

STUDENT SAFETY GUIDELINES

INTRODUCTION

Mid-Maine Technical Center has no higher priority than the safety of our students, staff, and visitors. These guidelines have been established in order to comply with OSHA 29 CFR PART 1910 Standards and to provide a safe and healthy workplace. Mid-Maine Technical Center shall provide all essential safety equipment to meet safety and health standards and regulations.

Students are responsible for being aware of and following all safety rules and regulations. Any student found not acting responsibly and/or continually ignoring safety practices will not be permitted to participate in applied learning activities and may be dropped from enrollment.

BOMB THREAT POLICY

The Waterville Board of Education recognizes that bomb threats are a significant concern to the school unit. 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 Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

EMERGENCY RESPONSE

Mid-Maine Technical Center has developed, in collaboration with the Waterville Police and Fire Departments, procedures to be implemented in the case of an emergency. Instructors will review these procedures with students at the beginning of the school year and conduct drills throughout the year.

EMERGENCY SAFETY EQUIPMENT

The following emergency safety equipment is provided by Mid-Maine Technical Center based on applied learning activities conducted in each program:

- Eye Wash Stations - Lab safety areas
- Fire Alarms - Located in hallways and exterior lab exits
- Fire Blankets - Lab safety areas
- Fire Extinguishers - Located by exit doors
- First Aid Stations - All lab safety areas and Mid-Maine Technical Center's Office

OPERATION OF TOOLS AND EQUIPMENT

All tools and equipment will be operated according to the Manufacturer's specifications relating to safety and method of operation. Guards or other safety apparatus shall not be removed to perform any operation. Students must always use the proper tool or equipment for any job.

Note: Instructors are responsible for the delivery and assessment of student safety training and for supervising students engaged in applied learning activities. If the Instructor is not present, students may not participate in applied learning activities or use tools/equipment that require a Safety Test without prior approval from the Director.

PERSONAL PROTECTION EQUIPMENT

A personal hazard assessment has been conducted for all instructional programs. This personal hazard assessment is posted in each lab area and reviewed with each unit of instruction. All students and personnel are required to use personal protection equipment as identified by:

- Each Program's Personal Hazard Assessment
- OSHA Regulations
- Safety Data Sheets

Personal Protection Equipment must be used at all times when performing applied learning activities. Based on the learning activities included with each program's curriculum, the following personal protection equipment is provided by Mid-Maine Technical Center:

- Eye Protection: safety glasses, safety goggles, face shields, and visitors glasses.
- Hearing Protection: ear plugs and ear muffs.
- Foot Protection: steel toe shoe covers and non-slip work shoes (Culinary Arts).
- Respirator Protection: particle masks, cartridge respirators, and hooded respirators.
- General Protection: coveralls, fall protection, gloves, hard hats, and rubber gloves.

POLICY COMMITTEE

The Policy Committee for Waterville Public Schools meets throughout the year to review and update policies and procedures. Therefore, specific Policy information published in this handbook is subject to change. For the most up-to-date and comprehensive list of Board of Education policies and procedures, please visit Waterville Public School's website at: <https://wtvl.aos92.org/district-resources/policies-and-contracts>. We encourage students, parents, and staff to familiarize themselves with these policies for a better understanding of our school community.

SAFETY COLOR CODE SYSTEM

The Safety Council has adopted the following safety color code system to standardize the color-coding of equipment and facility:

YELLOW = Caution

Safety color for the identification of:

- Designating caution and for marking physical hazards such as: striking against, stumbling, falling, tripping, and "caught in between."
- Traffic control lanes that provide a safe means to exit passage doors.
- Caution signs shall be yellow and black.

GREEN = Safety

Safety color for the identification of:

- First aid cabinets.
- Eye wash and deluge shower stations signs.
- All other safety equipment.
- Safety instruction signs shall be green with white letters.

RED = Emergency Alert

Red is used for the identification of emergency alerts including:

- Fire protection equipment and apparatus: fire extinguishers, alarm stations, fire blankets.
- Emergency Stop Buttons used to turn off all equipment in the laboratory area.
- Equipment Stop Switches used to turn off equipment being operated.

BLUE = Precaution

A blue circle is used to indicate cautions, warnings, or do not operate signs.

ORANGE = Electrical Alert

Orange is used to mark electrical switches, electrical boxes, and electrical panels.

SAFETY TESTING POLICY

Students are required to successfully complete the Safety Testing process prior to participation in applied learning activities. Students must complete the following steps:

- Participate in instructional and preparatory activities.
- Complete a safety performance assessment.
- Complete a written safety test:
 - Safety tests shall be completed annually with 100% accuracy before utilizing instructional equipment.
 - Safety tests shall be completed to ensure the safe operation of each piece of instructional equipment, included in each Program's curriculum.
 - Safety tests shall be completed to ensure safe working practices for any potentially hazardous operation, included in each Program's curriculum.
- Obtain the instructor's permission.

Note: Safety tests are valid only in the current program and school year. Students must retake safety tests when transferring between programs during the school year and/or returning to MMTC for subsequent school years.

SAFETY TESTING PROCEDURE

Students must pass a written safety test and a safety performance assessment with 100% accuracy to participate in applied learning activities and prior to using equipment independently. Students who do not pass Safety Tests on the first attempt are eligible to retest up to two times and may request accommodations. Accommodations may include testing in an alternative setting, having a test-reader, or being tested verbally.

SAFETY INCIDENTS, ACCIDENTS, and INJURIES

All student safety incidents, accidents, injuries, or “near-miss” events should be reported to the Instructor immediately. A Student Safety Incident, Accident, and Injury Report form shall be completed by the supervising instructor as soon as possible and submitted to the office for review by the Safety Council. Instructors must call the office immediately if the incident results in an injury to the student. An office staff member will assist with the response to student injury, communication to parents and/or sending schools, and documentation of an on-site or follow-up treatment administered.

STUDENT EMERGENCY INFORMATION

A Student Emergency Contact and Medical Information Form will be issued to each student upon enrolling at MMTC. This form contains information to be used by the school in the case of an emergency including contacts and relevant medical information. The form must be completed, signed by a parent/guardian, and returned to the MMTC office prior to a student’s participation in applied learning activities. MMTC expects that students and parents/guardians communicate with the MMTC office directly if/when the status of information changes.

SCHOOL POLICIES and PROCEDURES

INTRODUCTION

All people associated with Mid-Maine Technical Center are entitled to an environment that is safe, supportive, and free of disruptive influences. As such, each community member, including students, parents, and staff, play a critical role in behavior management.

GUIDING PRINCIPLES

- All Community Members will treat all others with respect and fairness.
- All Community Members will demonstrate good citizenship and acknowledge responsibility for their behavior.
- All Community Members will be aware of and adhere to school policies and expectations.
- All Community Members will act within their own authority to address behavior that is unsafe, disruptive, or otherwise illegal.

ACADEMIC DISHONESTY

MMTC expects students to be the author of all work (including but not limited to quizzes, certification testing, projects, practical work, presentations, etc.) that they submit or present, whether for a grade or not. By seeking credit or recognition for work that is not their own, a student engages in an act of academic dishonesty which is a serious offense in an academic community. There are two kinds of academic dishonesty: cheating and plagiarism.

Cheating includes giving or receiving assistance on an examination, quiz or assignment in a way not specifically permitted by the instructor. Plagiarism includes the use of another's scholarship, words, ideas or artistic product without proper citation or acknowledgment.

If a student is caught cheating or plagiarizing:

First Offense

1. The teacher/administrator will inform the parent/guardian.
2. The student will receive a zero for the assignment.
3. Colleges and universities may have to be notified of cheating or plagiarism due to any concurrent (dual) enrollment guidelines that must be addressed. Established guidelines for any related industry standards would also need to be followed.

Second Offense

1. Removal from MMTC programming for the academic school year, based on administration discretion.

ALCOHOL, TOBACCO, and OTHER DRUGS

Per School Board policy, Mid-Maine Technical Center prohibits the use of tobacco and/or vape devices by students, all school staff, parents/guardians, and visitors on school property, in school vehicles, and at school-sponsored functions on or away from school property. Likewise, no staff member, student, or visitor is permitted to:

- illegally possess, use, distribute or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor
- possess, use, distribute or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, inhalants, drug paraphernalia, anabolic steroid, any other controlled substance, or any look-alike substance that is represented to be a controlled substance.

Note: Involvement in incidents of alcohol or substance possession/use may result in a student's immediate removal from an enrolled program. Incidences involving substance use and/or possession will involve a suspension that will range from 2 to 10 days based on administrative discretion. The police department may also be contacted to assist with potential illegal activity.

ATTENDANCE

At MMTC, attendance is paramount to successful completion of the **mandated 350 hours of instruction. Students who fall below the ability to meet the 350 hour minimum are subject to dismissal from programming.** More than this, students must fully attend all safety demonstrations, complete safety tests, and meet safety standards to be able to participate in industry requirements. Therefore, when students are absent from MMTC programming, it is not only a matter of missing instruction, it can also become a safety concern.

Because of this concern, students are expected to attend all available class hours and activities. Unless students have documentation that demonstrates an excusable absence as defined by Maine statute, all other absences will be marked as unexcused. The accumulation of four (4) unexcused absences in a quarter will result in a meeting between the student's sending school, family, and a member of MMTC administration. The accumulation of sixteen (16) unexcused absences may result in a student's dismissal from the program.

Excusable Absence (Per Maine Statute)

1. Personal Illness
2. Appointment with a health professional that **MUST** be made during the regular school day
3. Observance of a recognized religious holiday
4. A Family Emergency
5. A planned absence for personal educational purpose that has been preapproved
6. Educational Disruption (homelessness, change in living situation, hospitalization, etc.)

Students are responsible for bringing written notice of excused absences to the main office for proper documentation.

Two Week Probationary Period: The first two weeks of programming at MMTC are essential to student success. It is also the time when essential safety procedures are introduced and students take key safety tests that enable their participation in class material. Missing days in the beginning of the year places an undue burden on your classmates as it impedes the progress of safety training and core principles. Two (2) unexcused absences in this period may result in your removal from the program and your spot transferred to a student on a waiting list.

Add Period: Any student who wishes to enroll in MMTC programming after the first two weeks of class must receive permission from the Instructor and administration.

Tardiness: Students are expected to report to the Mid-Maine Technical Center office if arriving to class after their school's designated arrival time. The office will verify the reason for the student's tardiness by contacting the high school office or Parent/Guardian. Students are responsible for acquiring make-up assignments following any missed time (see Attendance, above).

Dismissal: Students are not permitted to leave school grounds without consent from a Parent/Guardian. Scheduled dismissals should be arranged with the high school office in advance. If the student will be dismissed during their class at Mid-Maine Technical Center, a copy of the high school dismissal slip should be submitted to the MMTC office prior to the student leaving school grounds. If a student requests an unplanned dismissal due to illness or other unforeseen circumstance, s/he will be referred to the MMTC office to make necessary arrangements. Students are responsible for acquiring make-up assignments following any missed time (see Attendance, above).

Skipping: At the end of each school day, Mid-Maine Technical Center reports attendance to the sending high schools. Students present for high school classes and absent for MMTC classes will be considered skipping unless they have reported to the high school office in advance.

- **Early Dismissal from the High School:** Report to the high school office and follow the proper dismissal procedures.
- **Personal Appointment:** Report to the high school office and follow the proper dismissal procedures.
- **Illness:** Report to the high school office and follow the proper dismissal procedures for the high school.
- **Missed Bus:** Report directly to the high school office for further instructions.

Note: Students found responsible for skipping class forfeit the opportunity to make-up work/tests assigned on the day skipped. Repeated incidents of skipping will result in the student being dropped from enrollment at Mid-Maine Technical Center.

APPLIED LEARNING PROJECTS

Applied Learning Projects are an important aspect of the learning process and performed for educational purposes only. All Applied Learning Projects must meet the educational objectives of the program's curriculum.

Students perform applied learning projects for educational purposes and Mid-Maine Technical Center does not charge for the services and time of the students and instructors. Accordingly, Mid-Maine Technical Center, or any of its agents, assumes no liability for applied learning projects undertaken. Mid-Maine Technical Center is not in the business of automotive repair, construction, culinary arts, or technical services and is not a merchant with respect thereto within the meaning of Maine Law. Accordingly, no implied warranties of merchantability or fitness exist with respect to the products and services provided. The products and services are expressly provided AS IS, WHERE IS.

Projects are selected based solely upon their educational value as determined by the Instructor and the Director. Order of submission is not a factor in selection of projects. As applied learning projects request forms are received, they are given to the instructor for review, filed, and drawn upon to best fulfill the educational requirements of the program's curriculum.

A person seeking projects to be performed as part of Mid-Maine Technical Center's instructional program shall complete an Applied Learning Project Request Form, available at Mid-Maine Technical Center's Office. The form must be completed in full and signed by the owner to indicate acceptance of the conditions set by the Mid-Maine Technical Center. Mid-Maine Technical Center reserves the right to accept or reject any requests for Applied Learning Projects. All Applied Learning Projects accepted will become a learning experience for students with no implied warranty or date of completion.

GUIDELINES FOR ACCEPTING APPLIED LEARNING PROJECTS

- All Applied Learning Projects shall meet the educational requirements of the Approved Program Curriculum.
- All operations performed on Applied Learning Projects shall be conducted by students as an applied learning experience.
- Applied Learning Project Requests shall only be accepted from:
 - Nonsectarian, nonpolitical nonprofit organizations which are exempt under Section 501 C (3) of the Internal Revenue Code.
 - Students enrolled in schools within Mid-Maine Technical Center's region.

- Staff members employed by schools within Mid-Maine Technical Center's region.
- Other requests, not fulfilling the above criteria require the specific approval from administration.
- All Applied Learning Project requests from Mid-Maine Technical Center staff members require the specific approval of administration.
- All Applied Learning Projects shall have a written estimate of expenses, signed by the owner, prior to the start of a project.
- Applied Learning Projects shall not exceed \$500.00 in total cost without the specific approval of administration.
- Students shall not be compensated for operations conducted as part of an Applied Learning Project. However, Mid-Maine Technical Center does accept donations to the School's scholarship fund.
- Individuals shall not use Mid-Maine Technical Center's lab facilities for commercial ventures.

GRIEVANCE PROCEDURE

A three-step grievance procedure is outlined on the Applied Learning Project Request Form, available at Mid-Maine Technical Center's Office. The purpose of this procedure is to secure, at the lowest possible level, a resolution to problems/concerns regarding the selection or scope of Applied Learning Projects.

PROJECT COSTS

The owner of the Applied Learning Project is required to provide all necessary materials. Any materials provided by Mid-Maine Technical Center will be charged to the owner. Operations fees are charged to assist in covering equipment maintenance and waste disposal fees. All revenue derived from Applied Learning Projects shall assist with the financial support of the educational program.

Note: All projects must be paid in full to the office before the project can be removed from Mid-Maine Technical Center. MMTC accepts cash, personal check, or credit/debit card payments. The school does not extend credit.

CAREER AND COLLEGE ADVISING and WORKFORCE DEVELOPMENT

It is the goal of Mid-Maine Technical Center that each student develops a post-secondary Career and Educational Plan that allows them to apply their technical skills, knowledge, and interests to viable positions in which they can continue to grow, learn, and earn. Instructors will assist with this process by including career awareness activities as part of their curriculum. In addition, then Assistant Director will schedule school-wide activities focused on career and college preparation and also offer career and educational counseling services to smaller groups and/or individuals. These activities include:

- Job and/or college searches and applications
- Scholarship searches
- Off-site work experiences
- Resume writing
- Cover letter composition

CERTIFICATION TESTING

Mid-Maine Technical Center has aligned programs and assessments to national and/or state industry standards and, as such, offers students the opportunity to earn industry certifications and credentials. It is the general expectation that all eligible students will participate in certification assessment activities. Mid-Maine Technical Center will incur all costs associated with preparatory assignments, practice tests, and first-time assessments. Students who do not pass certification exams on their first attempt may be given additional opportunities to test at the discretion of the course instructor.

CLOTHING

Each program has established written guidelines outlining specific clothing and protective clothing requirements to assist the students in maintaining an appropriate professional work appearance and safety. All protective and/or safety equipment is provided by Mid-Maine Technical Center. Proper clothing that meets program expectations is the responsibility of each student. If a student is unable to purchase necessary clothing for a program, s/he should contact student services and accommodations may be made.

CONDUCT

Students are expected to conduct themselves in a safe, responsible, and professional manner at all times. All actions and interactions should be respectful, considerate, and constructive.

CREDITS

Mid-Maine Technical Center reports letter grades to sending high schools at the end of each quarter for credit review and approval. Quarterly grades are averaged by semester to determine the awarding of credit.

Quarter 1 + Quarter 2 = Semester 1 = 1.5 credits (Messalonskee students = 2 credits)
Quarter 3 + Quarter 4 = Semester 2 = 1.5 credits (Messalonskee students = 2 credits)

DRIVING PRIVILEGES

Students who attend MMTC from a sending school that provides bus transportation are expected to utilize the provided transportation, both to and from MMTC. Exceptions will not be made for after-school personal responsibilities. Students who do not

have classes after MMTC are expected to return to their sending schools on the bus before being dismissed. Students who do not have classes before MMTC must first go to their sending school to ride the bus to MMTC.

Students can request a **single-day transportation pass** for circumstances such as: medical appointments with professional notes provided, MMTC pre-arranged apprenticeships, and pre-approved applied learning projects (auto repair).

Please note that all traffic violations are reported to the Waterville Police Department.

Note: A student who misses his/her bus to MMTC must report directly to their high school office for further instruction. Driving directly to MMTC without permission from a school administrator is not permitted.

(See also [Transportation](#)).

EMERGENCY RESPONSE

Mid-Maine Technical Center has established procedures to be followed in the case of an emergency (Evacuation, Lock-Down, Lock-out, Fire, or Medical). These procedures are shared with students and rehearsed throughout the school year.

ENROLLMENT and TRANSFERRING CLASSES

The Assistant Director, in collaboration with the high school Guidance Counselors, is responsible for the enrollment process. Students may request a transfer between MMTC classes at any point during the school year. All decisions regarding student transfers will be made in the best interests of the student and will consider input from the previous and potential instructor, high school guidance counselor, and a parent/guardian. Upon transfer, a student's grade and skills standards reports in the previous program will be closed. All grades will be reported to the sending high school for credit review and approval. Transferring classes may impact a student's eligibility for industry certifications and/or dual college credits.

FOOD and BEVERAGES

Each program has established guidelines regarding the possession/consumption of food and beverages in classrooms. Food and beverages are NOT permitted in applied learning labs.

FRST ROBOTICS

Participation in the FRST Robotics is open to all high school students from MMTC's sending districts. Expectations and participant roles are established at the discretion of the Robotics Team Coaches. While MMTC funds initial registration fees, additional fundraising may be required to support registration, transportation and accommodations for regional, state, and national competitions.

FUNDRAISING

Due to the financial support included in Mid-Maine Technical Center's budget, it is the position of the school that fundraising activities are generally not necessary. Any fundraiser must have prior approval from the Assistant Director. Student participation in fundraising activities must be voluntary and may not have an impact on grades or standing in the class.

GRADES

Mid-Maine Technical Center has implemented National Skill Standards and/or State Licensing Standards in each program to enhance student learning, student assessment and to encourage higher student achievement. Student performance is rated on a 100-point scale.

GRADE REPORTING

Letter grades for each student are submitted quarterly to the High Schools to be included with the student's high school report card. Letter grades at MMTC are based on the 100-point scale designed to largely match Kennebec Valley Community College's grading scale.

	Letter Grade	Number Grade
High Honors	A+	97 – 100
	A	93 – 96
Honors	A-	90 – 92

	B+	87 – 89
	B	83 – 86
	B-	80 – 82 *
	C +	77 – 79
	C	73 – 76**
	C-	70 – 72
	D+	67 – 69
	D	63 – 66
	D-	60 – 62
Failing	F	0 – 59

Instructors regularly evaluate student development through a series of assignments and assessments. Grades for each assignment and assessment are recorded in a web-based grading system. Program Skills Standards are linked to each assignment and demonstrate student progress toward mastery of each standard.

*Pre-Nursing Students with less than a B- may not be allowed to participate in clinical.

** Students with less than a C may not receive college credit and certain certifications

Grades/Professional Conduct Grade: A student’s grade is determined by two factors: 80-percent of a student’s grade is calculated based upon the student’s performance on course standards and 20-percent of a student’s grade is based upon his/her performance on Professional Conduct, a center-wide developed scale and accompanying rubric designed to teach and improve workforce employability. Students will be assessed on these skills multiple times throughout each quarter.

Web-based Grade Reports

Students and parents are encouraged to monitor progress online. MMTC’s web-based grading system offers students and parents secure access to student grades in real time. Log-in information and instructions are mailed home before parent information night.

HARASSMENT

Students are expected to refrain from and report immediately any behavior that may be considered harassing, threatening, intimidating, or discriminatory at all times. This also applies to behavior occurring outside of school, on the bus, or through technology (text messaging, social media, etc.) that may impact staff or students at Mid-Maine Technical Center. Significant and/or persistent harassment may be grounds for dismissal from programming.

All reported incidents of harassment are referred to the Affirmative Action Representative. The AAR provides training and ongoing support to Mid-Maine Technical Center staff and students regarding harassment.

IMPAIRMENT

In the interest of safety, students will not be permitted to participate in applied learning activities while impaired regardless of the cause of impairment. A student is considered impaired when a staff member becomes aware that the student is under the influence of a substance, prescribed or otherwise, that impacts their ability to participate safely in class activities or when the supervising instructor recognizes symptoms of impairment. These symptoms may include observations regarding the student’s speech, coordination, behavior, odor, or appearance. Parents and students are obliged to notify the school when the student is prescribed medication that may cause impairment so alternative activities may be assigned if/when necessary.

INSUBORDINATION

Students are expected to follow the instructions of Mid-Maine Technical Center staff members at all times. If a student feels that instructions are unfair or unreasonable, it should be reported to MMTC Administration immediately. MMTC will provide education and appropriate discipline for students who exhibit staff insubordination or disrespect. Significant and/or persistent insubordination or staff disrespect will be grounds for dismissal from programming.

INSURANCE

Individual accident insurance is the responsibility of each student and may be obtained either through their high school's "school insurance program" or through personal family insurance policies. Individual accident insurance is highly recommended due to the nature of the applied learning activities that occur at Mid-Maine Technical Center.

LAB CARE and MAINTENANCE

Students are responsible for the cleaning and organization of their own workspace, equipment, and tools following applied learning Activities. Students should report to the Instructor or supervising staff member immediately if any tools or equipment are missing or not working correctly.

NATIONAL TECHNICAL HONOR SOCIETY

Mid-Maine Technical Center's chapter of the National Technical Honor Society recognizes excellence in skill development, educational performance, and citizenship. Eligible students are required to complete an application process that includes a written application form, narrative, and a written recommendation from their technical instructor. Application materials and further instructions are made available after the close of the third quarter.

To be eligible for induction, a student must:

- Be enrolled as a full-time student in a Mid-Maine Technical Center program
- Have completed three full quarters of a Mid-Maine Technical Center program in the current school year
- Achieved Honors or High Honors for each quarterly grading period of the current school year

Mid-Maine Technical Center staff review application materials for completion and content. Other criteria include: skill development, conduct, attendance, relations with peers, leadership, community service, and achievement. Each year, no more than five percent of the Mid-Maine Technical Center student population is accepted for induction into the National Technical Honor Society.

OFF-SITE WORK EXPERIENCES

Students who demonstrate advanced proficiency in technical skills and outstanding professionalism may be eligible to participate in an Off-Site Work Experience. The experiences are coordinated between the course Instructor and the Assistant Director. MMTC offers two types of Off-Site Work Experiences, the availability of which varies by technical program:

Job Shadow: A short-term agreement between MMTC and an industry partner during which the student visits a job site to learn aspects of a job related to their course of study. The student is paired with an employee to gain an understanding of his/her role, competencies, and the work environment. The student is not expected to complete any job tasks but may participate in job-related activities when directly supervised. The purpose of a job shadow is to assist students in career exploration, planning, and networking.

Advanced Skills Internship: An agreement between MMTC and an industry partner during which the student assumes job responsibilities related to their course of study. The course Instructor and the Assistant Director are responsible for documenting and overseeing a training plan that includes specific job tasks, skills, and a schedule conducive to student learning. The student is trained and supervised on-site by an employee or employees with appropriate qualifications.

Note: Internships may be paid or unpaid based on the terms agreed upon between the student, school, and industry partner. Students participating in internships are not entitled to employment at the conclusion of the internship period.

PERSONAL ELECTRONIC DEVICES

Each program has established written guidelines regarding the use of personal electronic devices during class time. Any use of personal electronic devices that interferes with the instructional process is not permitted.

Note: Students that need to make/receive personal phone calls during class time are expected to ask permission from their instructor. Parents are asked to use MMTC's main number (873-0102) to contact students during class time to minimize disruptions.

POLICIES AND EXPECTATIONS

As it is unlikely that documented policies and expectations encompass all potential behavior events, they are intended to serve as guidelines to assist in the communication of expectations and possible school responses to an incident. The review, revision, communication, and reinforcement of behavioral standards are an ongoing process.

PROGRAM CERTIFICATES

A Program Certificate will be issued at the end of the year to any student achieving a passing grade for at least one semester of the program. To be eligible for third-party National or State certification, students must also meet National/State Requirements for certification.

ROLES OF COMMUNITY MEMBERS

Students: It is the primary responsibility of each student to be aware of and adhere to school policies and expectations. Policies and expectations are defined in the Student Handbook, in classroom operating expectations, and by state law. Students also play a critical role in the identification and reporting of behavior that infringes on the entitlements and safety of others. Students should report any behavior that may be considered harassing, threatening, or potentially dangerous immediately to a staff member. This may include behavior that occurs in school, outside of school, or online.

Parents: Parents are encouraged to contact the school if/when any questions or concerns arise regarding the behavior of their son/daughter or how the behavior of someone else is affecting them. Mid-Maine Technical Center communicates all responses to student behavior.

Staff: Instructors are responsible for the establishment, communication, and reinforcement of procedures and expectations for their classroom that are consistent with the policies and expectations of the school. Instructors are expected to refer students involved in repeated or serious incidents of negative behavior to the office. Furthermore, any illegal behavior or potentially dangerous or emergency situations should be reported to the office immediately regardless of whether or not they happen in school. The following (non-exclusive list) are examples:

- Possession of or impairment due to drugs or alcohol
- Possession of a weapon – including pocket knives and Leatherman
- Theft or vandalism of property
- Harassment or discriminatory conduct
- Assault or threats of violence
- Self-harm or threats of self-harm
- Drastic or concerning changes in appearance or behavior
- Unexpected change in residence living conditions
- Non-attendance or threats to quit school

Law Enforcement: When aware of illegal behavior or potentially dangerous or emergency situations that involve or may impact an MMTC Community member, the school will contact and proceed under the advisement of the Waterville Police Department.

Administration: The Director and Assistant Director collaborate to oversee the management of behavior. This includes:

- The ongoing review, revision, interpretation of school policies and expectations.
- The provision of information, training, and support to staff members.
- The review of and response to information provided on an Office Referral Form and/or interviews, ensuring due process to all involved.

High School Staff: High school administrators, counselors, and/or case managers may be consulted when negative behavior is more serious or unsafe. Mid-Maine Technical Center communicates such responses to student behavior to the administration of the sending high school.

SCHOOL CANCELLATIONS

In the event of a school cancellation, late arrival, or early release, Mid-Maine Technical Center will follow the schedule of Waterville Public Schools. Students are excused from attending Mid-Maine Technical Center classes if their sending high school is cancelled. If a student chooses to attend MMTC on a day that their high school is not in session, they are expected to attend for the full class period and must provide their own transportation.

SCHOOL RESPONSES TO BEHAVIOR

All responses to negative behavior are intended to:

- Educate the student about school policies and expectations.
- Ensure the safety and entitlements of the student and others impacted by the behavior.
- Identify and address root causes of the behavior.

As such, Mid-Maine Technical Center implements progressive means of addressing behavior that includes a series of responses that are reasonable, equitable, and help students to understand and adhere to expectations. These responses include, but are not limited to:

- Faculty or administrator conference with student to clarify expectations
- Verbal or written explanation of expectations
- Restriction or loss of privileges
- Faculty or administrator contacts parent(s)
- Faculty or administrator contacts guidance counselor and/or case manager
- Parent meeting
- Student Referral Form to Office
- Suspension or removal from MMTC programming

Note: In response to extreme and/or repeated negative behaviors, particularly those that have compromised someone's safety, students may be dropped from enrollment at Mid-Maine Technical Center. Any student dropped from enrollment has the right to appeal this decision. Specific instructions regarding the appeal process will be provided to the student and the parent/guardian by letter.

SKILLS USA COMPETITIONS/CHAMPIONSHIPS

LOCAL SKILLS CHAMPIONSHIPS

All students are encouraged to participate in Local Skills Championships. Instructors will establish criteria for selecting students to compete prior to the event. Criteria may include, but is not limited to:

- Successful completion of skills standards.

- Completion of required safety testing.
- Preliminary skills demonstrations or contests.
- Written assessment.

STATE SKILLS-USA CHAMPIONSHIPS

Students finishing in first place at the Local Skills Championships are invited to represent Mid-Maine Technical Center at the State Skills-USA Conference in March. Second place finishers may be invited to replace a student that is unable/unwilling to compete.

Competitors are expected to:

- Participate in preparatory activities and/or training prior to the conference.
- Attend, with a parent/guardian, an informational meeting prior to the SLSC.
- Acquire from the school clothing, tools, and equipment required for their competition. This is outlined in the [SkillsUSA Championships Technical Standards](#).
- Complete a SkillsUSA Knowledge Exam and submit an online resume as required by SkillsUSA Maine.
- Remain in good standing. Students earning a failing grade, in danger of failing, or found in violation of school policy may be disqualified from participation.

Mid-Maine Technical Center assumes all costs associated with participation in the event including:

- Registration fees
- Required tools, equipment, and/or materials
- Transportation to/from the conference
- Food and lodging during the conference

NATIONAL SKILLS-USA CHAMPIONSHIPS (NLSC)

Students finishing in first place at the SLSC are invited to represent Maine at the NSC in June.

Student Competitors are expected to:

- Participate in preparatory activities and/or training prior to the conference.
- Attend, with a parent/guardian, an informational meeting prior to the NSC.
- Acquire from the school clothing, tools, and equipment required for their competition. This is outlined in the [SkillsUSA Championships Technical Standards](#).
- Remain in good standing. Students earning a failing grade, in danger of failing, or found in violation of school policy may be disqualified from participation.

Mid-Maine Technical Center assumes all costs associated with participation in the event including:

- Registration fees
- Required tools, equipment, and/or materials
- Transportation to/from the conference
- Food and lodging during the conference

STUDENT ACTION PLANS

Mid-Maine Technical Center believes that all students have the potential for success and has developed the Student Action Plan process to assist students who are not meeting school or program expectations. Mid-Maine Technical Center is proactive in collaborating with students, parents, and sending high school staff on developing viable plans for improvement and in communicating progress.

When a student is not meeting program expectations and has not responded positively to improvement plans implemented by the instructor, the Instructor will initiate a Student Action Plan by referring concerns in writing to the Assistant Director. The Assistant Director will enter information into Infinite Campus and a letter will be sent home. The instructor will call and/or email a parent/guardian. Student Action Plans may include, but are not limited to:

Instructor/Student Conference: The Instructor shares concerns with the student and provides clear expectations and suggested action steps to be taken. The Instructor will notify the Assistant Director and the program's Educational Technician of the conference and of any needed support.

Assistant Director/Student Conference: The Assistant Director will meet privately with the student to discuss program expectations and other variables that may be impacting student success. The Assistant Director, in consideration of the individual student's needs, will suggest action steps to be taken.

Parent Conference: Mid-Maine Technical Center believes that parents/guardians play a critical role in their son/daughter's education. Parent conferences may be arranged at the request of the school or the parent/guardian to address concerns regarding a student's progress. Action steps are developed and reinforced at school and at home.

Student Support Team Conference: Mid-Maine Technical Center recognizes the importance of other community members who may provide valuable support to student success. At the request of the school, student, or parent/guardian, others may be invited to participate in a student conference. This may include, but is not limited to:

- School Counselor and/or Case Manager
- Social Worker, Occupational or Physical Therapist
- School Administrator, Teacher, or Support Staff
- Private Counselors or other family support

The purpose of the Student Action Plan process is to maximize a student's potential for success. Mid-Maine Technical Center, while committed to providing support throughout this process, believes that the ultimate responsibility for student success lies with each student.

STUDENT AWARDS

Mid-Maine Technical Center hosts a Student Recognition Ceremony at the end of each school year. In addition to program certificates, eligible students are also recognized with the following awards:

- **High Honors:** A gold seal affixed to the Skills Certificate recognizing those students who completed the program with an A average or higher for each grading period.
- **Honors:** A gold seal affixed to the Skills Certificate recognizing those students who completed the program with an B+ average or higher for each grading period..
- **Students of the Year:** A certificate awarded to a student from each program in recognition of exemplary skill development, citizenship, and contributions to the school.

STUDENT INFORMATION

Student records are maintained according to the Family Educational Rights and Privacy Act. All student directory information may be made public without notice, unless the school is notified in writing that such information is to be withheld. Student directory information may include: name, date and place of birth, address, telephone number, grade level, dates of attendance, program of study, participation in school activities, awards and honors, and the post-secondary school in which the student intends to enroll.

STUDENT ORGANIZATIONS

Mid-Maine Technical Center supports and encourages student involvement in the National Technical Honor Society, Local Skills Championships, SkillsUSA State and National Championships, and the FRST Robotics Team. Because participation requires time and effort outside of the regular school day, students are subject to eligibility requirements as defined by MMTC and their sending high school.

TECHNOLOGY

Mid-Maine Technical Center believes strongly in the value of computers, the internet, and other technologies and provides free access to these resources to students for educational purposes.

It is the policy of MMTC to maintain an environment that promotes ethical and professional conduct at all times. To this end, MMTC recognizes that each school community member plays a critical role in ensuring that all activities involving the use of technology are safe, secure, and conform to this policy.

School Responsibilities

1. Provide and maintain current and relevant technology including software, hardware, networks, internet, and electronic communications systems, to promote student learning.
2. Provide appropriate guidelines and training for staff and students in the use of technology.
3. Monitor the use of technology and, as necessary, establish internal controls. This includes the granting or restriction of technology privileges.

Staff Responsibilities

1. Be familiar with school technology so that effective oversight, instruction, and assistance can be provided.
2. Monitor the use of technology to ensure that it conforms to this policy.
3. Report any issues or concerns with technology or students using technology to the office.
- 4.

Student Responsibilities

1. Use school technology as assigned and for educational purposes only.
2. When online, exhibit ethical and professional behavior at all times.
3. Acquire permission prior to connecting a personal device, including MLTI-issued devices, to an MMTC network.
4. Report any issues or concerns with technology to your instructor.

Unacceptable use of school technology includes, but is not limited to:

1. Unauthorized personal use including accessing social media, gaming, or other sites not related to an assigned activity.
2. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner.
3. Seeking, obtaining, or modifying files, data, and/or passwords of other users.
4. Any activity that may be considered harassing, threatening, or offensive.
5. Modifying the technology in any way including the removal or addition of software to any computer.
6. Circumventing or attempting to circumvent internal or external security measures (hacking).

Failure to adhere to this policy may result in the restriction or suspension of access to technology and, based on the severity of the behavior, other disciplinary action which may include removal from programming.

TEXTBOOKS

All textbooks issued to students, become the direct responsibility of that student. The student will be charged the full amount of replacement for any textbook lost, stolen, damaged, or not returned in its original condition.

THEFT or VANDALISM

Mid-Maine Technical Center enjoys tremendous support from our local communities. As such, we have an obligation to the taxpayers of each district to maintain our equipment and facilities to high standards, thereby minimizing the cost of repairs and replacements. Students are expected to be responsible in their care and use of Mid-Maine Technical Center equipment and facilities. Students involved in the theft, damaging, or defacing of school property will be required to pay full restitution to Mid-Maine Technical Center and may be dropped from enrollment.

THREATENING

It is the policy of Mid-Maine Technical Center to take all threats of potentially dangerous or violent behavior seriously. When the school becomes aware of such a threat, it will be reported to the Waterville Police Department and sending high school administration immediately. Students responsible for threatening behavior are subject to a school-approved Threat Assessment and re-entry policy of Waterville Public Schools. Significant and/or persistent threatening may be grounds for dismissal from programming.

TOOLS, EQUIPMENT and TECHNOLOGY

All tools, equipment and technology required to participate in MMTC courses are provided by the school. Tools, equipment and technology issued by the school become the responsibility of the student. Students will be charged the full amount of replacement for any tools, equipment or technology lost, stolen, or damaged. Due to the school insurance policy, students are required to use only school-issued tools, equipment, and technology.

TRANSPORTATION

Students from Lawrence, Messalonskee, and Winslow high schools are expected to use bus transportation to/from Mid-Maine Technical Center. Students are expected to refrain from any behavior on the bus that may be considered harassing, threatening, or otherwise disruptive to the educational process. Eligibility to ride the bus is required for students attending MMTC. Students suspended from riding the bus are also suspended from attending class at MMTC, unless transported by a parent/guardian.

If it is necessary for a student to drive to/from MMTC, a **one-day Transportation Agreement** must be completed in advance and include signatures of a parent, high school administrator, and MMTC staff. Once the form is complete, please return it to MMTC for verification and to receive the corresponding rearview placard. (See also Driving Priviledges)

VALUABLES

Students are responsible for the security of all personal belongings brought to the school. Incidents of theft and or vandalism of personal property should be reported to the office immediately. In the case where lockers are provided, students are encouraged to lock any valuables away when not in use. Lockers are the property of Mid-Maine Technical Center, and as such, are available to proper authorities for inspection. Private locks are not to be used.

VISITORS

Visitors to the school that are not a current employee or student are required to check-in with the main office. MMTC staff are expected to inform the office in advance of scheduled visitors and the nature of their visit. Unscheduled visitors will be screened by the MMTC Office.

WEAPONS

Weapons of any kind are not allowed at MMTC. This includes pocket knives, Leatherman, multi-tools, or any outside equipment that may be used as a weapon. MMTC provides all equipment necessary for instructional purposes. Any student found with a weapon will be subject to disciplinary action that may include suspension or expulsion from the program.

Note: Possession/use of a weapon on school grounds may result in a student's immediate removal from an enrolled program. Incidences involving a weapon will involve a suspension that will range from 2 to 10 days based on administrative discretion. The police department may also be contacted to assist with potential illegal activity.