the school year. Students who wish to bring their own lunch may eat in the common area of the school. Free/Reduced lunch applications are available in the main office.

### **No School**

When SAD #46 closes due to weather conditions, TCTC will also close. Listen for school cancellations on local radio stations. Any closings not scheduled in the calendar will be announced to students in advance. Any questions regarding closings should be addressed to either the local Superintendent's office at 924-6000 or the Tri-County Technical Center office at 924-7670.

### **Professional Portfolios and Awards**

All students will develop a Professional Portfolio. The Professional Portfolio contains documents designed to help our students progress in the career and postsecondary educational course they choose to follow. Students are required to provide a photocopy of their birth

certificate, social security card, immunization records, and driver's license or state ID for the portfolio. Students will create a resume, cover letter, page of references, and other documents that are important to the work world. The portfolios are the property of the Center until the annual awards ceremony held at the end of each school year. Failure to complete a satisfactory Professional Portfolio will result in the student not being eligible for any certificates, licenses, or awards. The Professional Portfolios are kept in secure locked cabinets when they are not in use, so that legal documents and other important papers are kept safe.

### **Safety**

Each program has specific regulations designed to ensure students the opportunity to work and learn without injury. Students must comply with regulations as outlined by the classroom instructor. One pair of safety glasses will be provided in programs that require their use. The school follows OSHA regulations throughout the facility. Repeated violations of program safety protocols will require a meeting with the Director, the student, and the student's parent/guardian and may result in dismissal from TCTC.

### **Scholarships**

Several scholarship awards are available to Tri-County Technical Center students. The recipients will be selected based upon performance at the Center and the completion of their Career Portfolio components. Applications will be available to all seniors in mid-March. The TCTC scholarship committee will select recipients and awards will not be subject to appeals.

### **School Supplies**

Tri-County Technical Center Programs issue textbooks, tools and require students to wear special uniforms or equipment. All items issued for student use must be returned in good condition. Property damaged or not returned will result in the student's grade being withheld until restitution is made.

### **Sign In/Out**

Students entering school after classes have begun **must report to the office and sign in**. Students leaving school prior to the regular dismissal time **must report to the office at the start of the day for a dismissal slip**. At dismissal time the student must sign out in the office.

### **SkillsUSA Local, State, and National Competitions**

All students will have the opportunity to compete in Local Skills competition held in December. The competitions include technical program skills and leadership skills. An awards assembly will recognize all participants, including gold, silver, and bronze medal winners. Gold medal winners may be eligible for state and national competitions. Eligible participants in the national competitions will ensure participation by way of a deposit toward the registration and travel expenses (to be reimbursed upon participation, non-participation will forfeit your deposit).

Instructors Steven Spaulding and Christopher Whitman are co-chairs for SKILLS USA, along with other staff and faculty volunteers.

### **Student Records and Information**

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:

Parents have the right to inspect and review the student’s educational report.

Parents and/or an eligible student have the right to seek to correct parts of the student’s educational record if he or she believes it to be inaccurate or misleading.

It is the intent of the administration of Tri-County Technical Center to limit the dissemination of information contained in a student’s record.

Parents and/or an eligible student have the right to file a complaint if there is a violation of FERPA or of this policy to:

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

### **Suspension from School**

The Director may suspend a student from school for up to ten school days. Students suspended from the Center are also suspended from the sending high school and the same is true in reverse. The extent of the suspension will be determined based upon the severity of the infraction. Disciplinary procedures will follow the principles of due process and the student rights will be honored at all times. If a student is suspended for three days or more, they and their parent/guardian must meet with the Director and the Instructor prior to reentry.

When a student has been suspended from school he/she is expected to make up his/her work.

The instructor will assign make-up work.

### **Tobacco Use**

Law prohibits the use of tobacco on school property. Students are not to bring tobacco products to school. This includes e-cigarettes and lighters. Tobacco products found on students during school will be confiscated and destroyed. Students less than 18 years of age found to be in possession of tobacco products will be reported to the police. Use of tobacco on school property or on school functions will result in suspension.

### **Transportation**

Students are required to ride the bus to and from the Center. Students who wish to drive to TCTC must exhibit a **valid need** (work, sports, etc.) and must bring written proof of that need.

No more than 12 permits per TCTC day (T1/T2) will be issued. Students must fill out the required permit and have the necessary signatures (the Center Director, the student’s instructor, parents, and the sending school principal) **in advance, before driving the vehicle onto campus.**



Drivers are not permitted to bring other students without **prior** written permission from **both** the driver's and the rider's parents. Student drivers are expected to obey all traffic rules while on school property and when entering or leaving school grounds. Violations will result in disciplinary action and loss of vehicle privilege.

Maintenance work performed on student vehicles must be scheduled in advance with the Automotive Technology Instructor. Student vehicles on campus for repairs must be legally registered and inspected **OR** delivered via tow truck, and the student driving the vehicle must have a driver's license. All bills must be paid before the vehicle leaves the Center.

### **Weapons in School Policy**

The School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats, and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

School staff is required to immediately report incidents of prohibited conduct by students to the building administrator for investigation and appropriate action:

### **Weapons in School Prohibited Conduct**

Students are prohibited from engaging in the following conduct on school property, while in attendance at school, at any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline, or general welfare of the school:

Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, crossbows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars, nunchuks. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort and replicas of weapons (including some toys); Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats) verbal or written statements (including those made on or through a computer) which threaten, intimidates, or harasses others, which tend to incite violence and/or disrupt the school program; willful and malicious damage to school or personal property stealing or attempting to steal school or personal property; lewd, indecent or obscene acts or expressions of any kind; violations of the school unit's drug/alcohol and tobacco policies; violations of state or federal laws; and any other conduct that may be harmful to persons or property.

### **Weapons in School Disciplinary Action**

All Tri-County Technical Center staff members may issue detentions for inappropriate behavior. Detention will be served at the Center on the day determined by the staff member. Significant inappropriate behavior may result in suspension from the Center and sending high school. Students with unacceptable performance levels may be placed on probationary status. Continued unacceptable performance will result in being dismissed from the Center. All infractions of law will be reported to the police and legal action will be pursued.

The Director may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA § 1001(9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing and trafficking of scheduled drugs.

Students who are found to have brought a firearm to school (as defined by federal law) shall be expelled for a period of not less than one year, unless the Superintendent on a case-by-case basis modifies this requirement. All firearms violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent. Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Board Policy.

### **Weapons in School Psychological Evaluation/Risk Assessment**

The Board authorizes the Superintendent to request an immediate psychological evaluation of a student who violates this policy when, in her/his opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school.

The Superintendent is also authorized to request psychological evaluations of students who have been identified as posing a substantial risk of violent behavior.

All such evaluations shall be performed at the school unit's expense.

If the parents/guardians and/or student refuse to permit a requested psychological evaluation, the Superintendent and the Board may draw any reasonable inferences from the student's behavior concerning the risk the student poses to school safety for purposes of determining appropriate action.

## **EXHIBIT A**



Director: Brian Leavitt  
 Student Services Coordinator: Sarah Hanson  
 Office Manager: Jana Atwood  
 Phone: (207) 924-7670  
 Fax: (207) 924-5536  
 Instructor:  
 Instructor Extension:  
 Instructor Email: [email]@aos94.org

**2017-2018 TCTC SEMESTER REPORT  
 PROGRAM:**

Student: [Student Name] First/Second Year: [ X ]  
 School Year: [Start Date] - [End Date]  
 Terms: S1: [Start Date] S2: [Start Date]

Content Standards:	Score
<b>Content Standards Assessment</b>	

Habits of Work/Soft Skills:	Score
<b>Habits/Soft Skills Assessment</b>	

**Attendance**

Present	
Absent	
No Call/ No Show Absences	
<b>Attendance Assessment</b>	

**Comments:**

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**Grading Scale:**

<b>1 = Exposure</b> <b>2 = Foundation/Introductory</b> <b>3 = Applying</b> <b>4 = Innovating</b> <i>*Please refer to Student Handbook and Student Competency Profile for standard details and task scores</i>	<b>P = Pass</b> <b>F = Fail</b> <b>I = Incomplete</b>
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I certify that [Student Name] has earned these marks in accordance with any accommodations as noted in an IEP or 504, if applicable. All students have the opportunity to make up/improve work to meet expectation and standard. Students are responsible for notifying instructors of absence and obtaining missing work/labs from missed time.

**Date:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**Printed Instructor Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**Printed Student Name:** \_\_\_\_\_

**TRI-COUNTY TECHNICAL CENTER  
REPORT**

**EXHIBIT B**

**INCIDENT/INTERVENTION**

Student Name:		Location:		Date:	
Reported by:				Time:	
Program:		Instructor:		T-1	T-2

PRIORITY INFRACTIONS	INFRACTION/CONCERNS	ACTION TAKEN
<ul style="list-style-type: none"> <li>○ Safety Issue and/or Concern</li> <li>○ Physical and/or Verbal Aggression</li> <li>○ Weapons Policy Violation</li> <li>○ Substance Use Suspected</li> <li>○ Child Abuse concern/awareness</li> <li>○ Theft</li> <li>○ Harassment</li> <li>○ Reported/Observed</li> <li>○ Vandalism</li> <li>○ Driving Violation/Issue</li> <li>○ Tobacco product Use on school property</li> <li>○ Left classroom/shop area without permission</li> <li>○ Refuses to Cooperate/Participate</li> <li>○ Disrespectful to Staff member</li> <li>○ Disruptive Behavior (class/lab)</li> <li>○ Disruptive Behavior (shop area)</li> <li>○ Inappropriate Behavior in School</li> </ul>	<ul style="list-style-type: none"> <li>▪ Computer or Equipment Use Violation</li> <li>▪ Cell Phone/Pager use Violation</li> <li>▪ Inappropriate Clothing/Footwear</li> <li>▪ Unprepared for class/lab/shop</li> <li>▪ Attendance Issue or Concern</li> <li>▪ Chronic Tardiness</li> <li>▪ Other: <i>(please explain)</i></li> <li>_____</li> <li>_____</li> <li>_____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul>	<ul style="list-style-type: none"> <li>○ Verbal Warning &amp; Reminder</li> <li>○ Verbal/Written Warning placed in Student File</li> <li>○ <b>Copy of Report to Director (FYI Only)</b></li> <li>○ Contacted Parent/Guardian</li> <li>○ Contacted TCTC Director</li> <li>○ Contacted TCTC Student Services Coordinator</li> <li>○ Contacted by phone/email sending school Guidance</li> <li>○ Information mailed to Parent</li> <li>○ <b>Referred to Dr. Patrick O’Neill for Administrative Action</b></li> <li>○ Request for Meeting(s) with: <ul style="list-style-type: none"> <li>○ Parent/Guardian</li> <li>○ Sending school Rep.</li> <li>○ Administration</li> <li>○ Student</li> </ul> </li> <li>○ <b>SEE ATTACHED FOR ADDITIONAL INFORMATION</b></li> </ul>

<input type="radio"/> Inappropriate Language		
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**TRI-COUNTY TECHNICAL CENTER**

**INCIDENT/INTERVENTION REPORT**

**INSTRUCTOR(S) AND/OR REPORTING PARTY COMMENTS ON INCIDENT:**

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**INDIVIDUALS CONTACTED:**

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**ADMINISTRATION COMMENTS AND OR DISCIPLINARY ACTION TAKEN:**

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**COPIES TO:**

- Parent/Guardian
- Sending School Representative(s)
- Instructor/Staff Member

○ **Student File**

**M.S.A.D. # 46  
Internet/Network Access Agreement**

I accept responsibility to abide by the MSAD # 46 Internet/Network Access Policy and Procedures as stated in this agreement. I understand the use of the Internet and access to the MSAD #46 networks is a privilege, not a right, and I agree:

- “ To use the Internet/Network for appropriate educational purposes and research;
- “ To use the Internet/Network only with permission of designated school staff;
- “ To be considerate of other users on the network and use appropriate language for school situations;
- “ Not to intentionally degrade or disrupt Internet/Network services or equipment. This includes but is not limited to tampering with computer hardware and/or software, vandalizing data, creating or propagating computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws;
- “ To immediately report any security problems or breaches of these responsibilities to the responsible principal or his/her designee;
- “ To comply with all of the rules and expectations included in the Student Computer and Internet Use Rules Policy (Code IJNDB-R); and
- “ Not to divulge personal information such as name, address, and phone number over the Internet.

I understand that I have no right to privacy when I use the Internet from School or the school Network and I consent to staff monitoring of my communications.

I also understand that any conduct that is in conflict with these responsibilities is inappropriate and may result in termination of Internet and Network access and possibly disciplinary action.

## Student and Parent/Guardian Student Handbook Review Signature Page

**I have reviewed the contents of the Tri-County Technical Center Handbook and accept the responsibility to meet the expectations of the school as well as the consequences of not meeting them.**

Student Name \_\_\_\_\_ Program \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**I accept responsibility to abide by the MSAD # 46 Internet/Network Access Policy and Procedures as stated in this agreement.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Tri-County Technical Center programs take their students on a variety of field trips throughout the course for the year in order to expose students to post-secondary career and educational opportunities. Most of these trips take place during the regular school day. If a trip takes place outside of regular school hours, the instructor will send a separate permission slip and informational sheet.**

**I give permission for my student to attend regular school day TCTC field trips.**

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

**Tri-County Technical Center makes use of the Internet, newspapers, television, and social media for a variety of purposes. I give permission for Tri-County Technical Center to use images of my student on a variety of media outlets.**

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

**This page must be signed by both student and parent and returned to TCTC**