



MID-COAST
SCHOOL OF TECHNOLOGY



STUDENT HANDBOOK

2026-2027



OUR MISSION

We believe

All students should have access to comprehensive career and technical education programs of instruction to enable them to validate their occupational choices while establishing a solid foundation of academic, career, interpersonal and technical knowledge and skills.

Learning is an essential, dynamic and exciting life-long process that ensures the greatest probability for success within one's personal and professional life.

The process of learning requires each of us to assume a large measure of the responsibility for creating and maintaining a positive learning environment which is sensitive to the learning style needs and interests of all students.

Students should develop and maintain an understanding of, and appreciation for cultural diversity and the need to honor and respect each individual for his/her contributions, needs and interests.

All students should leave high school with essential knowledge and skills to participate successfully in a global economy and that these skills should include, but are not limited to, the ability to solve real world problems, think creatively, work as a member of a team, show compassion for others, organize and manage time and resources, engage in life-long learning activities and understand the need and benefit of post-secondary education and training.

OUR CORE VALUES

- Courage
- Respect
- Honesty
- Responsibility
- Equality

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QUICK START GUIDE

Start and End Time

- Plan to arrive at **8:15am**.
- Programs start at **8:30am**. Students are expected to be in their program at that time.
- Dismissal is at **1:50pm**.
 - Medomak Valley Bus students depart at 1:33pm.
 - Isleboro Central School students depart at 1:05pm.

Color Days

On campus students attend their program every other day. Our color days are **Copper** and **Steel**. See the chart below to see how these days correspond to your partner school. The Mid-Coast color day calendar is located on page 6.

Mid-Coast	Copper	Steel
CHRHS	Red	White
MVHS	Blue	Gold
OHS	Blue	White
ICS	Blue	Grey
VS	Red	White
NHCS		

Transportation

Bus transportation is available from each of our mainland partner schools (CHRHS, MVHS, and OHS) and from the two ferry terminals (Rockland and Lincolnville). Students may obtain a parking permit and drive themselves, or a parent/guardian may drop students off. Students may also walk to and from campus.

Academic Classes

Students, who are eligible, are able to take one academic class (English, Social Studies or Math) at Mid-Coast on their program day. Interested students should contact the Student Services Coordinator and/or their School Counselor.

Absent? Late? Need to be dismissed?

Call Mid-Coast School of Technology (207) 594-2161 x100 or email attendance@mcst8.org. We will notify your partner school.

Change of address or phone number?

Call Mid-Coast School of Technology (207) 594-2161 x100 or email office@mcst8.org



MID-COAST

SCHOOL OF TECHNOLOGY

DAILY SCHEDULE

2026-2027

8:15	All students report to class			
8:30 - 9:10	Flex Period			
9:10 - 10:05	Academic Period 1			
10:10 - 11:05	Academic Period 2			
Lunch	<table><tr><td><u>Lunch A</u> 10:30 - 11:00</td><td><u>Lunch B</u> 11:05 - 11:35</td></tr></table>		<u>Lunch A</u> 10:30 - 11:00	<u>Lunch B</u> 11:05 - 11:35
<u>Lunch A</u> 10:30 - 11:00	<u>Lunch B</u> 11:05 - 11:35			
11:38 - 12:33	Academic Period 3			
12:38 - 1:33	Academic Period 4			
1:33	Medomak Valley Bus Dismissal			
1:50	All students are dismissed			

COLOR DAY CALENDAR

MID-COAST SCHOOL OF TECHNOLOGY 2026 - 2027 SCHOOL CALENDAR

2026

2027

JULY						
S	M	T	W	T	F	S
			1	2	H	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY						
S	M	T	W	T	F	S
					H	2
3	4	5	6	7	8	9
10	11	12	E	14	15	16
17	H	19	20	21	22	23
24	25	26	27	28	29	30
31					19+0	

AUGUST						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					0+3

FEBRUARY						
S	M	T	W	T	F	S
	1	2	E	4	5	6
7	8	9	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28						15+0

SEPTEMBER						
S	M	T	W	T	F	S
		1	2	3		5
6	H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	E	24	25	26
27	28	29	30			20+0

MARCH						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	E	18	19	20
21	22	23	24	25	26	27
28	29	30	31			22+1

OCTOBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	H	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	E	29	30	31
						20+1

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

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

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

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

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

DAYS OF NOTE

8/27-28	Opening In-service Days – All staff
8/31	In-service Day
9/1	First Student Day
9/7	Labor Day Holiday
10/1	Open House
10/9	In-service Day
10/12	Indigenous Peoples Day
11/5	Fall PAC Meetings
11/6	End of Quarter 1
11/11	Veterans Day Holiday
11/25	Comp Day for Open House/Career Night
11/26	Thanksgiving Day Holiday
11/27	Day after Thanksgiving Holiday
12/23 - 1/1	School Vacation
12/25	Christmas Day Holiday
1/1	New Year's Day Holiday
1/14	Open House
1/18	Martin Luther King Jr. Day Holiday
1/22	End of Quarter 2
2/15 - 2/19	School Vacation
3/11	Skills Competition – Opening Day
3/12	In-service Day – Skills Competition
4/2	End of Quarter 3
4/19 - 4/23	School Vacation
5/2	Car Show
5/6	Spring PAC Meetings
6/11	Last Day of School for Students
6/14	Last Day of School for Staff
6/14	Comp Day for PAC Meetings

CALENDAR KEY

H	Holiday, no school	Copper Day
	No teachers or students	Steel Day
	Teacher work day/no students	
—	End of marking period	
E	Early Release Days	

Calendar provides:

175 student days * 183 teacher days

Early Release Dates – District-wide:
 September 23 ~~~ October 28 ~~~ November 18
 December 9 ~~~ January 13 ~~~ February 3
 March 17 ~~~ April 7 ~~~ May 12

DIRECTORY

MID-COAST SCHOOL OF TECHNOLOGY

1 Main Street, Rockland, ME 04841
Telephone: 594-2161 FAX: 594-7506

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

ADMINISTRATIVE/SUPPORT			
Bobby Deetjen	Director	Ext 148	rdeetjen@mcst8.org
Scott Browning	Assistant Director	Ext 147	sbrowning@mcst8.org
Kristy Hastings	Student Services Coordinator	Ext 213	khastings@mcst8.org
Danica Wooster	Student Support Specialist	Ext 217	dwooster@mcst8.org
Sherry Moody	Business Manager	Ext 102	smoody@mcst8.org
Lynda Gundlach	Administrative Secretary	Ext 100	lgundlach@mcst8.org
Joe Blakey	Technology Coordinator	Ext 228	joeblakey@mcst8.org
INSTRUCTION			
<i>Teachers are available to take calls from 7:30-8:15 and 1:50-2:30</i>			
Mike Simmons	Auto Collision Technology	Ext 151	msimmons@mcst8.org
Tom Vannah	Automotive Technology	Ext 156	tvannah@mcst8.org
Julian Stearns	Carpentry	Ext 165	jstearns@mcst8.org
Sara Adams, RN	Certified Nursing Asst / Medical Science	Ext 206	sadams@mcst8.org
Nora Wilson	CTE Exploratory - MVHS	832-5389	nora_wilson@rsu40.org
Bryan McCarthy	CTE Exploratory - CHRHS	236-7800	bmccarthy@mcst8.org
David Filsinger	CTE Exploratory - OHS	596-2010	dfilsinger@mcst8.org
Brandon Soards	Design Technology	Ext 231	bsoards@mcst8.org
Bryan McCarthy	Pre-Engineering	Ext 123	bmccarthy@mcst8.org
Sue Stewart	English / Technical Communication	Ext 245	sstewart@mcst8.org
Rick Johnson	Firefighting / EMT	Ext 114	rjohnson@mcst8.org
Melissa Jagger	Horticulture – Islesboro	734-6723	mjagger@mcst8.org
Steven Watts	Baking & Pastry	Ext 222	swatts@mcst8.org
Charles Butler	Culinary Arts	Ext 223	cbutler@mcst8.org
Rich Barratt	Machine Tool	Ext 118	rbarratt@mcst8.org
Joel Rowland	Marine Technology/ Composites Manufacturing	Ext 139	jrowland@mcst8.org
Austin Sousa	Mathematics	Ext 238	asousa@mcst8.org
Stephen Hand	Outdoor Leadership	Ext 236	shand@mcst8.org
Jenna Blakey	School-to-Career - MVHS	832-5389	jblakey@mcst8.org
Laura Tracy	School-to-Career - CHRHS	236-7800	ltracy@mcst8.org
Lisa Mejias	School-to-Career - OHS	596-2010	lmejias@mcst8.org
Danny Hupp	Small Engines & Compact Diesel	Ext 135	dhupp@mcst8.org
J.C. Bakley	Social Studies	Ext 244	jbakley@mcst8.org
Tom Brungardt	Welding/Metal Fabrication	Ext 160	tbrungardt@mcst8.org
Chelsea Moore	Ed Tech	Ext 215	cmoore@mcst8.org
Kelly Sturks	Ed Tech	Ext 215	ksturks@mcst8.org
FACILITIES			
Craig Hatch	Maintenance Director	Ext 130	chatch@mcst8.org

PROGRAM LISTING

Click program name for more information

CTE (Career and Technical Education) Programs

Auto Collision Technology I & II
Automotive Technology I & II
Baking & Pastry I & II
Carpentry I & II
Certified Nursing Assistant (CNA)
Composite Manufacturing
Culinary Arts I & II
Design Technology
EMT
Firefighting
Machine Tool I & II
Marine Technology
Medical Science
Outdoor Leadership I & II
Pre-Engineering
Small Engine Technology I & II
Welding & Fabrication I & II

Satellite Programs

CTE Exploratory (CHRHS, MVHS, OHS)
School to Career (CHRHS, MVHS, OHS)

Academic Classes

English

Tech. Communications I
Tech. Communications II
English Composition (Concurrent Enrollment)

Mathematics

Algebra II
Geometry
Technical Math (Concurrent Enrollment)
Quantitative Reasoning (Concurrent Enrollment)

Social Studies

U.S. History
Government/Economics

FOR PARENTS/GUARDIANS

Messages/Items for Students

Messages can be delivered to students by calling (207) 594-2161 x100. We ask that you please not contact your child via their cell phone during the school day. Items can be left in the office for students to pick up. However, we ask that food and drinks not be dropped off for students.

Communication

Mid-Coast School of Technology uses Infinite Campus, ReachMyTeach, and email. Following us on social media is also a great way to stay connected.

- **Infinite Campus** is our school information system (SIS). Students and Parents can use the Infinite Campus app or Portal to view attendance, grades and lunch balances. To request access, please contact help@mcst8.org.
- **ReachMyTeach** is our communication tool for parents and students. There is no app needed to download; you are already in the system. You will receive messages through text or email, including school closures, attendance, and important announcements. In addition, you will receive messages directly from your student's teachers. To reply, you can just respond to the text or email. To initiate a new message to any staff member, you can click the link at the bottom of any message or access ReachMyTeach from our website mcst8.org/ReachMyTeach.
- **Email** is always a great way to reach us. Please see our Directory on page 7 or at www.mcst8.org/directory for a list of our staff emails. Please note that ReachMyTeach messages (above) also go to the teacher's email.
- **Social Media** is a great way to follow what is happening at Mid-Coast. Like our Facebook page, [@midcoast.cte](https://www.facebook.com/midcoast.cte) and follow us on Instagram, [@midcoast.cte](https://www.instagram.com/midcoast.cte).

School Closing

Students are excused from Mid-Coast if their partner school is closed for any reason. Even when your partner school is closed, students are welcome to attend Mid-Coast School of Technology if it is still open. Students and their parents/guardians will be notified of Mid-Coast closings and delays via text and email. Closings will be posted to social media, our website, aired on local television channels 6, 8 & 13, and news websites at channel 6 at <http://www.wcsh6.com/>; or channel 8 at <http://www.wmtw.com/index.html>.

WHAT IS MID-COAST SCHOOL OF TECHNOLOGY?

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

All programs at Mid-Coast are voluntary and elective. Having made the decision to enroll in one of the programs is the beginning of a partnership between the student, parent and teacher. Upon enrollment, Mid-Coast accepts the responsibility to provide cutting edge technology, research based teaching methods, and competent teachers to ensure that the experience is meaningful to all students who elect to participate.

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

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

NOTICE TO STUDENTS AND PARENTS

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

A copy of the student related Board policies are available at <http://www.mcst8.org/student-handbook> or in the school office.

FOOD SERVICE

The Mid-Coast School of Technology Food Service Program is composed of professionals dedicated to providing high quality, appealing and nutritious meals to the students. Their years of experience in the kitchen allow them to prepare breakfast and lunch options that meet nutritional needs throughout the school day while helping students to develop lifelong healthy eating habits. Meals are served in a clean, welcoming, and pleasant environment. Good nutrition is crucial to learning, and every student should have the opportunity to be served a nutritious breakfast and lunch at an affordable price.

A wide variety of options are available for the students to create the meal that best suits their taste and diet. All lunch & breakfast meals have an entrée or sandwich serving (a combination of proteins and grains), a generous portion of fruits, vegetables, and fresh milk. Much care is taken to ensure each meal offered meets the standards in the Healthy Hunger-Free Kids Act. Many a la carte options are also available for an additional fee to the school meals. All of which meet the nutritional standards of the USDA Smart Snack Guidelines.

2026-2027 MEAL PRICES

Lunch

Student Lunch: FREE
Post-Grad Lunch: \$5.00
Adult Lunch: \$6.00

Breakfast

Student Breakfast: FREE
Post-Grad Breakfast: \$4.00
Adult Breakfast: \$5.00

School meals will continue to be free to any high school student-regardless of family income eligibility.

Making prepayment online is highly encouraged. To set up or add money to an account, please visit www.mcst8.org/food-service. Cash and checks may also be submitted to the school in the front office at the drop box. The drop box deposits will be collected at 10:00am & noon each day.

GRADING & REPORTING

Grades represent a combination of theory, knowledge and application – as demonstrated by performance on written assignments, tests, quizzes, behavior/work habits and performance in the shop/lab. These are tracked in Infinite Campus on a regular basis. If parents/guardians would like access to the Infinite Campus Parent Portal, please contact help@mcst8.org. Mid-Coast will report grades to the partner schools on a quarterly basis. These grades will be listed along with academic classes on the student's report card. Partner Schools will also receive bi-weekly progress updates. All Mid-Coast grades are reported to the partner school on a numerical basis, no letter grades are used. Marking periods (quarters) are indicated on the [school calendar](#).

ACADEMIC HONESTY

Mid-Coast students are expected to work to the best of their ability and exhibit the school's core values of **courage, respect, honesty, responsibility, and equality**. Students are expected to complete their own schoolwork, including tests, quizzes, homework, papers, projects or any other graded assignment. Plagiarism is representing the works or writing of another as one's own and is considered academic dishonesty. Students that have been found to have plagiarized, copied or in any other way misrepresented their own work are in violation of Mid-Coast's Academic Honesty policy. The following procedure will be followed in cases of academic dishonesty:

- **First Offense** - Once a teacher confirms that a student has violated the academic honesty policy, the teacher will notify the student's parent/guardian and the administration. The teacher may give a zero for the assignment or allow the student to make up the assignment at a time that is convenient for the teacher. The teacher may choose to change the assignment or increase the rigor of the assignment. The overall grade may be reduced.
- **Second Offense** - The student will receive a zero for the assignment and parent/guardian will be notified. The student will be referred to Administration and will be subject to disciplinary action.
- **Third Offense** – The student will receive a zero for the assignment and parent/guardian will be notified. The student will be referred to Administration and will be subject to disciplinary action. The student may be removed from the class or program with a grade of "Failed Withdrawn".

Offenses are cumulative throughout a student's time at Mid-Coast.

SAFETY

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

STUDENT RECOGNITION

At Mid-Coast School of Technology, we take pride in celebrating student achievement, personal growth, consistent attendance, and positive community contributions. Students can earn recognition through four primary awards:

- **Great Work Cards**, awarded for daily accomplishments and kindness
- **Certificates of Attendance**, awarded quarterly to students maintaining perfect attendance (zero absences or tardies)
- **Mid-Coast Distinction Award**, selected quarterly by teachers to honor students who go above and beyond in our core values
- **Mid-Coast Community Spotlight Award**, nominated by peers and staff for outstanding school-wide contributions.

All honorees are recognized during our quarterly, school-wide Student Celebrations held in November, February, April, and June.

FEEES

Textbooks, workbooks, and specialized protective clothing and equipment will be provided by Mid-Coast. Students are expected to properly care for these items. Any missing school property, or items returned in abused or unserviceable condition, will be the responsibility of the student to repair or replace.

LOCKERS

Students that request a locker will be provided one with a combination lock. Students may not put any other lock on their locker. The locker and lock remain the property of Mid-Coast and the administration, the teacher, and the student will have access to the locker. Students have no expectation of privacy in lockers or other school storage facilities. It is recommended that students keep their locker locked at all times.

ILLNESS AND ADMINISTRATION OF MEDICATION TO STUDENTS

From Region 8 Policy JLCD (revised 1/12/22)

Students not feeling well while at school are encouraged to reach out to a staff member and make arrangements for a quiet place. In many instances, continuing to work in a shop/lap setting may cause an accident.

It is understood that some medications may require administration while a student is at school.

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

STUDENT ORGANIZATIONS

SkillsUSA is a national organization dedicated to supporting students, teachers and industry to ensure that America has a skilled workforce. Each year, students attending CTE schools throughout the state and country compete in their respective fields ranging from Automotive Technology to Welding & Fabrication. Mid-Coast School of Technology has been a participating chapter for over 25 years, sending hundreds of students to the state competition in Bangor. The state competition is not only an opportunity for students to hone their skills, network and collaborate but it opens the door to scholarships and many career opportunities. For the truly dedicated students who receive a gold medal at the state competition, they are given an opportunity to compete at the national competition in June. Some after that, may even be given the chance to compete on the U.S. team in the World competition. Students participating in SkillsUSA are expected to adhere to the standards outlined in this handbook. Once students sign the Code of Conduct, any violation will result in their removal from the team.

The **National Technical Honor Society (NTHS)** is an opportunity to honor student achievement and leadership, promote educational experience, and enhance opportunities for students. To be eligible students must have an GPA of 85 at their partner school and 90 in the program at Mid-Coast.

ATTENDANCE POLICY/COURSE CREDIT

From Region 8 Policy JE (revised 1/16/24)

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

Maine Statute requires Career and Technical Education (CTE) programs to provide a minimum of 350 hours of instruction. "In addition to regular classroom attendance many CTE programs also require clinical hours, or hours of practice, to gain certification. Certification cannot be given to students who do not participate in these requirements.

Students may be removed from a program if they are absent more than: 5 days per semester for every-other-day programs.

General Procedures: *All absences, both excused and unexcused, count toward the total class absences.* Students with planned absences of more than three days must complete an extended absence form (available in the office) and gain approval from the Assistant Director in advance of the proposed dates. Students with excused absences must obtain and complete work as described in the excused absences section.

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

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

DEFINITION OF EXCUSED/UNEXCUSED ABSENCES

From Region 8 Policy JE (revised 1/16/24)

Absences are categorized as either “excused” or “unexcused”. All absences whether excused or unexcused, *with the exception of absences for school sponsored activities, administrative discretion, or suspension*, count towards the total allowable class absences.

Excused: The following are reasons for an excused absence:

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

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

Lack of a note or call from a parent/guardian is cause for an automatic **UNEXCUSED** absence. Contact must be made within a week to be excused, if warranted.

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

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

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

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

1. Students suspended from riding the school bus and not reporting to school
2. Students absent from class as a result of extracurricular activities not approved by school administration.
3. Students absent from school or class without the prior knowledge of an administrator.
4. Truancy.
5. Missed bus.
6. Oversleeping.
7. Employment.

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

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

TARDIES/DISMISSALS

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

Excused Tardies: Tardies will be excused for the following reasons (if confirmed by and parent/guardian):

- Illness
- Unexpected events such as a family member's illness or crisis.
- Medical appointments
- Weather conditions

Lack of a note or call from a parent/guardian is cause for an automatic **UNEXCUSED** tardy.

Unexcused Tardiness: The following are examples of unexcused tardies:

- Oversleeping
- Missed bus
- Other Transportation issues
- Reasonable traffic congestion
- Personal reasons

Unexcused tardiness may negatively affect a student's grade. Students will receive a written warning if they receive 2 or more unexcused tardies in a quarter. If students receive more than 3 unexcused tardies in a quarter, they may be required to make up the time missed. If a student is unable to arrive on time, and has 5 unexcused tardies in a quarter, they will lose parking privileges and will need to use the provided bus transportation or be dropped off by a parent.

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

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

STUDENT CODE OF CONDUCT

From Region 8 Policy JIC (revised 1/12/22)

Our Student Code of Conduct is built upon Mid-Coast's five core values:

Mid-Coast Core Values

Respect - Honesty - Responsibility - Equality - Courage

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

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

STUDENT CONDUCT

Mid-Coast students have a lot of responsibility. In many programs, students will be trained to work with equipment that, if not used correctly, can result in serious injury. Participating in programs at Mid-Coast requires appropriate decision making and good judgment.

Students are expected to report to their assigned classroom/shop between 8:15 and 8:25am. For safety reasons, students should not be leaving their classroom/shop without permission and should not enter other shops/classrooms. Students found wandering may be subject to disciplinary measures.

Because of the level of trust and responsibility placed in Mid-Coast students, violation of Mid-Coast policies may result in a student being removed or suspended. These policies include, but are not limited to the following:

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

Whenever a student violates Mid-Coast policies, their partner school will be notified as soon as practicable. A student who has been removed from their program may appeal to the Director.

STUDENT BEHAVIOR PROCESS

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

- Step 1 Student will meet with school administration to discuss behavior in the program and a phone call will be made to the parent(s)/guardian(s).
- Step 2 Student and parent(s)/guardian(s) will be asked to meet with the teacher and school administration to discuss behavior and appropriateness of placement in Mid-Coast programming.
- Step 3 The student will be asked to leave the program.

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

From Region 8 Policy ACAA (revised 10/7/25)

Harassment of students because of race, color, sex, sexual orientation, gender identity or expression, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws. For the purpose of this policy, “race” includes traits associated with race, including hair texture, Afro hairstyles, and protective hairstyles, including braids, twists, and locks. Harassment includes, but is not limited to, verbal abuse and other offensive conduct based on race, color, sex, sexual orientation, gender identity or expression, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse, and/or bullying behavior are also addressed in Board Policies JICIA – Weapons, Violence and School Safety and JICK – Bullying. Sexual harassment, under Title IX, includes any conduct on the basis of sex which takes place within the context of the school’s education programs and activities. Sexual Harassment, under Maine law, includes but is not limited to unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature.

School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue or engage in education programs and activities, are required to refrain from such conduct.

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including dismissal. Harassment and sexual harassment of students by other students is considered grounds for disciplinary action, up to and including removal. The Director will determine appropriate sanctions for harassment of students by persons other than school employees and students.

Students, parents/legal guardians and other individuals are strongly encouraged to report possible incidents of harassment or sexual harassment involving students to the Affirmative Action Officer or Title IX Coordinator. The Affirmative Action Officer or Title IX Coordinator is also available to answer questions and provide assistance to any individual who is unsure whether

harassment or sexual harassment has occurred. The Assistant Director and/or Student Services Coordinator will investigate complaints of harassment in accordance with the Student Discrimination/Harassment and Title IX Sexual Harassment Procedures. Students who believe they are being harassed should bring this to the attention of their teacher, Student Services Coordinator, Assistant Director and/or the Director. Students may also report harassment by using the “Anonymous Reporting Tool” at <https://mcst8.org/anonymous-reporting-tool/>. Board Policy ACAA-R Student Discrimination and Harassment Complaint Procedure was adopted to provide a method of prompt and equitable resolution of student complaints. A copy of this procedure is available to all students in the main office or in the “Policies” section of the school website: <https://mcst8.org/school-board/policies/>

The school’s Affirmative Action Officers and Title IX Coordinators are respectively: Scott Browning, Assistant Director at (207) 594-2161, x147, or email sbrowning@mcst8.org or Kristy Hastings at (207) 594-2161, x213 or email khastings@mcst8.org.

STUDENT HAZING

From Region 8 Policy ACAD (revised 12/4/23)

Maine statute defines injurious hazing as “any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in school or any activity expected of a student as a condition of joining or maintaining membership in a group that humiliates, degrades, abuses or endangers the student regardless of the student’s willingness to participate in the activity.” It is the policy of the Board that injurious hazing activities of any type, whether on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in injurious hazing activities. Persons not associated with this school who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law. Administrators, faculty members, students, and all other employees who fail to abide by this policy; may be subject to disciplinary action which may include suspension, removal, or other appropriate measures. In the case of an organization affiliated with this school which authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school. These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject. The Director shall assume responsibility for administering this policy. In the event that an individual or organization disagrees with an action - or lack of action - on the part of the Director as they carry out the provisions of this policy, that individual or organization may appeal to the Board. The ruling of the Board, with respect to the provisions of this policy, shall be final.

Students who believe they have been victims of hazing or who observe incidents of hazing are encouraged to report this behavior to a staff member or school administrator. Students may also report hazing by using the “Anonymous Reporting Tool” at <https://mcst8.org/anonymous-reporting-tool/>. Staff should report any hazing activities to the Director.

BULLYING AND CYBERBULLYING

From Region 8 Policies JICK and JICK-R (revised 9/28/20)

The Board has adopted a policy concerning bullying and cyberbullying (see Policy Code JICK). Bullying, as defined in this policy, is unacceptable conduct and is prohibited at Mid-Coast School of Technology.

Students who believe they have been bullied or who observe bullying behavior are strongly encouraged to report it to an administrator or staff member. Parents and other adults who believe that an incident of bullying has occurred are encouraged to report this behavior to a staff member or school administrator. Students may also report bullying and cyberbullying by using the “Anonymous Reporting Tool” at <https://mcst8.org/anonymous-reporting-tool/>. Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any student who is determined to have knowingly falsely accused another of bullying shall be subject to disciplinary consequences.

The Assistant Director will investigate any reports of bullying and follow the Bullying and Cyberbullying Administrative Procedure outlined in Policy JICK-R. The Assistant Director will work with the student(s) who are believed to have been bullied to ensure their safety and prevent any further acts of bullying. If it is determined that there is a substantiated incident of bullying, the student who engages in the conduct that constitutes bullying shall be subject to disciplinary consequences up to and including suspension and removal. A student’s bullying behavior may also be addressed through other behavioral interventions.

“Bullying” includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

1. Has, or a reasonable person would expect it to have, the effect of:
 - a. Physically harming a student or damaging a student's property; or
 - b. Placing a student in reasonable fear of physical harm or damage to the student's property;

OR
2. Interferes with the rights of a student by:
 - a. Creating an intimidating or hostile educational environment for the student; or
 - b. Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school;

OR
3. Is based on a student’s actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation or gender identity, or any other distinguishing characteristic, or is based on a student’s association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above. (These behaviors might also meet the criteria for harassment as defined in board policy ACAA: Harassment and Sexual Harassment of Students.)

This policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or

school-sponsored activities or events. It also applies to bullying that occurs at any other time or place including cyberspace that substantially disrupts the instructional program, operations of the school, or the health or welfare of students.

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

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs or demeaning humor;
2. Behavior that is likely to harm someone by damaging or manipulating his or her relationships with others, including but not limited to gossip, spreading rumors and social exclusion;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing or disrespectful gestures;
4. Threats of harm to a student, to their possessions, or to other individuals, whether transmitted verbally or in writing;
5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to school property or facilities;
7. Stealing or hiding books, backpacks or other possessions;
8. Stalking; and
9. Physical contact or injury to another person or their property.

“Cyberbullying” means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.

Examples of conduct that may constitute cyberbullying include, but are not limited to the following actions on any electronic medium:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website, an app, in social media, or any other electronic platform;
2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the targeted student;
3. Impersonating or representing another student through use of that other student’s electronic device or account to send e-mail, text messages, instant messages (IM), phone calls or other messages on a social media website;
4. Sending e-mail, text messages, IM, or leaving voicemail messages that are mean or threatening, or so numerous as to bombard the target’s e-mail account, IM account or cell phone; and
5. Using a camera phone or digital video camera to take and/or send embarrassing or “sexting” photographs of other students.

“Retaliation” means an act or gesture against a student for asserting or alleging an act of bullying. “Retaliation” also includes knowingly falsely reporting an act of bullying.

DRUG & ALCOHOL USE

From Region 8 Policy JICH (revised 1/16/24)

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

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

Mid-Coast School of Technology will provide students with information and activities focused on abstaining from the use of alcohol and drugs. Such information and activities will address the legal, social and health consequences of drug and alcohol use and will provide information about effective techniques for resisting peer pressure to use illicit drugs and alcohol. Mid-Coast will work in partnership with students, parents/guardians and local law enforcement officials to eliminate these risks for students. Mid-Coast School of Technology will provide information, as appropriate, about drug and alcohol counseling and treatment, and programs that are available to students.

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

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

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

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

TOBACCO AND ELECTRONIC SMOKING DEVICE USE AND POSSESSION

From Region 8 Policy ADC (revised 12/5/22)

Mid-Coast School of Technology recognizes that research shows that tobacco continues to be the leading cause of preventable disease and death in Maine and the United States for both users and those exposed to second-hand smoke. Mid-Coast is also aware that a growing body of evidence suggests that the chemicals present in the aerosols (vapor) produced by electronic smoking devices may pose significant long-term risks to health, as well the risk of addiction to nicotine.

Mid-Coast is committed to providing a safe and healthy environment for students, staff, and visitors to the schools, including members of the community who use school facilities for recreational and other purposes.

To that end, and in compliance with applicable state and federal laws, all persons are prohibited from vaping/smoking, other tobacco use, and/or possession in school buildings, on any school grounds (including parking lots), on school buses and school-owned or leased vehicles, and at all school-sponsored events at all times.

All persons are prohibited from selling, distributing, or dispensing tobacco products or electronic smoking devices to students in school buildings, on school grounds or at school-sponsored events at all times.

"At all times" means 24 hours per day, 365 days a year, including all days when school is not in session and at all functions taking place on and off school grounds, including organized non-school-sponsored activities and events and casual recreational uses.

"Tobacco use" means smoking (as defined in 22 MRS §1541(6)) or the carrying or possession of a tobacco product as defined in 22 MRS §1551(3).

"Smoking" includes carrying or having in one's possession a lighted or heated cigarette, cigar, pipe, or heated tobacco or plant product intended for human consumption through inhalation whether natural or synthetic in any manner or any form. "Smoking" includes the use of an electronic smoking device.

"Tobacco product" means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including but not limited to cigarettes, cigar, hookah, pipe, chewing, snuff or snus. "Tobacco product" also means an electronic smoking device and any component or accessory used in the consumption of a tobacco product such as 2 filters, rolling papers, pipes and liquids used in electronic smoking devices whether or not they contain nicotine (22 MRS §1551(3), 1541(1-A)).

"Electronic smoking device" means a device used to deliver nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the device, including, without limitation, a device manufactured, distributed, marketed or sold as an electronic cigarette, electronic cigar, electronic pipe, electronic hookah or so-called vape pen.

Consequences for Violation: In order to enforce the tobacco and related products policy, the following guidelines shall be utilized by the Director/designee of a school in which prohibited conduct occurs. The staff shall report any violations of this policy/procedure, as promptly as practicable, to the Director/designee.

A. Student Violations

Disciplinary strategies will emphasize assisting the violator with smoking addiction recovery (cessation) to improve the student's health and reduce future violations. Students in violation of this policy will be given a list of resources on a tobacco cessation program. Any costs for these programs will be the responsibility of the student and/or student's family.

1st Violation

1. Parents/legal guardians shall be contacted regarding the tobacco violation.
2. Up to three days suspension and the Assistant Director will contact the sending school administrator.
3. The student will not be allowed to participate in any extracurricular activity during the suspension period and for the next event that they are scheduled to participate in.
4. Students will be required to complete smoking/vaping prevention and awareness instruction provided by the school.

2nd Violation

1. Parents/legal guardians shall be sent written notice regarding the tobacco violation which shall be signed by parent/legal guardian and returned to the school.
2. Up to five days suspension or potential dismissal from their program.

3rd Violation

1. The student will be dismissed from their program.

B. Student Referral to Law Enforcement Agency

The Director or their designee reserves the right to refer students to a law enforcement agency, on a case-by-case basis, as they may deem necessary. However, the Director/designee shall refer to a law enforcement agency any student reasonably suspected of selling, dispensing or distributing tobacco or related products, electronic smoking devices or related products.

C. Employees and Other Persons in Violation

All other persons violating this policy, e.g., employees, visitors, shall be immediately directed to cease this behavior. In addition, all persons suspected of selling, distributing or in any way dispensing tobacco, electronic smoking devices or related products to students shall be referred to a law enforcement agency.

QUESTIONING AND SEARCHES OF STUDENTS

From Region 8 Policy JIH and JIH-R (revised 1/16/24)

The Board seeks to maintain a safe and orderly environment in the schools. School administrators may question and/or search students in accordance with this policy and accompanying administrative procedure. Students, their personal property, and their vehicles may be searched upon reasonable suspicion that they possess any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school. When special circumstances exist, including but not limited to a suspected ongoing violation of the Board's drug/alcohol or weapons policies, or when a potential threat to safety is identified, school administrators may search groups of students or the entire student body without individualized suspicion. In circumstances involving a credible threat of violence or other imminent safety concern, law enforcement personnel will be summoned and permitted to conduct searches and interviews as they deem necessary and lawful, which may include canine searches. Student use of all school storage facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody, and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.

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

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

Questioning and Searches of Students Procedure

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

Any illegal item found during a search that violates Board policies or school rules, or which in the reasonable judgment of school administrators represents a threat to the safety and welfare of the school population shall be seized. Illegal items shall be turned over to law enforcement

authorities. Other items shall be stored in a secure location until a determination is made regarding appropriate disposition.

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

A. Questioning by School Administrators

1. School administrators are under no obligation to notify a student's parents/guardians prior to questioning a student regarding alleged violations of Board policies, school rules, and/or federal/state laws.
2. School administrators shall inform the student of the reasons for the questioning and provide an opportunity for the student to respond to any allegations. School administrators shall make a reasonable effort to question the student in a location out of the sight and hearing of other students.
3. If a student fails to cooperate, lies, misleads, or threatens any person during questioning, they may be subject to additional disciplinary action.

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

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

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

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

D. Patrolling of Parking Lots and Searching Vehicles

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

DRESS

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

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

Any dress code concerns will be reported to an administrator and handled in a private and respectful manner. Students will be asked to change if they cannot comply with the school and/or program expectations. If a student does not have a change of clothes, Mid-Coast will provide clothing for the student. The school administration shall retain the final authority in determining what is acceptable or not.

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

At Mid-Coast no one should feel uncomfortable or offended by the dress of others. In general, clothing that is not accepted as appropriate at most places of employment is not allowed at Mid-Coast.

Inappropriate dress includes, but is not limited to:

1. Bare or Stocking Feet
2. Any clothing that poses a safety risk such as jewelry or other types of adornments that may pose a safety hazard. (e.g. spiked collars or cuffs, pointed or jagged necklaces, and any type of metal that covers hands or fists, etc.)
3. Clothing that does not cover items or body parts as designed.
4. Clothing and headwear that advertises, displays, or promotes alcohol, tobacco, vapes, marijuana, or other controlled substances, or drug related activities, illegal acts, racist sentiments, harassment of any type, indecent writing, pictures, or symbols, violent or inflammatory in nature, sexuality or sexual innuendos including language with double meanings, and other clothing, attire, messages, pictures or symbols that are disruptive to the school's educational environment.
5. Clothing that makes an unjust or prejudicial distinction based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
6. Headwear that covers the student's face, which includes hoods.
7. Gang related items.
8. Students may wear special dress or costumes for specific events or special occasions during school when approved in advance by administration.
9. Any items that administration determines to be inconsistent with the values of the Mid-Coast community.

Protective equipment is provided and must be worn as directed. Students who are not appropriately dressed may not be allowed to take part in class or lab activities and receive a zero for their participation grade. Students may elect to bring appropriate or occupation specific attire to change into when working in lab areas. No open toe shoes will be permitted in any shop.

TRANSPORTATION

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

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

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

DRIVING & PARKING ON CAMPUS

Students may obtain permission to drive their own vehicle to Mid-Coast by filling out a permit registration on the Mid-Coast website (mcst8.org/student-resources/). All vehicles must be registered with the office and have a parking pass issued to display in the front window of the vehicle. A parent/guardian's permission may be obtained prior to issuing the parking permit. The permit must be renewed at the beginning of each school year and may be suspended or revoked if a violation occurs. The permit must be displayed in the front windshield at all times while parking on campus.

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

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

All vehicles parked on campus are subject to search per policy JIH.

ELECTRONIC DEVICES

At Mid-Coast School of Technology, hands-on, career-technical education requires undivided focus, active collaboration, and absolute workplace safety. Enforcing a distraction-free environment ensures students develop the professional habits, technical proficiency, and safety awareness expected by employers and industry standards.

Definition

Electronic devices include cell phones, tablets, smartwatches, earbuds/AirPods, gaming devices, or any other personal electronic equipment that may distract from learning.

Daily Expectations & Storage

- **Arrival & Off (Out of Sight):** Upon entering the building, all personal electronic devices must be powered off and placed completely out of sight.
- **Bell-to-Bell Storage:** From 8:30 AM through 1:50 PM (or until official dismissal), all student devices must be stored in designated program storage boxes. Devices will remain in these boxes for the duration of the school day, unless explicitly permitted by a teacher for specific instructional purposes.
- **Dismissal:** Students may turn devices back on only after dismissal (or they are dismissed) and they have exited the building.

Violations & Disciplinary Action

Failure to adhere to this policy will result in progressive disciplinary action:

- **For all violations:** Devices not properly stored will be confiscated by staff and held until the end of the school day, and a discipline referral will be submitted.
- **Repeated violations:** Multiple infractions will result in parent/guardian notification, In-School Suspension (ISS), or potential removal from the program.
- **Refusal to comply:** Any student who refuses to surrender a device upon staff request will be subject to immediate administrative disciplinary action.

IEP & 504 Accommodations

If a personal electronic device is explicitly specified as an assistive technology or accommodation within a student's Individualized Education Program (IEP) or Section 504 plan, school staff will fully adhere to the documented accommodations.

Loss, Theft, & Damage Disclaimer

Mid-Coast School of Technology is not responsible for any lost, damaged, or stolen electronic devices. Administration and staff will not utilize school time or resources to investigate missing or damaged personal property, nor will Mid-Coast assume financial liability for repair, replacement, or service costs.

VALUABLES

Students are encouraged not to bring unnecessary amounts of money and/or other valuables to school. Mid-Coast does not assume responsibility for the loss of, or damage to, any student property.

REGION 8 POLICIES

Below are links to select Region 8 policies regarding students.
For a full list of the Region 8 policies, please visit www.mcst8.org/school-board/policies.
*included below

Foundations and Basic Commitments

- ACAA Harassment and Sexual Harassment of Students
- ACAD Hazing
- ADC Use/Possession of Tobacco and Electronic Smoking Devices

Support Services

- EBCC Bomb Threats*
- ECAF Use of Closed Circuit Cameras*
- ECB Integrated Pest Management*
- EFC Free School Meals for all Students

Personnel

- GBEBB Staff Conduct with Students*

Instruction

- IJNDB Student Digital Devices and Internet Use and Safety Policy*
- IJNDB-R Student Digital Devices and Internet Use and Safety Rules*
- IJNDD Videography and/or Photography of Students
- ILD Student Surveys and Marketing Information*

Students

- JE Attendance
- JIC Student Code of Conduct
- JICH Student Drug and Alcohol Use
- JICIA Weapons, Violence and School Safety
- JICJ Student Personal Electronic Device Usage Policy
- JICK Bullying and Cyberbullying Prevention in Schools
- JIH Questioning and Searches of Students
- JJIF Management of Concussion and Other Head Injuries*
- JK Student Discipline
- JKAA Use of Physical Restraint and Seclusion*
- JKD Suspension of Students
- JL Student Wellness
- JLCC Communicable/Infection Diseases
- JLCD Administration of Medication to students
- JLIE Student Motorized Vehicle Use and Parking
- JRA Student Records and Information*
- JRA-E Annual Notice of Student Education Records and Information Rights*

BOMB THREATS

From Region 8 Policy EBCC (revised 1/14/16)

The Board of Region 8 recognizes that bomb threats are a significant concern to the school. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Director to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

A. Conduct Prohibited

No person shall make, or communicate by any means, whether verbal or nonverbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a "look-alike" bomb on school premises will be considered a threat for the purpose of this policy.

It is also a violation of Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the school. For the purpose of this policy, "toxic or hazardous substance or material" means any material or substance, including biomedical materials or organisms that, when placed as threatened, could be harmful to humans.

B. Definitions

1. A "bomb" means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, "Molotov cocktail" or other destructive device.
2. A "look-alike bomb" means any apparatus or object that conveys the appearance of a bomb or other destructive device.
3. A "bomb threat" is the communication, by any means, whether verbal or nonverbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
4. "School premises" means any school property and any location where any school activities may take place.

C. Development of Bomb Threat Procedures

The Director/designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the school's Comprehensive Emergency Management Plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

1. Threat assessment (for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety);
2. Building evacuation and re-entry (including selection of potential alternative sites for those who are evacuated);
3. Incident "command and control" (who is in charge and when);
4. Communications contacts and mandatory bomb threat reporting;
5. Parent notification process;
6. Training for staff members; and
7. Support services for students and staff.

The initial bomb threat procedure will be subject to approval by the Board. The Director/designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the Board's required annual approval of the school's Comprehensive Emergency Management Plan, or following implementation of the procedure in response to a specific threat.

D. Reporting of Bomb Threats

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building Director, Assistant Director, Student Services Coordinator, teacher, or other employee in a position of authority.

An employee of the school who learns of a bomb threat shall immediately inform the Director and/or the Assistant Director. The Director and/or the Assistant Director shall immediately take appropriate steps to protect the safety of students and staff in accordance with the school's bomb threat procedure, as developed under Section C.

All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures.

The Director shall be responsible for reporting any bomb threat to the Department of Education within two business days of the incident. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

E. Student Disciplinary Consequences

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school. The administration may suspend and/or recommend for expulsion to the sending school any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. § 1001(9) and will be grounds for expulsion based on individual circumstances.

F. Aiding Other Students in Making Bomb Threats

A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section E of this policy.

G. Failure to Report a Bomb Threat

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion as determined by the sending school board.

H. Staff Disciplinary Consequences

A school employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements and Board policies. A school employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on school premises will be subject to discipline up to and including termination of employment.

I. Civil Liability

The school reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

J. Lost Instructional Time

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate (or practicable) opportunity, as determined by the Director in consultation with the Board and sending school Superintendents. Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

K. Notification through Student Handbook

All student handbooks shall address the school's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb threats violate Board policy and civil and criminal law.

USE OF CLOSED CIRCUIT CAMERAS

From Region 8 Policy ECAF (revised 1/9/17)

Closed circuit cameras may be in use on campus and notice will be posted at the school entrances. Closed circuit cameras will be used in a manner that respects individuals' privacy as required by law. (See Policy ECAF Use of Closed Circuit Cameras.)

INTEGRATED PEST MANAGEMENT NOTIFICATION

From Region 8 Policy ECB (revised 2/25/15)

Pest Control

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

Pesticide Use

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

Your Right to Know

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

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the school's IPM Policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM Coordinator, Craig Hatch, at (207) 594-2161 ext 130.

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

STAFF CONDUCT WITH STUDENTS

From Region 8 Policy GBEBB (revised 1/12/22)

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

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

STUDENT DIGITAL DEVICE & INTERNET USE AND SAFETY POLICY

From Region 8 Policy IJNDB (revised 9/14/21)

Mid-Coast School of Technology provides digital devices, printers, network and internet services to support the educational mission of the school. This policy and the accompanying rules also apply to other digital devices issued directly to students, whether in use at school or off school premises. Region 8 defines "digital device" to mean any electronic digital device including but not limited to a laptop, desktop, printer, smart phone, tablet, portable game station, and game console.

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

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

Mid-Coast School of Technology utilizes filtering technology designed to block materials that are deemed obscene or harmful to minors, including child pornography. Region 8 takes precautions to supervise student use of the internet and electronic communications and to prevent the unlawful disclosure, use or dissemination of personally identifiable information about students. Region 8 educates students about safety on the internet, appropriate online behavior and cyberbullying awareness and response, but parents should be aware that Region 8 cannot prevent all instances of inappropriate digital device use by students that may violate Board policies and rules, including access to objectionable materials and communications.

The Director or their designee is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the school digital device system may be implemented by the Director, consistent with Board policies and rules.

STUDENT COMPUTER AND INTERNET USE AND SAFETY RULES

From Region 8 Policy IJNBD-R (revised 10/15/24)

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

A. Acceptable Use

1. Region 8's digital devices, printers, network and internet services are provided for educational purposes and research consistent with the school's educational mission, curriculum and instructional goals.
2. Students must comply with all Board policies, school rules and expectations concerning student conduct and communications when using school digital devices, printers, and network whether on or off school property.
3. Students also must comply with all specific instructions from school staff and volunteers when using the school's digital devices and must read and sign an acceptable use policy.

B. Prohibited Uses

Unacceptable uses of school digital devices 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/cyberbullying and/or illegal materials or messages.
2. Illegal Activities - Students may not use the school's digital devices, network and internet services for any illegal activity or in violation of any Board policy/procedure or school rules. The school assumes no responsibility for illegal activities of students while using school digital 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 Director. Unauthorized copying of software or other copyrighted is illegal and may subject the copier to substantial civil and criminal penalties. The school assumes no responsibility for copyright or licensing violations by students.
4. Downloading "Apps" - Students may not download any "apps" without prior approval from an authorized school employee.

5. 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.
6. Use for Non-School-Related Purposes - Using the school's digital devices, tablets, printers, network and internet services for any personal reasons not connected with the educational program, authorized after-school activities or school assignments.
7. Misuse of Passwords/Unauthorized Access - Students may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.
8. Malicious Use/Vandalism - Students may not engage in any malicious use, disruption or harm to the school's digital devices, printers, network and internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
9. Avoiding School Filters - Students may not attempt to or use any software, utilities, proxy servers, peer-to-peer networks or other means to access internet sites or content blocked by the school filters. Students may not bypass school networks by broadcasting a personal network device from a cell phone or other personal device.
10. Unauthorized Access to Blogs/Social Media, Etc. - Students may not access blogs, social networking sites, etc. to which student access is prohibited by filters or other means.
11. Mass Email - Students must not send mass email or SPAM from a school digital device or network.
12. Inventory Asset Tags - Students are not permitted to remove or deface asset tags from digital devices.

C. Compensation for Losses, Costs and/or Damages

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

D. Student Security

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

E. System Security

The security of the school's digital devices, network and internet services is a high priority. Any student who identifies a security problem must notify their teacher or building administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

F. Additional Rules for Devices Issued to Students

1. Digital devices are loaned to students as an educational tool and may be used for purposes specifically authorized by school employees.
2. A parent/guardian must sign a permission form before a device is allowed to go home. Home access to a device is at the discretion of the school administrator and Technology Director.
3. Students and their families are responsible for the proper care of devices at all times, whether on or off school property, including costs associated with repairing or replacing the devices.
4. If a device is lost or stolen, this must be reported to the Director/designee immediately. If a device is stolen, a report should be made to the local police immediately as well.
5. The Board's policy and procedure concerning computer and internet use apply to use of devices at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
6. Violation of policies or rules governing the use of digital devices, or any careless use of a device, may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school employees. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
7. Parents are responsible for supervising their child's use of the device and internet access when in use at home.
8. The device may only be used by the student to whom it is assigned.
9. All use of school-loaned devices must comply with the school's Student Digital Device and Internet Use Rules.
10. Devices must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

G. Additional Rules for Use of Privately-Owned or Partner School Issued Digital Devices by Students

1. A student's privately-owned or partner school issued digital device, smart phone, tablet etc. in school must adhere to all Student Digital Devices Use Policies and Rules and the Acceptable Use Policy. There must be an educational basis for the use of any digital device brought from home.
2. Use of these devices may be prohibited if it is determined that there is not a suitable educational basis and/or if the demands on the school's network or staff would be unreasonable.
3. The student is responsible for proper care and security of their privately-owned or partner school issued digital device, including any costs of repair, replacement or any modifications needed to use the digital device at school.
4. The school is not responsible for damage, loss or theft of any privately-owned or partner school issued devices.
5. Students are required to comply with all Board policies, administrative procedures and school rules while using privately-owned or partner school issued digital devices at school.

6. Students have no expectation of privacy in their use of a privately-owned or partner school issued digital device while at school. The school reserves the right to search a student's privately-owned or partner school issued device if there is reasonable suspicion that the student has violated Board policies, administrative procedures or school rules, or engaged in other misconduct while using the device.
7. Violation of any Board policies, administrative procedures or school rules involving a student's privately-owned or partner school issued digital device may result in the revocation of the privilege of using the device at school and/or disciplinary action.
8. The school may temporarily confiscate any privately-owned or partner school issued digital device used by a student in school without authorization as required by these rules. The contents of the device may be searched in accordance with applicable laws and policies.

STUDENT SURVEYS AND MARKETING INFORMATION

From Region 8 Policy ILD (revised 1/16/24)

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

Parental Consent to Surveys

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

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations or beliefs of the student or the student's parent; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

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

MANAGEMENT OF CONCUSSION AND OTHER HEAD INJURIES

From Region 8 Policy JJIF (revised 8/18/25)

Like all brain injuries, concussions should be taken seriously. A concussion is the result of a bump, blow, or jolt that can change the way the brain normally works. Concussions can occur from a fall or a blow to the head or body that causes the head and brain to quickly move back and forth. Concussions could result in significant brain damage and/or death if not recognized and managed properly.

Concussion Signs and Symptoms (not limited to):

- Can't recall events prior to or after a hit or fall.
- Appears dazed or stunned.
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent.
- Moves clumsily.
- Answers questions slowly.
- Loses consciousness (even briefly).
- Shows mood, behavior, or personality changes.
- Headache or "pressure" in head.
- Nausea or vomiting.
- Balance problems or dizziness, or double or blurry vision.
- Bothered by light or noise.
- Feeling sluggish, hazy, foggy, or groggy.
- Confusion, or concentration or memory problems.
- Just not "feeling right," or "feeling down".

Information adapted from the Centers for Disease Control and Prevention

Management of Concussive and other head injuries

- Any student suspected of having a concussion must be immediately removed from participation.
- The student is prohibited from returning to the school activity until a thorough evaluation has been conducted by school health personnel trained in concussion recognition. In the absence of available school health personnel, the student will be directed to their primary care provider for further assessment.
- School health personnel will assess the student and determine if referral to a higher level of care is needed.
- If a referral is necessary, the student and their parent(s)/guardian(s) will be informed of the referral to a licensed health care provider for a medical evaluation for possible concussion or brain injury before the student is allowed to begin graduated return to school and return to activity protocol.
- If referral to a licensed health care provider was made, the student will require written medical clearance from a licensed health care provider qualified and trained in concussion management.
- The student is also required to complete the graduated return to school and return to activity protocol as determined by the CMT.

- The medical clearance note is to be interpreted as clearance to start the graduated school reentry protocol
- A member of the CMT will notify school personnel with a legitimate educational interest of possible symptoms, cognitive and/or academic issues that may be experienced by a student who has suffered a concussion, including but not limited to: difficulty with concentration, organization, long-and-short term memory, and sensitivity to bright lights and sounds.
- School personnel shall accommodate the graduated school reentry protocol in all academic activities as appropriate, based on the recommendation of the student's health care provider trained in concussion management and appropriate designated school personnel (e.g. 504 Coordinator, school nurse).
- No student is permitted to return to full participation in extra-curricular school activities until fully returned to their program and have completed the graduated return to school and return to activity protocol. Each phase in the progression of this protocol takes at least 24 hours. Return to learn and return to play may occur at the same time

Medical Clearance

Once a referral to a health care provider has been made by the school nurse or other health services personnel, the student must receive written medical clearance. The medical clearance allows a student to begin the graduated return to school and return to activity protocol.

USE OF PHYSICAL RESTRAINT AND SECLUSION

From Region 8 Policy JKAA (revised 11/14/24)

Physical restraint and seclusion may only be used as an emergency intervention when the behavior of a student presents an imminent risk of serious personal injury to the student or others, and less intrusive interventions have failed or been deemed inappropriate.

Physical Restraint is defined as: A personal restriction that immobilizes or reduces the ability of a student to move their arms, legs, or head freely.

Seclusion is defined as: The involuntary isolation or confinement of a student alone in a room or clearly defined area from which the student does not feel free to go or is physically denied exit.

A parent/legal guardian who has a complaint concerning the implementation of the policy/procedure must submit it in writing to the Director as soon as possible. The Director/designee shall investigate the complaint and provide written findings to the parent/legal guardian within twenty (20) business days, if practicable. A parent/legal guardian who is dissatisfied with the result of the local complaint process may file a complaint with the Maine Department of Education. The Department of Education will review the results of the local complaint process and may initiate its own investigation at its sole discretion. The Department shall issue a written report with specific findings to the parent/legal guardian and the school within 60 calendar days of receiving the complaint.

STUDENT EDUCATIONAL RECORDS AND DIRECTORY INFORMATION

From Region 8 Policy JRA (revised 1/16/24)

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

ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

From Region 8 Policy JRA-E(revised 9/23/09)

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

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

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

ANNUAL NOTICE OF ASBESTOS-FREE FACILITY

All buildings in Region 8 are free from Asbestos-Containing Building Materials (ACBMs).

FORM LINKS

[Registration](#)

[Releases](#)

[Driving & Parking Permit](#)

[Extended Absence form](#)

[Non-Scheduled Day form](#)