

# **Biddeford Regional Center of Technology**

## **Student Parent Handbook 2025-2026**



### **MISSION STATEMENT OF B.R.C.O.T**

Our Mission: Biddeford Regional Center of Technology (COT) provides career and technical education. Our mission is to ensure that students acquire academic, career and industry recognized technical skills that will prepare them for a successful, accelerated entry into the workforce and! post-secondary education.



**Biddeford Regional Center of Technology**  
**10 Maplewood Avenue, Biddeford, ME 04005**  
**(207)-282-1501**

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**Please Note:** BRCOT administration has the authority to modify student handbook regulations in order to ensure the safety of the BRCOT community within and around the Center including off-site locations. Notice of the changes to operations will be communicated to students as expeditiously as possible. An outline of disciplinary actions is included as a part of this handbook and should be considered as a guide only. School and district administrators have discretion pertaining to student conduct and discipline.

Dear Students, Parents and Guardians:

Welcome to Biddeford Regional Center of Technology. We are thrilled to have you as part of our learning community! As a Career and Technical Education (CTE) high school, our mission is to prepare students for success in both college and career by providing hands-on, real-world learning experiences in a variety of skilled trades, technical fields, and emerging industries. Whether your goals include entering the workforce, pursuing further education, or both, we are here to help you develop the skills, knowledge, and confidence to achieve them.

At BRCOT, students engage in rigorous academic and technical programs led by passionate educators and industry-experienced instructors. Our programs are designed to meet the demands of today's workforce, while fostering creativity, critical thinking, collaboration, and a strong sense of responsibility.

We believe that strong partnerships with families are essential to student success. This Student and Parent Handbook is designed to ensure that everyone in the BRCOT community understands our school-wide expectations and code of conduct. By respecting the rights of others and behaving responsibly, we can maintain a supportive learning environment where all students can thrive both intellectually and socially.

Please take the time to carefully review the enclosed information, as you will be responsible for its contents throughout the year. If you have any questions or need clarification, don't hesitate to reach out to your teacher or any member of our main office team.

We look forward to supporting each student as they explore their interests, grow their talents, and work toward a bright future. A school where passion meets purpose, and learning leads to opportunity. Your education is a top priority for everyone at the Center of Technology. We are committed to supporting your learning journey and helping you achieve success. We encourage you to always do your best, put in the effort, and show respect for our school and its community. With the right attitude, dedication, and determination, you will succeed!

With enthusiasm and commitment,

***Paulette Bonneau***  
Paulette Bonneau  
Director

***Michael Bailey***  
Michael Bailey  
Assistant Director

## **MISSION STATEMENT OF Biddeford Regional Center of Technology (B.R.C.O.T.)**

### ***Our Mission***

***Our mission is to ensure that students acquire academic, career and industry-recognized technical skills that will prepare them for a successful, accelerated entry into the workforce and post-secondary education.***

### ***Core Values & Beliefs***

*Training an educated workforce is key to developing a successful and productive community and economy. Through our career clusters, pathways and programs, we empower students to develop the attributes and skills necessary to become successful citizens, workers and leaders.*

*COT students have access to a rigorous curriculum, hands-on learning, career pathways, articulation and dual enrollment college credit with Maine's postsecondary institutions, national industry certifications, employability skills, safety training and technical preparation. A majority of the graduates continue their training and education while some prefer to enter full time employment.*

### ***We believe:***

- ***Each student has the opportunity to learn and succeed.***
- ***All students will be supported in meeting high expectations.***
- ***Success requires all students to take ownership of their learning by demonstrating responsibility, perseverance, motivation, and self-discipline.***
- ***Students learn best when they are engaged in relevant and rigorous learning experiences.***
- ***All students can develop skills and knowledge through multiple pathways and varied support in preparation for the careers of today and tomorrow.***
- ***In fostering the academic, social, emotional and physical well being of our students.***
- ***Academic and personal success benefit from a partnership among students, staff, parents, community, and local industry.***
- ***Strong relationships foster a positive, safe and compassionate learning environment.***
- ***Positive relationships between teachers, professionals, and students form a foundation for achievement, cultivate a sense of belonging, and ensure a safe learning environment.***

### ***Our goals support our beliefs and philosophy:***

- ***Help students develop professional attitudes for success in life and work.***
- ***Provide equal access to Career and Technical Education for ALL students.***
- ***Prepare students for the workforce and post-secondary education.***
- ***Maintain partnerships with industry, community, and post-secondary education institutions.***
- ***Maintain a safe hands on learning environment***
- ***Teach to current industry standards***
- ***Support and encourage lifelong learning, citizenship and healthy living habits***

### **Annual Notices**

**NOTICE OF NON-DISCRIMINATION** The Biddeford School Department and Biddeford Regional Center of Technology does not discriminate in its education and employment programs on the basis of religion, age, race, color, national origin, gender, marital or parental status and disability, and equal access to designated youth groups in compliance with Title VI of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Title II Americans with Disabilities Act (ADA) of 1990. If you have questions, have witnessed, or have experienced acts of discrimination based on these criteria and wish to express a grievance, please contact our Title IX/504 Coordinator Michelle Brachin, Affirmative Action Officer, Biddeford School Department, 18 Maplewood Ave. Biddeford, ME 04005, Telephone # is 207-391-6897. The policy and procedure is available at the Superintendent's office and may be found on-line at [www.biddefordschool.me](http://www.biddefordschool.me) in Section A of the District Policies.

**ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS** 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. Please see your high school guidance counselor for more information.

**Health/Medical Notification** BRCOT does not have an on-site nurse. Parents are strongly encouraged to notify us if your child has a medical condition that may impact their performance at school or puts them in the high risk category. Updated tetanus shots are strongly recommended for students enrolled in any of the trade programs. For information pertaining to illness, medications, accident insurance and more detailed information regarding BRCOT's health procedures/information please click [here](#).

**Statement of Equity** BRCOT is committed to supporting every student's journey to career readiness and post secondary education by promoting equity in all policies and procedures, eliminating barriers to success, encouraging family engagement and establishing and maintaining business and community partnerships to guide and support all students. We recognize that racial, religious, gender identity, socio-economic, ableism, and other inequities exist and commit ourselves to enhance our educational awareness and intolerance to issues that hinder equity for all.

**Statement of Safety** Ensuring the safety of all students is our highest priority. Many of our programs involve the use of potentially dangerous equipment. Students may also be required to work in elevated areas. Therefore, mature attitudes and proper procedures for operation of all equipment is necessary. The proper use of tools, equipment and safety procedures will be taught to all persons participating in these programs. The opportunity to use the tools and equipment will be an earned privilege. Students enrolled in any program where safety glasses are needed will be provided with a pair of industrial rated safety glasses. Students are required to wear them at appropriate times. Students will be responsible for the care and replacement of lost or damaged glasses. Students must follow safety procedures and protocols at all times while at BRCOT. BRCOT may elect to remove any student from enrollment who has been identified as being unsafe.

BRCOT's standard school accident insurance policy covers school activities only. Therefore, it is recommended that students have additional insurance in the event that an accident occurs. More information is available through your student's high school or Superintendent's office.

**Cancellation of School** In the event of a school closing because of inclement weather or other emergency, announcements will be made on the [biddefordschools.me](http://biddefordschools.me) website, Instant Alert system, and local news channels.

## Contact Information for BRCOT and Sending Schools

### Biddeford Regional Center Of Technology Staff

| Position                                     | Name              | Email                              | Phone Ext. |
|----------------------------------------------|-------------------|------------------------------------|------------|
| <b>Main Office</b>                           |                   |                                    |            |
| Director                                     | Paulette Bonneau  | paulette.b@biddefordschools.me     | 5010       |
| Asst. Director                               | Michael Bailey    | michael.bailey@biddefordschools.me | 5003       |
| Student Services Coordinator                 | Holly Scribner    | hscribner@biddefordschools.me      | 5013       |
| Administrative Assistant                     | Sharon Inkpen     | sinkpen@biddefordschools.me        | 5000       |
| Administrative Assistant                     | Monica Johnson    | jmjohnson@biddefordschools.me      | 5402       |
| <b>Instructors (Alphabetical by program)</b> |                   |                                    |            |
| Athletic Training                            | Joseph Davis      | jdavis@biddefordschools.me         | 5407       |
| Auto Body                                    |                   |                                    | 5306       |
| Auto Technology                              | Todd Martin       | tmartin@biddefordschools.me        | 5307       |
| Business                                     | Nick Marcus       | nmarcus@biddefordschools.me        | 5202       |
| Career Pathways                              | Erik Ryder        | eryder@biddefordschools.me         | 5002       |
| Computer Technology                          | Matthew Laney     | mlaney@biddefordschools.me         | 5205       |
| Culinary Arts                                | Stephen Ogden     | sogden@biddefordschools.me         | 5512       |
| Early Childhood Education                    | Deb Newman        | dnewman@biddefordschools.me        | 5106       |
| Electrical Technology                        | Mike Bouthillette | mbouthillette@biddefordschools.me  | 5303       |
| Emergency Medical Services                   | Rory Putnam       | rputnam@biddefordschools.me        | 5411       |
| Engineering and Architectural Design         | Dylan Macintosh   | dmacintosh@biddefordschools.me     | 5102       |
| Health Assistant/CNA                         | Robin Mose        | rmose@biddefordschools.me          | 5103       |
| Intro to Medical Science                     | Rory Putnam       | rputnam@biddefordschools.me        | 5411       |
| Manufacturing Technology                     | Tim Fenimore      | tfenimore@biddefordschools.me      | 5302       |
| Plumbing Technology                          | Fred Jokinen      | fjokinen@biddefordschools.me       | 5414       |
| Residential Construction                     | Gabriel O'Toole   | gotoole@biddefordschools.me        | 5305       |
| Pre Tech/Career Exploration                  | Ethan Davis       | edavis@biddefordschools.me         | 6032       |
| Pre Tech/Career Exploration                  | Carole LePauloue  | clepauloue@biddefordschools.me     | 5204       |
| Student Service Coordinator                  | Holly Scribner    | hscribner@biddefordschools.me      | 5013       |
| Technical Math                               | John Dowaliby     | jdowaliby@biddefordschools.me      | 5201       |
| Travel, Tourism & Hospitality                | Nicki Bean        | nicki.bean@biddefordschools.me     | 5516       |
| Welding & Metal Fabrication                  | Adam Wilder       | awilder@biddefordschools.me        | 5304       |
| Ed Tech III                                  | Ed McCaskey       | emccakey@biddefordschools.me       |            |

All instructors have access to voicemail and email. If they are not immediately available during the instructional day, a return call or message will be made during non-instructional times.

### **District /Sending School Administration**

| <b>District/Role</b>               | <b>Name</b>        | <b>Telephone</b> |
|------------------------------------|--------------------|------------------|
| <b>Biddeford</b>                   |                    |                  |
| Superintendent                     | Jeremy Ray         | 207-282-8280     |
| High School Principal              | Martha Jacques     | 207-282-1596     |
| High Assistant Principal           | Eli Fletcher       | 207-282-1596     |
| High Assistant Principal           | Adam Flynn         | 207-282-1596     |
| Special Education Director         | Jen Normand        | 207-282-8283     |
| Affirmative Action Coordinator     | Michelle Brackin   | 207-282-8281     |
| <b>Kennebunk High School</b>       |                    |                  |
| Principal                          | Scott Tombleson    | 207-985-1110     |
| Assistant Principal                | Donald Weafer III  | 207-985-1110     |
| <b>Massabesic</b>                  |                    |                  |
| High School Principal              | Ty Thurlow         | 207-499-7576     |
| High School Assistant Principal    | Scott Lavertu      | 207-499-7576     |
| <b>Old Orchard Beach</b>           |                    |                  |
| Superintendent                     | John Suttie        | 207-934-4461     |
| Assistant Superintendent           | Eric Hanson        | 207-934-4461     |
| Principal                          | Jeremie Sirois     | 207-934-4461     |
| Dean                               |                    | 207-934-4461     |
| Special Education Department Chair | Heidi Butler       | 207-934-4461     |
| <b>Thornton Academy</b>            |                    |                  |
| Headmaster                         | Rene Menard        | 207-282-3361     |
| Associate Head of School           | Mrs. Marsha Snyder | 207-282-3361     |
| Senior Director of School          | Mrs. Carol Taranko | 207-282-3361     |

### **BRCOT Overview**

The Biddeford Regional Center of Technology offers Career and Technical instruction in the following Maine approved CTE programs: Career Explorations, Technical Math, Business & Financial Management, Computer Technology, Culinary Arts, Legal Studies (Business Law), Auto Body Technology, Automotive Technology, Residential Carpentry, Electrical Technology, Plumbing & Heating Technology, Travel/Tourism & Hospitality, Welding and Metal Fabrication, Precision Machining Technology, Engineering and Architectural Design, Teaching & Early Education, Career Development, Emergency Medical Services, Health Assistant/CNA, Athletic Training and Introduction to Medical Science.

For detailed information on our programs visit: <https://www.biddefordschools.me/o/brct>

BRCOT offers programs and courses that reflect best practices and current technologies. We promote linkages between BRCOT, business, industry and the community pursuing the highest level of excellence. We strive to meet individual students' needs to the best of their respective abilities. We are unique in that we prepare students for the workforce and postsecondary education. Students gain skills that can be applied to multiple career pathways.

As a member of Maine's network of CTE schools, our school is aligned with relevant national standards for each one of our programs. What does this mean for you? It means our students that successfully complete the program are prepared to excel at the career of their choice upon graduation. It is challenging yet rewarding and we have a learning environment that applies hands-on learning to real life

problems.

Our curriculum is based on a set of national standards with a set guideline for each program we offer. Aligning with these industry standards means that our students are gaining current, career-oriented knowledge that will fully prepare them for a chosen pathway.

National standards are important because they:

- Prepare students to learn modern skills that carry over into the workforce.
- Are recognized by employers that CTE students are prepared to excel at their jobs as soon as they graduate.
- Provide measurable results-we can measure success against a common set of guidelines.

Our programs support the 21<sup>st</sup> Century Learning Expectations:

- To be effective communicators
- To be capable problem-solvers
- To be responsible and accountable for decisions
- To be socially competent in a variety of situations
- To be globally aware citizens

**Note to Parents:** BRCOT is different from a general education school in both content and expectation. In the spirit of our mission to prepare students for the workforce and post-secondary education, we think of The Center as a workplace. Our instructors will provide instruction in content and professional skills while also serving in the role of workplace supervisor to the extent possible. In alignment with workplace expectations, minor issues that arise will be addressed in-house, frequently through measures which replicate the workplace between employee and employer. Using that model, instructors may not contact parents pertaining to minor isolated incidents. If there are repeated minor incidents that are negatively impacting the workspace, classroom/shop, if issues are impacting student performance/grades or if there are any major issues, instructors or administration will contact parents.

**School Climate** Students attending BRCOT are considered to be mature and responsible young adults. Since all students attending BRCOT have applied for admission, we expect behavior to reflect a desire to learn the occupational skills each student has selected. We expect students to be considerate of others. The classrooms and shops are places for learning, as such courtesy to teachers and fellow students is expected at all times and will lead to positive learning activities.

BRCOT must be a positive experience for all members of the school. Students are expected to attend all classes and conduct themselves in an appropriate manner conducive to the learning environment at all times. With mutual respect and understanding, we can cooperatively sustain a positive atmosphere at BRCOT. Regular schoolwork will be given exclusive priority over extra or co-curricular activities and work schedules.

Positive behavior by our students in and out of school reflects on the student and the school. Your experience at BRCOT is a learning lab for post-secondary training and employment. In order to best prepare you for your future, you will be held to high standards. The entire BRCOT faculty, staff and administration are committed to the belief that all students are entitled to a learning environment that has safety as its top priority. We encourage any student who believes that someone is acting in an unsafe manner to bring such acts or conduct to the attention of your teacher or administration immediately. Confidentiality will be observed as appropriate. BRCOT offers career training by operating

two sessions a day in the A.M. and P.M. Students are able to gain intensive hands-on instruction and application and earn up to four credits as well as an industry recognized credential in many of our programs.

**Facility Use, School Property and Materials** Textbooks, computers, hand tools, safety glasses and other equipment are instructional supplies available to all of our students. Each student is responsible for the loss or damage beyond normal wear.

Willful vandalism of any part of the school or its grounds, or another student's property, including any type of graffiti will result in disciplinary action commensurate with the offense and the student will not be re-admitted until a plan for restitution is made.

It is expected that ALL BRCOT students take pride in our school facility and treat it with care and respect. Students caught vandalizing or defacing school property or facilities will receive the maximum consequences, will be referred to law enforcement as applicable, and will pay restitution for all damages in addition to other consequences.

Parents will be notified and students will be billed for the repair or replacement costs of such materials. If reimbursement is not made in a reasonable time, students may be denied privileges. Damages to property may be recovered in a civil action to obtain double the damage as permitted by law. If the student is a Bideford High School student, we may pursue compensation by requesting the municipal assessor to include the damage in their municipal tax bill. If lost materials are subsequently located and returned within the same academic year, a refund of any bill paid will be made.

## 2025-2026 Daily Schedule

| BRCOT SESSIONS                                                                                                                                                                                                       |                                                                                                                                                                                      | Biddeford High School |             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------|
| Daily                                                                                                                                                                                                                | Monday - Friday                                                                                                                                                                      | Daily                 | Mon.- Fri.  |
| A.M. Session                                                                                                                                                                                                         | 8:30-10:40<br>8:25 Reminder Bell<br>8:30 Class Starts<br><i>Students not in classrooms by 8:30 are tardy.</i><br>10:40 Dismissal                                                     | Block 1               | 8:30-9:35   |
|                                                                                                                                                                                                                      |                                                                                                                                                                                      | Block 2               | 9:40-10:40  |
|                                                                                                                                                                                                                      |                                                                                                                                                                                      |                       | Block 3     |
| P.M. Session                                                                                                                                                                                                         | 12:20-2:25<br>12:15 Warning Bell<br>12:20 Class Starts<br><i>Students not in classrooms by 12:20 are tardy.</i><br>2:25 Dismissal*<br><br>*BHS Bus Students remain at COT until 2:45 | Advisory**            | 12:20-12:40 |
|                                                                                                                                                                                                                      |                                                                                                                                                                                      | Block 4               | 12:45-1:45  |
|                                                                                                                                                                                                                      |                                                                                                                                                                                      | Block 5               | 1:50-2:45   |
| Single Block COT classes run during each BHS scheduled block<br>PM Students taking Technical Math and Career Exploration classes<br>will follow the BHS block schedule including attending advisory Monday - Friday. |                                                                                                                                                                                      |                       |             |

## BRCOT Early Release Schedule

| Early Release Schedule                                                                                                                                                                                                                                                                                                            |                      | BHS Early Release Schedule:                                                               |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------------------------------------------------------------------------------|--|
| <b>A.M. Session</b>                                                                                                                                                                                                                                                                                                               | <b>8:30 - 10:00</b>  | 8:30 - 9:15 <b>Block 1</b><br>9:20 - 10:00 <b>Block 2</b><br>10:05 - 10:50 <b>Block 3</b> |  |
| <b>P.M. Session</b>                                                                                                                                                                                                                                                                                                               | <b>10:55 - 12:25</b> | 10:55 - 11:35 <b>Block 4</b><br>11:40 - 12:25 <b>Block 5</b><br>12:25 <b>Dismissal</b>    |  |
| <b>2025-2026 Early Release Dates:</b><br><div style="display: flex; justify-content: space-around;"> <div> <b>Sept. 10</b><br/> <b>Oct. 1</b><br/> <b>Nov. 5</b><br/> <b>Nov. 25</b><br/> <b>Dec. 10</b> </div> <div> <b>Jan. 14</b><br/> <b>Feb. 12</b><br/> <b>March 11</b><br/> <b>April 8</b><br/> <b>May 6</b> </div> </div> |                      |                                                                                           |  |

## BRCOT 1 Hour Delay Schedule

| BRCOT<br>1 Hour Delay Schedule |            |  | Biddeford High School<br>1 Hour Delay Schedule |           |
|--------------------------------|------------|--|------------------------------------------------|-----------|
| A.M. Session                   | 9:30-11:20 |  | 9:30-10:25                                     | BLOCK 1   |
|                                |            |  | 10:30-11:20                                    | BLOCK 2   |
|                                |            |  | 11:25-12:55                                    | BLOCK 3   |
| PM Session                     | 12:45-2:25 |  | 1:00-1:50                                      | BLOCK 4   |
|                                |            |  | 1:55-2:50                                      | BLOCK 5   |
| 2:50                           | Dismissal  |  | 2:50                                           | Dismissal |

\*Single Block COT classes run during each BHS scheduled block.

### **BRCOT 2 Hour Delay Schedule**

| BRCOT<br>2 Hour Delay Schedule |             |  | Biddeford High School<br>2 Hour Delay Schedule |           |
|--------------------------------|-------------|--|------------------------------------------------|-----------|
| A.M. Session                   | 10:30-11:50 |  | 10:30-11:10                                    | BLOCK 1   |
|                                |             |  | 11:15-11:50                                    | BLOCK 2   |
|                                |             |  | 11:55 - 1:25                                   | BLOCK 3   |
| PM Session                     | 1:15-2:25   |  | 1:30-2:05                                      | BLOCK 4   |
|                                |             |  | 2:10 - 2:50                                    | BLOCK 5   |
| 2:50                           | Dismissal   |  | 2:50                                           | Dismissal |

\*Single Block COT classes run during each BHS scheduled block.

**Cancellation of School** In the event of a school closing because of inclement weather or other emergency, announcements will be made on the biddefordschools.me website, Instant Alert system, and local news channels.

**Full School Calendars** for Biddeford, Old Orchard Beach and Thornton Academy can be viewed at the end of this handbook or by clicking [here](#).

## **Student Support Services**

**Career & College Advising** Our Student Service Coordinator is available to work with students, parents, staff, and partner schools to assist each student to have a successful experience at BRCOT. Ms. Scribner can assist you in career exploration, post-secondary planning and personal assistance to address barriers interfering with your learning.

Whether your goal is to enter the workforce, go on for further training or enlist in the military, our services can assist you in determining your strengths and help you develop strategies to improve your weaknesses. For example, you can access several career interest inventories, work out personal problems, and explore college opportunities and benefits. Ms. Scribner will work with you to help you achieve your goals. She has frequent communication with our sending school guidance departments to make student transitions as smooth as possible.

**Academic Support** We recognize that our curriculum is challenging. From time to time our students need extra help or academic support to achieve one's goals. Our educational Technician, Mr. McCaskey, is available to help students with reading and math challenges or in need of study and test taking skills. Students may discuss their needs with their instructor and/or our instructors will recommend to the student the need for academic intervention. We communicate frequently with your child's sending school guidance counselor or case manager so the appropriate help is in place for the students to be successful.

**Career Pathways** Our Career Pathways Program is coordinated by Mr. Erik Ryder. He helps students identify their individual learning styles, target industries of interest, identify potential career opportunities and develop valuable 21st Century employability skills. Career development is an integral part of our programming. Eligible students have the opportunity to be placed in extended learning opportunities to provide the opportunity to participate in occupational training programs that combine academic, monitored and credit bearing work, accelerating a student's college and career path.

**Nurse, Illness, Medication, and First Aid** BRCOT **does not** have an on-site nurse. All classrooms are equipped with a first aid kit. If a student becomes ill at school, he or she should report to the BRCOT office for assistance, after first notifying the teacher. If necessary, a parent will be called to dismiss the student and possibly transport the student home. In case of an injury, the student will be assessed and a treatment plan will be applied. This may require transportation to the hospital; every effort will be made to contact a parent prior to this, however, the student's well-being is paramount.

If a student needs to take a prescription medication while at school, a parent must complete a medication form and bring the amount of necessary medication to the school in the current prescription container to be dispensed through the BRCOT main office or the nurse's office at Biddeford High School. Students are not permitted to have medication in their possession at school or on the school bus. All medication must be kept and dispensed through the office. Other over-the-counter medications such as acetaminophen will be handled in a similar manner. Please read the School Board's policy regarding the use of medicinal marijuana (Policy JLCDA).

It is highly recommended that students are covered by accident insurance. Students may purchase such insurance for a nominal fee through their sending schools.

**Parents are strongly encouraged to notify us if your child has a medical condition that may impact their performance at school or puts them in the high risk category.**

**Special Services** BRCOT students that qualify for Special Education, 504 or English Language Learner (ELL) services will be provided with the appropriate accommodations determined by the student's individual plan. It is the responsibility of the student's sending school to share the contents of the plan with BRCOT and to provide the services and support the student needs. Questions about special services may be directed to the student's case manager, guidance counselor, or Special Education case manager of the student's sending school.

### **Student Recognition and BRCOT Activities**

**Student Recognition** Student accomplishments are acknowledged on a regular basis using different media such as our school webpage, Twitter, Facebook etc. Students are also recognized through special events such as the National Technical Honor Society, our Academic showcase, and we hold a Recognition night for seniors and program completers of one year programs who will be earning Certificates of Completion and credentials of value in May.

**National Technical Honor Society, NTHS** NTHS recognizes the achievements of top Career Technology Education (CTE) students, provides scholarships to encourage the pursuit of higher education, and cultivates excellence in today's highly competitive, skilled workforce. The National Technical Honor Society seeks to honor student leadership and academic achievement, and enhance career opportunities for top workforce education students. Eligible students are nominated by instructors based on membership criteria.

Criteria includes:

- Academics- a COT semester grade above a 93.0 and an overall GPA over 3.0
- Leadership - within curricular and extra curricular settings
- Character- respectful, honest, ethical, cooperative etc.
- Citizenship
- Attendance
- Junior in good standing or Senior completing at least their second year in a CTE program

Acceptance into the NTHS also gives students many scholarship opportunities. The National Technical Honor Society promotes critical workplace values which are honesty, integrity, responsibility, initiative, teamwork, productivity, and citizenship. Students are encouraged to apply and complete the selection process. For questions about NTHS, please contact Mrs. Amy Elie.

**SkillsUSA** Enrolled COT students are eligible to participate in SkillsUSA, a national organization of students, teachers, and industry representatives working together to prepare high-performance workers in career and technical occupations. The program includes local, state, and national competitions in which students demonstrate occupational and leadership skills in over 70 different areas. The competitions are judged by industry representatives, with scholarships and equipment prizes offered to medalists.

**Vex Robotics** Vex Robotics competition is a unique team based competition that puts students' engineering and technology skills to the test. Students build their robotics as they prepare to participate in State competitions and compete against other high schools throughout Maine. The Robotics team encourages leadership and problem solving skills in addition to just having a great time and building

amazing robots. **All competitions are subject to change for the 25-26 school year.**

### **Attendance**

BRCOT is a **closed campus** environment. This means that once you arrive on school grounds, you immediately enter the building and you may not leave without prior administrative or instructor permission. All dismissals need to go through the front office.

**Attendance Expectations** In order to take advantage of the unique learning opportunities at the BRCOT, students need to be here every day, on time, ready and willing to work and learn. These are the professional skills that employers look for in every employee. Established Habits of Work constitutes a good portion of each student's grade.

Class attendance is a basic requirement for academic success and earning credits. Attendance hours are also monitored for application towards state licensing exams such as students taking the CNA Program and hours towards plumbing and electrical journeymen's licensure. Attendance will be part of the student's final grade and Certificate of Completion. If a student misses a day of class, he or she may miss a one-time event in that class and certain activities cannot be replicated. Class attendance is considered an essential component for passing any course and earning credits. Parents have an interest and legal responsibility to help BRCOT ensure their students' attendance. The daily schedule can be seen here.

Excessive and unexplained absences and tardiness to school will indicate a student's lack of commitment to the program. It is the **student's responsibility** to complete and perform all assigned tasks; a failure to do so could result in a failing grade and may lead to the removal of the student from the program.

**Attendance Procedures:** When a student will be absent, tardy or dismissed:

- A parent or legal guardian **needs to call** the BRCOT office, 207-282-1501, as well as the student's sending school to inform us of the student's absence, tardy or dismissal. **Student cell phones should not be utilized to facilitate dismissal during the instructional day.**
- When tardy to school, students must report to the main office to check in and get a tardy slip to use as their pass to class
- Students/Parents need to be aware of their home school's attendance policies/procedures as well.
- BRCOT will make a concerted effort to keep parents informed regarding the student's attendance.

***Please Note:*** Automated calls will be made to parents/guardians for students who are absent if BRCOT has not received notification/reason for the absence.

**State of Maine Law** recognizes that a student's absence from school is justified in certain situations. The following circumstances constitute "*excusable absence*" as defined under Maine law:

1. Personal Illness
2. An appointment with a healthcare professional that must be made during the regular school day.
3. Observance of a recognized religious holiday when the observance is required during a regular school day.

4. A family emergency.
5. A planned absence for personal or educational purposes, which has been approved by the administration. **Forms are available in the main office.**

### **Types of Absences**

**Excused Absence:** Illness when verified by a parent/guardian, physician, medical or dental appointments when verified, death or serious illness in the immediate family, driver examination, school related activities (e.g. field trips, college visits for juniors and seniors, etc.) religious observances, suspension from school, other reasons acceptable to administration approved on an individual basis. *High school related absences (field trips, college visits, school rallies etc.) will be excused from BRCOT, provided that the student notifies the BRCOT instructor and the office of the activity. In addition, the student will be responsible for all school work missed.*

**Unexcused Absence:** is defined as any absence not verified by a parent/guardian or physician. Examples are illness not verified by a physician, employment, oversleeping, staying home to do school work, truancy, and absence with parental/guardian permission for reasons unacceptable to school administration.

**Tardy to School** is defined as the student entering their classroom after the start bell rings.

Excused Tardy includes being tardy to school due illness when verified by a parent/guardian, physician, medical or dental appointments when verified, death or serious illness in the immediate family, driver examination, school related activities (e.g. field trips, college visits for juniors and seniors, etc.)

Unexcused Tardy is defined as any tardy not verified by a parent/guardian or physician. Examples are illness not verified by a physician, car trouble, missing the bus, oversleeping, staying home to do school work, and tardy with parental/guardian permission for reasons unacceptable to school administration. Students who are tardy to school will receive either a Tardy Excused or Tardy Unexcused slip to use as their pass to enter class.

**Dismissal:** is defined as leaving school via the main office with permission from parent or legal guardian after the start bell rings.

Excused Dismissal includes needing to leave school due to illness when verified by a parent/guardian, physician, medical or dental appointments when verified, death or serious illness in the immediate family, driver examination, school related activities (e.g. field trips, college visits for juniors and seniors, etc.)

Unexcused Dismissal is defined as leaving school with no verification by a parent/guardian or physician. Examples are illness not verified by a physician, non medical appointments, social reasons, student request and dismissal with parental/guardian permission for reasons unacceptable to school administration.

*Any student leaving class/school without following dismissal procedures for an excused dismissal will be considered a class cut. Work missed for class cutting or truancy cannot be made up.*

**PLEASE NOTE:** Student cell phones should not be utilized to facilitate dismissal during the instructional day. Should an illness be serious enough to send the student home, our office will contact the parent/guardian and the student will be sent home. A student will not be dismissed unless a parent or guardian contacts our office directly.

**Truancy:** Is defined as consecutive absences without knowledge and permission of parent or guardian (classified as an unexcused absence.)

### **Consequences for Non-Attendance**

BRCOT may grant a failing grade to any student who has accumulated over **8 absences** in one semester without completing a makeup plan deemed satisfactory by their instructor. Absences exceeding **8** per semester may also prompt a makeup plan deemed satisfactory by the instructor. This attendance policy also applies to tardies and dismissals from COT, unless accompanied with a note from your parent.

Our instructors will call home after a student misses three (3) days in a semester. When a student misses five (5) days in a semester, you will receive an attendance letter from our main office and an attendance meeting will be scheduled. Additional absences may prompt implementation of an attendance contract for the remainder of the year.

**3 absences/semester** - Instructor calls home

**5 absences/semester** - an attendance letter will be sent home and a parent meeting will be scheduled with BRCOT administration and Student services

**8 or more absences/semester** will result in an additional attendance meeting to discuss enrollment status and could result in a failing grade

Students with **unexcused tardies** to school will receive the following consequences during each semester:

**1st, 2nd Infraction** -Warning from Main Office

**3rd infraction**-Teacher will call home and speak to parent/guardian

**4th infraction**-Administration will be in touch with parents/guardians

**5th infraction**-One Office Detention (May be served at sending school or BRCOT), parental contact

**6th and subsequent infractions**—Parental contact, further administration action on an individual basis, which may include but is not limited to, a failing grade, a parental meeting, an attendance contract, loss of driving privilege or removal from program

Absences will negatively affect attendance hours for application towards state licensing exams in certain programs such as CNA, Electrical and Plumbing.

***Please Note: Each sending school has an attendance policy that affects students' grades. Students should be aware of their home school's policy also. Students WILL NOT receive credit for a COT class at their sending schools if they exceed the number of allowable absences in any quarter they attend at BRCOT.***

### **Academic and Behavior Expectations**

BRCOT is governed by the Biddeford School Department and therefore follows Biddeford School Committee policies as appropriate to the operations of o the Center of Technology. A complete policy manual may be found at [www.biddefordschools.me](http://www.biddefordschools.me) The Biddeford School Committee would like all parents and students to be aware of the policies.

**Each instructor will issue their program expectations for academics and behavior and post them in Google classroom.** BRCOT offers programs and courses that reflect best practices and current technologies. We promote linkages between BRCOT, business, industry and the community pursuing the highest level of excellence. We strive to meet individual students' needs to the best of their respective abilities. We are unique in that we prepare students for careers and postsecondary education. Students gain skills that can be applied to multiple career pathways. The coursework will be challenging yet rewarding and we have a learning environment that applies hands-on learning to real life problems. Aligning against these industry standards means that our students are gaining modern, career-oriented knowledge that will fully prepare them for chosen careers.

### **Academic Expectations**

**Homework** Each instructor determines homework assignments and grading of homework. Students are responsible for completing assigned tasks; if assistance is needed, the instructor as well as other staff are available to assist.

### **Makeup or missed work**

- **Any student holding an incomplete grade at the end of the quarter due to absences will be given two weeks after the close of the quarter to complete the work when appropriate. The Director or Assistant Director must authorize additional time beyond the two week maximum. Work not completed within this timeline will result in the student receiving a zero on the incomplete assignments.**
- **Flagrant absences and/or ongoing truancy may result in students receiving a zero for missed work, or removal from the program.**
- **In the case of any absence, the student will be expected to be prepared upon the day of their return with the assignments received on the last day they attended. If a student is absent the day a long term assignment is due, the next day the student is in class the assignment will be expected.**
- **Assignments not turned in or work not completed will be graded as incomplete.**

**Grading** The following grading process is in effect for the 2025-2026 school year:

Career & Technical Education Programs require students to demonstrate proficiency in their various industries to acquire certifications and required hours to be considered program completers. Acquiring skills towards certification includes mastering subject/program content, terminology, and skills. These are skills that are specific to each program and industry.

How we obtain certification and employment is also assessed by student mastery of professional skills required for any career field. We call these Habits of Work and they are the Employee Skills that EMPLOYERS expect from a successful employee; no matter the work setting.

During the 2025-2026 school year, grades will be evaluated in the lab, in Google Classroom and other online curricula tools per program, based on the following percentages.

**Summative grades 34%:** Summative skills are Unit Tests, Industry Assessments, Projects and Final Portfolio items, skills testing in labs/shops, etc..

**Formative grades 33%:** Formative grades are Unit Modules, Individual Lessons, Labs, Skills Training, Quizzes and other opportunities to learn, practice and grow your skills

**Habits of Work 33%:** [Habits of Work \(HOW\)](#) will evaluate work ethic habits and behaviors regardless if the student is at the BRCOT, on a job site, or participating in online learning. The following rubric outlines BRCOT Habits of Work expectations. HOW will assess work ethic in participation in three daily dimensions:

- 1) Met Attendance & Professional Requirements
- 2) Followed Safety and Professional / Classroom Policies
- 3) Participated in class activities with appropriate communications technique in all settings: online, lab, extended learning opportunity, project, job site, job shadow, team interaction

**Grading Scale** BRCOT uses the Biddeford High School Grading Scale.

|    |        |    |       |    |       |    |       |   |      |
|----|--------|----|-------|----|-------|----|-------|---|------|
| A+ | 99-100 | B+ | 91-92 | C+ | 83-84 | D+ | 75-76 | F | 0-69 |
| A  | 95-98  | B  | 87-90 | C  | 79-82 | D  | 73-74 |   |      |
| A- | 93-94  | B- | 85-86 | C- | 77-7  | D- | 70-72 |   |      |

### **Behavior Expectations**

BRCOT recognizes that appropriate student conduct is best achieved by clear expectations that promote self-discipline, self-respect, and respect for others. The policies and procedures governing student behavior are intended to protect the rights of all members of the school community, to promote student's accountability and acceptance of responsibility for their own actions, and to ensure a safe, orderly and respectful learning environment.

### **BRCOT's expectations for appropriate behavior:**

**We have three overarching expectations: Be respectful to self and others, be safe, be responsible.** In other words, be where you are supposed to be, when you are supposed to be there, doing what you are supposed to be doing.

The Center of Technology strives to provide every student the opportunity to receive the best possible education. Our community's existence depends on the willingness of every member to follow certain expectations. To that end, we expect all students will choose to act responsibly with regard and respect for others. Students are expected to converse with and respond positively to reasonable requests from

any member of the faculty/staff (to include: administrators, teachers, resource officers, secretaries, substitutes, educational technicians, bus drivers, and custodians) in a polite, respectful, and compliant manner. Blatant disregard of reasonable requests or directives is an example of insubordination. This will result in removal from school and appropriate consequences based on the seriousness of that behavior relative to the offense.

Established procedures will be communicated to school staff, students and parents. *An outline of disciplinary actions is included as a part of this handbook and should be considered as a guide only. School and district administrators have discretion pertaining to student conduct and discipline.*

#### Professional Standards of Attire:

Each course/Program has specific attire/appearance regulations that will enable students to work and learn professionally and safely. Student attire needs to be professional and in keeping with the student's program of study; it should reflect how one would dress in the program's professional setting.

Students are expected to comply with program/class expectations/standards as outlined by classroom instructors. Some courses require special clothing and/or equipment such as steel-toed shoes, a wristwatch with a second hand, safety glasses, ear protection, scrubs, etc. Students not adhering to those standards will be restricted from working in the shop/lab settings.

Based on industry standards and meeting professional and functional job descriptions, expectations of attire/appearance may vary based upon class/program settings/activities. Instructors may specify different expectations for class, lab/shop, field trips, site visits, tasks, etc.

#### Areas of Consideration Related to Standards of Attire/Appearance

- Safety: Safety, related to attire, is program specific and will be outlined in the course syllabus. This may include, but is not limited to:
  - No loose/dangling jewelry
  - Oversize clothing or clothing that exposes bare skin
  - Securing hair to prevent injury from machine/equipment entanglement
  - Wearing PPE (Personal Protective Equipment such as gloves, safety glasses, masks, etc.)
  - Requiring Specific Items (scrubs, welding jacket, etc.)
- Footwear: Shoes/footwear needs to be appropriate for the learning environment. This may include wearing close toed shoes, steel toe boots, no slip shoes, etc.
- Professionalism: Student clothing should parallel expected standards of attire in the area/industry of study.

In addition, students in attendance at BRCOT are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the Biddeford School Department to provide a safe, healthy, and non-discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced:

- A. Articles of clothing which promote the use of tobacco, alcohol, or other drugs, may not be worn

on school grounds (when school is in session) or at school functions.

- B. Clothing, footwear, insignia or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
- C. Articles of clothing with displays that are sexual, vulgar, lewd or indecent or include insulting, suggestive, or demeaning words or imagery (e.g., racial/ethnic slurs) are not permitted.
- D. Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch furniture or other individuals) is not permitted.
- E. Appropriate footwear must be worn at all times on school grounds.

For additional information pertaining to dress code please refer to Biddeford School District [Policy](#).

**Cell Phones and Other Electronic Devices** In the summer of 2024, the Biddeford School Committee passed policy [JICJ](#), Student Use of Cell Phones and Other Electronic Devices. This policy governs the use of cell phones and other electronic devices in our schools. Policy JICJ aligns with BRCOT's established practices and procedures around Student use of Cell Phones and Other Electronic Devices as outlined below.

Electronic devices when used in a focused and purposeful manner may facilitate learning. However, the use of electronic devices that distract, impede or are not related to Biddeford Regional Center of Technology's Learning Expectations of the school is prohibited. Students must understand and learn the appropriate use of electronic devices in a school and work setting.

Members of the BRCOT learning community believe that students learn best in classrooms free of distraction and disruption. Our school environment must remain conducive to learning and safety. Devices that may interrupt a teacher or other students have no place in the classroom and **are prohibited**, unless for legitimate educational purposes **only permitted** by the instructor. Individual teachers may allow the use of these devices on a restricted basis –this is at teacher discretion, **not** the student's decision.

Cell phones and other electronic devices such as smart watches shall be **turned off, not only placed in silent/vibrate mode**, during class time. **Instructors require devices be placed in designated classroom storage containers. Devices will remain off and away during class, including shop/lab time as well as during trips to the bathroom. [Authorized exceptions may be made and documented by school nurse or building administrator for specific educational, health or safety purposes.]** Access to devices during class time may be granted by instructors, if required for specific educational purposes, lessons or activities.

When given permission to use personal electronic devices for educational purposes, students may not use devices to access their personal information or apps and camera usage is limited to assigned classwork, lessons or activities. The use of cameras is strictly prohibited in bathrooms and other places where privacy is generally expected. In all other school locations, permission must be granted before photographing another person.

When it is safe and appropriate to do so, instructors will distribute/provide access to devices during emergencies, lockdown, evacuation or shelter orders.

If an electronic device is a distraction, the teacher has a right to confiscate the device. Refusal to comply with the teacher's directive to turn in a phone may be considered insubordination and may result in additional consequences.

Students who violate these rules may be required to leave their devices in the main office for the remainder of the school day or longer per administrator discretion.

Any emergency communications to or from students must be directed through the main office.

### **Electronic Device Guidelines**

**The following guidelines apply to electronic devices at BRCOT:**

1. Electronic devices may not be used in any illegal or unethical manner;
2. Electronic devices may not be used to harass, intimidate, or bully another person or to invade and violate another person's privacy or copyright;
3. Camera devices may not be used to photograph another person in any restroom, locker area, or any other area where individuals have a reasonable expectation of privacy;
4. Electronic devices can be used during passing times, break time, and at the discretion of the instructor for educational purposes.

### **Consequences for Electronic Device Noncompliance**

**If a student fails to follow the outlined expectations, the school may take any or all of the following actions:**

1. The teacher may give a warning to put the electronic device away in a backpack, locker, purse or other secured location during instructional time.
2. The teacher may confiscate the device and release it to the student at the end of the instructional time.
3. The administration may confiscate the device and release it only to the parent/guardian. At the discretion of the administration, the student may be prohibited from possessing a personal electronic device on school property and at any school sponsored activity for a period of time.
4. The student will be subject to disciplinary consequences up to and including dismissal from BRCOT when and where appropriate. If needed, law enforcement may be contacted for extenuating circumstances.
5. Any student refusing to provide an electronic device upon request will be considered insubordinate and subject to further disciplinary action. Teachers are to give confiscated electronic devices to administration, if there is repeated misuse or the teacher believes the use is a violation of our safe school environment.
6. It is the responsibility of teachers to provide students and parents a copy of a written policy outlining cell phone expectations.

**Vending Machines** There are two vending machines located in the BRCOT lobby. Because use of the vending machines must not impact class attendance or instruction, the machines may only be accessed by students prior to their session's start times and after their session's end time. (A.M. Sessions may access vending machines from 8:00 - 8:20 and after 10:40 a.m. PM Sessions may access vending machines from 12:00 - 12:15 and after 2:25 p.m.) Students may NOT access the vending machines during their sessions. Being tardy to class due to accessing the vending machine will be unexcused.

### **Vulgarity, Obscene Language or Pornography**

Students are expected to help others and demonstrate excellent citizenship. Students are expected to demonstrate self-respect and mutual respect for each other. While at BRCOT, on BRCOT school grounds/buses and/or at off site school events/job sites students are prohibited from:

- Using hate speech
- Using insulting, vulgar, profane/obscene language
- Using insulting, vulgar, profane/obscene gestures
- Being in possession of and or sharing pornographic images/materials
- Making debasing remarks to/about faculty, staff and/or fellow students

Students who do not meet these expectations are subject to consequences as determined by BRCOT administration and the sending school administration.

### **Public Displays of Affection**

Students are reminded that public displays of affection are inappropriate at school and at school events.

***BRCOT uses the Biddeford School Committee policies as guidelines in dealing with disciplinary matters and consults with partner school administration in determining consequences when necessary. You can consult your home school's expectations in their handbook.***

**Teacher Intervention** The administrative staff and faculty are responsible for developing and implementing behavior and code of conduct standards in the schools along with the necessary means for their enforcement. In the development of these standards, BRCOT recognizes the right of the teachers to take reasonable action in securing compliance with the established code. *Teachers are the first level of student management and therefore authorized to utilize consequences which may include the following:*

- Issuing warnings
- Contact parent/guardian
- Assigning teacher detentions
- Removing from the classroom students who are disruptive to the educational process
- If warranted, denying specific privileges granted to other students

### **Discipline Code**

The following guidelines are presented in a belief that students know what constitutes appropriate behavior and, if consequences are clearly defined and fairly applied, students will act appropriately or accept those consequences for their choices/actions. *Should any student behavior continue or escalate, administration may increase the severity of any consequence, as appropriate, in an effort to not only curb the behavior which is negatively impacting the school environment, but to ensure the safety of all students and staff.* Persistent inappropriate behavior may result in removal from the program.

A safe school environment, where all students reach their greatest academic potential, will be maintained as we abide by the provisions of our discipline code.

#### **BRCOT Discipline Code**

*An outline of disciplinary actions is included as a part of this handbook and should be considered as a guide only. School and district administrators have discretion pertaining to student conduct and*

*discipline. It is possible some infractions and consequences may not be outlined below. Please Note: school administrators have the authority to inspect and search students and their belongings, including vehicles while on school property. See [School Board Policy JIH](#) for additional information.*

| <b>Infraction</b>                                                                                                                                                                                     | <b>Consequence</b>                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Weapons Possession</li> </ul>                                                                                                                                  | <ul style="list-style-type: none"> <li>*Up to a 5-10 day suspension and recommendation for removal from COT</li> </ul>                                                                                             |
| <ul style="list-style-type: none"> <li>Physical Assault</li> </ul>                                                                                                                                    | <ul style="list-style-type: none"> <li>*Up to 10 day suspension and/or expulsion recommendation</li> </ul>                                                                                                         |
| <ul style="list-style-type: none"> <li>False Fire Alarm</li> </ul>                                                                                                                                    | <ul style="list-style-type: none"> <li>Recommendation for removal from the BRCOT program</li> </ul>                                                                                                                |
| <ul style="list-style-type: none"> <li>Endangering Others</li> <li>Bullying/harassment/Sexual Harassment (major)</li> </ul>                                                                           | <ul style="list-style-type: none"> <li>*5 - 10 day Suspension (out of School) TBD by school administration</li> <li>Possible Removal from BRCOT program TBD by school administration</li> </ul>                    |
| <ul style="list-style-type: none"> <li>Fighting</li> <li>Insubordination</li> <li>Theft</li> </ul>                                                                                                    | <ul style="list-style-type: none"> <li>*5 - 10 day Suspension (out of School) TBD by school administration</li> </ul>                                                                                              |
| <ul style="list-style-type: none"> <li>Failure to Report to the Office, when Sent by the Teacher</li> <li>Tobacco Use Substance Use</li> </ul>                                                        | <ul style="list-style-type: none"> <li>*Up to a 5 day suspension. TBD by school administration</li> </ul>                                                                                                          |
| <ul style="list-style-type: none"> <li>Leaving School without permission (includes leaving school grounds, school building or being in parking lot/personal vehicle without authorization)</li> </ul> | <ul style="list-style-type: none"> <li>*1-3 days of suspension (out of School) TBD by school administration</li> </ul>                                                                                             |
| <ul style="list-style-type: none"> <li>Minor Infraction in the classroom (major offenses will result in being sent to the office)</li> </ul>                                                          | <ul style="list-style-type: none"> <li>Teacher Intervention (warnings, teacher detention, referral to administration, etc.)</li> </ul>                                                                             |
| <ul style="list-style-type: none"> <li>Bullying/harassment/Sexual Harassment (minor)</li> <li>Sent to the Office from Class</li> </ul>                                                                | <ul style="list-style-type: none"> <li>Student will meet with an administrator; consequences will depend on the circumstances and seriousness of offense</li> <li>Restorative Action (when appropriate)</li> </ul> |

|                                                                                                                                      |                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Misbehavior on Bus/Van</li> <li>• Vandalism</li> </ul>                                      |                                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"> <li>• Academic Dishonesty</li> </ul>                                                              | <ul style="list-style-type: none"> <li>• The individual teacher will: Determine the grade based consequence, which may include, and not be limited to, a zero for the assignment</li> <li>• The teacher will contact the student's parents</li> </ul> |
| <ul style="list-style-type: none"> <li>• Class Cut</li> </ul>                                                                        | <ul style="list-style-type: none"> <li>• Call home from Teacher</li> <li>• Teacher Detention</li> <li>• Second Offense - meet with school administrator, consequences TBD in partnership with sending schools.</li> </ul>                             |
| <ul style="list-style-type: none"> <li>• Skipping Teacher Detention</li> </ul>                                                       | <ul style="list-style-type: none"> <li>• Call home from Teacher</li> <li>• Discipline referral to office</li> <li>• Meet with school administrator, consequences TBD in partnership with sending schools.</li> </ul>                                  |
| <ul style="list-style-type: none"> <li>• Skipping Office Detention</li> </ul>                                                        | <ul style="list-style-type: none"> <li>• 1 day in school suspension that is served at student's sending school</li> <li>• Other consequences as determined by administrator and in partnership with sending schools</li> </ul>                        |
| <ul style="list-style-type: none"> <li>• Non Attendance, Absences</li> </ul>                                                         | <ul style="list-style-type: none"> <li>• BRCOT may grant a failing grade to any student who has accumulated over <b>8 absences</b> in one semester without completing a makeup plan deemed satisfactory by their instructor</li> </ul>                |
| <ul style="list-style-type: none"> <li>• Non Attendance, Tardies</li> </ul>                                                          | <ul style="list-style-type: none"> <li>• Consequences progress from warnings to calls home to loss of driving privileges to removal from the program. See <u>Attendance section</u> for more details</li> </ul>                                       |
| <p>Please Note: If assigned a teacher or office detention, transportation is the responsibility of the student and their family.</p> |                                                                                                                                                                                                                                                       |

**If a student is suspended from BRCOT, they are also suspended from their sending school. (If a student is suspended at their sending school, they are also suspended from BRCOT.)**  
**Suspended students are responsible for communicating with instructors and making up any work missed during the duration of the suspension.**

### **Transportation to/from BRCOT**

BRCOT is a **closed campus** environment. This means that once students arrive on school grounds, they immediately enter the building and may not leave without prior administrative or instructor

permission. All dismissals need to go through the front office.

### **School Bus /Van Transportation**

Proper behavior is expected and required while waiting for and riding buses/vans to and from BRCOT and to clinical or job sites. This also includes behavior on field trips. Any misbehavior could lead to a loss of privileges and/or disciplinary action.

### **Student Vehicle or Motorcycle Expectations**

It is expected that all sending school students will utilize the free bus transportation provided by their respective school districts to attend the BRCOT.

#### **DRIVING IS A PRIVILEGE NOT A RIGHT**

- If a student should need to drive their vehicle to the BRCOT on any given day, he/she is solely responsible for its proper use, parking in approved areas, and for any abuses that may occur.
- If a student needs to park at BRCOT daily, he or she will need a permit. Permits may be obtained by completing an application. Permission for the student to drive and park at the BRCOT will need to be approved by the student's parents and sending school principal prior to BRCOT administration issuing a permit. Forms are available in the office.
- Students are not to linger in their vehicles or the parking lot. Students are not to return to their vehicles during the student's school day unless escorted/granted permission by staff or dismissed by a parent/guardian.
- Parking Lot speed is 5 MPH. You are expected to obey all rules of traffic safety while on school property and when entering or leaving school grounds.
- Parking is only allowed in the parking lot across from BRCOT on Maplewood Ave. Student parking is not allowed in the back or side of the building.
- Passenger permission forms: A form is available for parents to sign if they chose to give their son or daughter permission to be a passenger with another student that is driving to and from school and attends BRCOT.
- Parking lots have surveillance cameras.
- School personnel may conduct routine patrols of student parking lots and inspections of student automobiles when on school property. The interior and exterior of a student automobile may be searched when school authorities have reason to believe that illegal drugs, weapons, or other contraband are within or upon the vehicle. Such searches may be conducted without notice, without consent, and without a search warrant.
- The privilege of driving a vehicle to BRCOT may be revoked at any time. Students not following proper use and parking of their vehicles may lose their privilege to park at the BRCOT and may encounter further consequences by the Biddeford Police Department.
- Students are expected to arrive at BRCOT on time.

FIRST OFFENSE: after 3 unexcused tardies, the student may lose permission to drive for five days;

SECOND OFFENSE: After 6 accumulated unexcused tardies, student may lose permission to drive for 10 days.

THIRD OFFENSE: After 8 accumulated unexcused tardies, student may lose driving privileges to BRCOT for the remainder of the year.

**Biddeford School District Policies that BRCOT follows can be viewed at:**  
<https://www.biddefordschools.me/page/policies>



# APPENDIX District Calendars

## Biddeford Regional Center of Technology Calendar



2025-2026 Calendar

est. 1848

| Aug-25 |    |     |    |    |
|--------|----|-----|----|----|
| Mo     | Tu | We  | Th | Fr |
|        |    |     |    | 1  |
| 4      | 5  | 6   | 7  | 8  |
| 11     | 12 | 13  | 14 | 15 |
| 18     | 19 | 20  | 21 | 22 |
| 25     | 26 | 27  | 28 | 29 |
| T=5    |    | S=2 |    |    |

| Sep-25 |    |      |    |    |
|--------|----|------|----|----|
| Mo     | Tu | We   | Th | Fr |
| H      | 2  | 3    | 4  | 5  |
| 8      | 9  | 10   | 11 | 12 |
| 15     | 16 | 17   | 18 | 19 |
| 22     | 23 | 24   | 25 | 26 |
| 29     | 30 |      |    |    |
| T=21   |    | S=21 |    |    |

| Oct-25 |    |      |    |    |
|--------|----|------|----|----|
| Mo     | Tu | We   | Th | Fr |
|        |    | 1    | 2  | 3  |
| 6      | 7  | 8    | 9  | 10 |
| H      | 14 | 15   | 16 | 17 |
| 20     | 21 | 22   | 23 | 24 |
| 27     | 28 | 29   | 30 | 31 |
| T=22   |    | S=21 |    |    |

| First Day of School: |                    |
|----------------------|--------------------|
| 8/27/2025            | Grades 1 through 9 |
| 8/28/2025            | Grades 10,11,12    |
| 9/2/2025             | Kindergarten       |
| 9/4/2025             | Pre-K              |

| Open Houses: |     |
|--------------|-----|
| 8/26/2025    | JFK |
| 8/26/2025    | BPS |
| 8/26/2025    | BIS |
| 8/25/2025    | BMS |
| 9/18/2025    | BHS |
| 9/18/2025    | COT |

| Parent Teacher Conferences: |              |
|-----------------------------|--------------|
| 11/5/2025                   | 3:30-7:00 pm |
| 4/8/2026                    | 3:30-7:00 pm |

| Teacher Comp Days:       |  |
|--------------------------|--|
| 11/26/2025 and 4/16/2026 |  |

| Other Important Dates:    |  |
|---------------------------|--|
| <b>*BHS Graduation</b>    |  |
| 6/5/2026                  |  |
| <b>Last Day of School</b> |  |
| 6/12/2026                 |  |
| <b>*Pending Snow Days</b> |  |

| Nov-25 |    |      |    |    |
|--------|----|------|----|----|
| Mo     | Tu | We   | Th | Fr |
| 3      | 4  | 5    | 6  | 7  |
| 10     | H  | 12   | 13 | 14 |
| 17     | 18 | 19   | 20 | 21 |
| 24     | 25 | 26   | H  | H  |
| T=17   |    | S=16 |    |    |

| Dec-25 |    |      |    |    |
|--------|----|------|----|----|
| Mo     | Tu | We   | Th | Fr |
| 1      | 2  | 3    | 4  | 5  |
| 8      | 9  | 10   | 11 | 12 |
| 15     | 16 | 17   | 18 | 19 |
| 22     | 23 | H    | H  | 26 |
| 29     | 30 | 31   |    |    |
| T=15   |    | S=15 |    |    |

| Jan-26 |    |      |    |    |
|--------|----|------|----|----|
| Mo     | Tu | We   | Th | Fr |
|        |    |      | H  | 2  |
| 5      | 6  | 7    | 8  | 9  |
| 12     | 13 | 14   | 15 | 16 |
| H      | 20 | 21   | 22 | 23 |
| 26     | 27 | 28   | 29 | 30 |
| T=19   |    | S=19 |    |    |

| Feb-26 |    |      |    |    |
|--------|----|------|----|----|
| Mo     | Tu | We   | Th | Fr |
| 2      | 3  | 4    | 5  | 6  |
| 9      | 10 | 11   | 12 | 13 |
| H      | 17 | 18   | 19 | 20 |
| 23     | 24 | 25   | 26 | 27 |
| T=15   |    | S=15 |    |    |

| Mar-26 |    |      |    |    |
|--------|----|------|----|----|
| Mo     | Tu | We   | Th | Fr |
| 2      | 3  | 4    | 5  | 6  |
| 9      | 10 | 11   | 12 | 13 |
| 16     | 17 | 18   | 19 | 20 |
| 23     | 24 | 25   | 26 | 27 |
| 30     | 31 |      |    |    |
| T=22   |    | S=21 |    |    |

| Apr-26 |    |      |    |    |
|--------|----|------|----|----|
| Mo     | Tu | We   | Th | Fr |
|        |    | 1    | 2  | 3  |
| 6      | 7  | 8    | 9  | 10 |
| 13     | 14 | 15   | 16 | 17 |
| H      | 21 | 22   | 23 | 24 |
| 27     | 28 | 29   | 30 |    |
| T=16   |    | S=15 |    |    |

| May-26 |    |      |    |    |
|--------|----|------|----|----|
| Mo     | Tu | We   | Th | Fr |
|        |    |      |    | 1  |
| 4      | 5  | 6    | 7  | 8  |
| 11     | 12 | 13   | 14 | 15 |
| 18     | 19 | 20   | 21 | 22 |
| H      | 26 | 27   | 28 | 29 |
| T=20   |    | S=20 |    |    |

| June-26 |    |      |    |    |
|---------|----|------|----|----|
| Mo      | Tu | We   | Th | Fr |
| 1       | 2  | 3    | 4  | 5  |
| 8       | 9  | 10   | 11 | 12 |
| 15      | 16 | 17   | 18 | H  |
| 22      | 23 | 24   | 25 | 26 |
| 29      | 30 |      |    |    |
| T=10    |    | S=10 |    |    |

| Trimesters  |            | JFK, BPS, BIS |
|-------------|------------|---------------|
| Trimester 1 | 11/15/2025 |               |
| Trimester 2 | 3/16/2026  |               |
| Trimester 3 | 6/12/2026  |               |
| Quarters    |            | BMS, BHS, COT |
| Quarter 1   | 10/24/2025 |               |
| Quarter 2   | 1/16/2026  |               |
| Quarter 3   | 3/27/2026  |               |
| Quarter 4   | 6/12/2026  |               |

| School Hours: |                    | Early Release Times: |  |
|---------------|--------------------|----------------------|--|
| Pre-K (am)    | 7:50 am ~ 10:20 am | No School            |  |
| Pre-K (pm)    | 11:35 am ~ 2:05 pm | No School            |  |
| JFK           | 7:50 am ~ 2:20 pm  | 11:50 am             |  |
| BPS           | 7:40 am ~ 2:20 pm  | 12:00 pm             |  |
| BIS           | 7:40 am ~ 2:20 pm  | 12:00 pm             |  |
| BMS           | 8:40 am ~ 3:10 pm  | 12:50 pm             |  |
| BHS           | 8:30 am ~ 2:50 pm  | 12:25 pm             |  |
| COT           | 8:30 am ~ 2:45 pm  | 12:25 pm             |  |
| APC           | 8:30 am ~ 2:45 pm  | 12:25 pm             |  |

|                                               |  |
|-----------------------------------------------|--|
| No School                                     |  |
| Early Release                                 |  |
| Teacher Comp Day                              |  |
| Teacher Professional Development No School    |  |
| Teacher After School Professional Development |  |
| New Staff Orientation                         |  |

Approved: March 12, 2025

# Old Orchard Beach School Calendar

## 2025-2026 RSU 23 SCHOOL CALENDAR



| August/September 2025 |                   |    |    |    |
|-----------------------|-------------------|----|----|----|
| M                     | Tu                | W  | Th | F  |
|                       |                   |    |    |    |
| 25                    | 26                | 27 | 28 | 29 |
| 1                     | 2                 | 3  | 4  | 5  |
| 8                     | 9                 | 10 | 11 | 12 |
| 15                    | 16                | 17 | 18 | 19 |
| 22                    | 23                | 24 | 25 | 26 |
| 29                    | 30                |    |    |    |
| Student Days: 23      |                   |    |    |    |
| October 2025          |                   |    |    |    |
| M                     | Tu                | W  | Th | F  |
|                       |                   | 1  | 2  | 3  |
| 6                     | 7                 | 8  | 9  | 10 |
| 13                    | 14                | 15 | 16 | 17 |
| 20                    | 21                | 22 | 23 | 24 |
| 27                    | 28                | 29 | 30 | 31 |
| Student Days: 21      |                   |    |    |    |
| November 2025         |                   |    |    |    |
| M                     | Tu                | W  | Th | F  |
| 3                     | 4                 | 5  | 6  | 7  |
| 10                    | 11                | 12 | 13 | 14 |
| 17                    | 18                | 19 | 20 | 21 |
| 24                    | 25                | 26 | 27 | 28 |
|                       |                   |    |    |    |
| Student Days: 16      |                   |    |    |    |
| December 2025         |                   |    |    |    |
| M                     | Tu                | W  | Th | F  |
| 1                     | 2                 | 3  | 4  | 5  |
| 8                     | 9                 | 10 | 11 | 12 |
| 15                    | 16                | 17 | 18 | 19 |
| 22                    | 23                | 24 | 25 | 26 |
| 29                    | 30                | 31 |    |    |
| Student Days: 15      |                   |    |    |    |
| January 2026          |                   |    |    |    |
| M                     | Tu                | W  | Th | F  |
|                       |                   |    | 1  | 2  |
| 5                     | 6                 | 7  | 8  | 9  |
| 12                    | 13                | 14 | 15 | 16 |
| 19                    | 20                | 21 | 22 | 23 |
| 26                    | 27                | 28 | 29 | 30 |
|                       |                   |    |    |    |
| Student Days: 19      |                   |    |    |    |
|                       |                   |    |    |    |
| PD                    | Professional Dev. |    |    |    |
| x/x                   | Early Release Day |    |    |    |
| Student Days: 176     |                   |    |    |    |

| February 2026     |           |    |    |    |
|-------------------|-----------|----|----|----|
| M                 | Tu        | W  | Th | F  |
| 2                 | 3         | 4  | 5  | 6  |
| 9                 | 10        | 11 | 12 | 13 |
| 16                | 17        | 18 | 19 | 20 |
| 23                | 24        | 25 | 26 | 27 |
|                   |           |    |    |    |
| Student Days: 15  |           |    |    |    |
| March 2026        |           |    |    |    |
| M                 | Tu        | W  | Th | F  |
| 2                 | 3         | 4  | 5  | 6  |
| 9                 | 10        | 11 | 12 | 13 |
| 16                | 17        | 18 | 19 | 20 |
| 23                | 24        | 25 | 26 | 27 |
| 30                | 31        |    |    |    |
| Student Days: 22  |           |    |    |    |
| April 2026        |           |    |    |    |
| M                 | Tu        | W  | Th | F  |
|                   |           | 1  | 2  | 3  |
| 6                 | 7         | 8  | 9  | 10 |
| 13                | 14        | 15 | 16 | 17 |
| 20                | 21        | 22 | 23 | 24 |
| 27                | 28        | 29 | 30 |    |
| Student Days: 16  |           |    |    |    |
| May 2026          |           |    |    |    |
| M                 | Tu        | W  | Th | F  |
|                   |           |    |    | 1  |
| 4                 | 5         | 6  | 7  | 8  |
| 11                | 12        | 13 | 14 | 15 |
| 18                | 19        | 20 | 21 | 22 |
| 25                | 26        | 27 | 28 | 29 |
| Student Days: 20  |           |    |    |    |
| June 2026         |           |    |    |    |
| M                 | Tu        | W  | Th | F  |
| 1                 | 2         | 3  | 4  | 5  |
| 8                 | 9         | 10 | 11 | 12 |
| 15                | 16        | 17 | 18 | 19 |
| 22                | 23        | 24 | 25 | 26 |
| 29                | 30        |    |    |    |
| Student Days: 9   |           |    |    |    |
| xx                | NO SCHOOL |    |    |    |
| /                 | Half-Day  |    |    |    |
| Teacher Days: 181 |           |    |    |    |

| August/September 2025          |                                                          |
|--------------------------------|----------------------------------------------------------|
| 8/25-8/26                      | Professional Development, PreK-12                        |
| 8/25                           | Open House: Jameson                                      |
| 8/27                           | First Day of School – Grades 1-9                         |
| 8/28                           | First Day of School – Grades 10-12                       |
| 8/29                           | No School- Students & Staff                              |
| 9/1                            | Labor Day                                                |
| 9/2                            | First Day of School - Kindergarten                       |
| 9/3                            | First Day of School- PreK                                |
| 9/10                           | Early Release: PreK-12; Open House- Loranger & OOBHS     |
|                                |                                                          |
| October/November/December 2025 |                                                          |
| 10/1                           | Early Release PreK-12                                    |
| 10/10                          | No School Students/ Teacher Workshop Day                 |
| 10/13                          | Indigenous Peoples Day                                   |
| 11/4                           | Election Day (Grades 9-12 Remote)                        |
| 11/5                           | Early Release PreK-12; P/T Conferences PreK-12 Aft. /Eve |
| 11/11                          | Veterans Day                                             |
| 11/13                          | P/T Conferences PreK-12 (Evening)                        |
| 11/26                          | No School Students/ Teacher Compensation Day             |
| 11/27                          | Thanksgiving Day Observed                                |
| 11/28                          | No School Students/Staff                                 |
| 12/10                          | Early Release PreK-12                                    |
| 12/22-1/2                      | Winter Break                                             |
| January/February/March 2026    |                                                          |
| 1/1                            | New Year's Day                                           |
| 1/14                           | Early Release PreK-12                                    |
| 1/19                           | Martin Luther King, Jr. Day                              |
| 2/11                           | Early Release PreK-12                                    |
| 2/16-2/20                      | President's Day and School Vacation                      |
| 3/11                           | Early Release PreK-12                                    |
| 3/18                           | P/T Conferences PreK-8 (Evening)                         |
| 3/26                           | P/T Conferences PreK-8 (Evening)                         |
|                                |                                                          |
| April/May/June 2026            |                                                          |
| 4/8                            | Early Release PreK-12                                    |
| 4/17                           | No School Students/ Teacher Compensation Day             |
| 4/20-4/24                      | Patriot's Day and School Vacation                        |
| 5/13                           | Early Release PreK-12                                    |
| 5/25                           | Memorial Day Observed                                    |
| 6/7                            | Tentative OOBHS Graduation                               |
| 6/11                           | Tentative Last Day of School (pending snow days)         |

### \*\*Quarter Dates (9-12)

Q1: 8/27-10/31  
Q2: 11/3-1/23  
Q3: 1/26-4/3  
Q4: 4/6-6/11

### Trimester Dates (K-8)

T1: 8/27-11/25  
T2: 12/1-3/13  
T3: 3/16-6/10

### \* Snow Days

The closing date for the school year will be adjusted to reflect the actual number of snow days used. The first 3 snow days will be added onto the last day of school. Snow days 4 and beyond will be remote learning days.

Early Release Dismissal Time

Grades Pre-K2 at 11:30 a.m.; Grades 3-12 at 12:00 p.m.

Last updated:

School Board Approval: 4/17/25

Thornton Academy

**Thornton Academy**  
Middle and Upper School

**Calendar 2025-26**

"Preparing students for a changing world since 1811."

| AUGUST |        |    |    |    |
|--------|--------|----|----|----|
| M      | T      | W  | TH | F  |
| 18     | 19     | 20 | 21 | 22 |
| 25     | NSO/SD |    |    | 29 |

| SEPTEMBER |     |     |     |     |
|-----------|-----|-----|-----|-----|
| M         | T   | W   | TH  | F   |
| 1H        | OR  | 3G  | 4G  | 5M  |
| 8G        | 9M  | ER  | 11M | 12G |
| 15M       | 16G | 17M | 18G | 19M |
| 22G       | 23M | ER  | 25M | 26G |
| 29M       | 30G |     |     |     |

| NOVEMBER |     |     |     |     |
|----------|-----|-----|-----|-----|
| M        | T   | W   | TH  | F   |
| 3G       | 4M  | ER  | 6M  | 7G  |
| 10M      | 11H | 12G | 13M | 14G |
| 17M      | 18G | 19M | 20G | 21M |
| 24G      | 25M | 26V | 27H | 28V |

| JANUARY |     |     |     |     |
|---------|-----|-----|-----|-----|
| M       | T   | W   | TH  | F   |
|         |     |     | 1H  | 2V  |
| 5M      | 6G  | 7M  | 8G  | 9M  |
| 12G     | 13M | ER  | 15M | 16G |
| 19H     | 20M | 21G | 22M | 23G |
| 26M     | 27G | ER  | 29G | 30M |

| MARCH |     |     |     |     |
|-------|-----|-----|-----|-----|
| M     | T   | W   | TH  | F   |
| 2M    | 3G  | 4M  | 5G  | 6M  |
| 9G    | 10M | ER  | 12M | 13G |
| 16M   | 17G | 18M | 19G | 20M |
| 23G   | 24M | ER  | 26M | 27G |
| 30M   | 31G |     |     |     |

| MAY |     |     |     |     |
|-----|-----|-----|-----|-----|
| M   | T   | W   | TH  | F   |
|     |     |     |     | 1G  |
| 4M  | 5G  | ER  | 7G  | 8M  |
| 11G | 12M | 13G | 14M | 15G |
| 18M | 19G | ER  | 21G | 22M |
| 25H | 26G | 27M | 28G | 29M |

| OCTOBER |     |     |     |     |
|---------|-----|-----|-----|-----|
| M       | T   | W   | TH  | F   |
|         |     | ER  | 2G  | 3M  |
| 6G      | 7M  | 8G  | 9M  | SD  |
| 13H     | 14G | 15M | 16G | 17M |
| 20G     | 21M | ER  | 23M | 24G |
| 27M     | 28G | 29M | 30G | 31M |

| DECEMBER |     |     |     |     |
|----------|-----|-----|-----|-----|
| M        | T   | W   | TH  | F   |
| 1G       | 2M  | 3G  | 4M  | 5G  |
| 8M       | 9G  | ER  | 11G | 12M |
| 15G      | 16M | 17G | 18M | 19G |
| 22V      | 23V | 24V | 25H | 26V |
| 29V      | 30V | 31V |     |     |

| FEBRUARY |     |     |     |     |
|----------|-----|-----|-----|-----|
| M        | T   | W   | TH  | F   |
| 2G       | 3M  | 4G  | 5M  | 6G  |
| 9M       | 10G | ER  | 12G | 13M |
| 16H      | 17V | 18V | 19V | 20V |
| 23G      | 24M | ER  | 26M | 27G |

| APRIL |     |     |     |     |
|-------|-----|-----|-----|-----|
| M     | T   | W   | TH  | F   |
|       |     | 1M  | 2G  | 3M  |
| 6G    | 7M  | ER  | 9M  | 10G |
| 13M   | 14G | 15M | SD  | 17V |
| 20H   | 21V | 22V | 23V | 24V |
| 27G   | 28M | 29G | 30M |     |

| JUNE |    |     |     |     |
|------|----|-----|-----|-----|
| M    | T  | W   | TH  | F   |
| 1G   | 2M | 3G  | 4M  | 5G  |
| 8M   | 9G | 10M | 11G | 12M |
| 15G  | 16 | 17  | 18  | 19H |
| 22   | 23 | 24  | 25  | 26  |

1/30/25 MAS

|     |                                   |
|-----|-----------------------------------|
| SD  | Staff Development Day/No Students |
| OR  | New Student Orientation           |
| V/H | Vacation or Holiday/No School     |
| ER  | Early Release Day                 |

First Quarter

46 Student Days

**August 26 & 27 - New Staff Orientation/Staff Development Day**

**August 28 - Staff Development Day/No School for Students**

Sept 1 - NO SCHOOL • LABOR DAY WEEKEND

September 2 - First day for grades 6-9, New Student Orientation Day

September 3 - First Day of classes for grades 10-12; Maroon/Gold Schedule Day

September 10 - Early Release Day

September 24 - Early Release Day

October 1 - Early Release Day

**October 10 - Staff Development Day/No School for Students**

October 13 - NO SCHOOL • INDIGENOUS PEOPLES' DAY

October 22 - Early Release Day

November 4 - City of Saco Elections on Campus (asynchronous day)

November 5 - Parent Teacher Conferences (afternoon & evening)

November 5 - Early Release Day

**November 7 - End of First Quarter**

Second Quarter

42 Student Days

November 11 - NO SCHOOL • VETERANS DAY

November 13 - Parent Teacher Conferences (evening)

**November 26 - No School for Students**

November 27/28 - NO SCHOOL • THANKSGIVING

December 10 - Early Release Day

December 22-January 2 - NO SCHOOL • HOLIDAY BREAK

January 14 - Early Release Day

January 15, 16, 20, & 21 - Midterms Upper School (TENTATIVE)

January 19 - NO SCHOOL • MARTIN LUTHER KING DAY

**January 23 - End of Second Quarter/First Semester**

Third Quarter

40 Student Days

January 28 - Early Release Day

February 11 - Early Release Day

February 16-20 - NO SCHOOL • PRESIDENTS DAY/WINTER BREAK

February 25 - Early Release Day

March 11 - Early Release Day, Academic Expo/Academic Gallery

March 25 - Early Release Day

**March 27 - End of Third Quarter**

Fourth Quarter

47 Student Days

April 8 - Early Release Day

**April 16 - Staff Development Day/No School for Students**

April 17-24 - NO SCHOOL • SPRING BREAK/PATRIOT'S DAY

May 6 - Early Release Day

May 20 - Early Release Day

May 25 - NO SCHOOL • MEMORIAL DAY

June 7 - Graduation

June 9 - Upper School Finals Begin (TENTATIVE)

June 15 - LAST STUDENT DAY (if all storm days are asynchronous)

Storm Day makeup days will be added to the calendar,

*i.e. if 5 snow days then LAST STUDENT DAY is June 22*

## 2025-2026 INSTRUCTIONAL CALENDAR

### REGIONAL SCHOOL UNIT 21 - KENNEBUNK, KENNEBUNKPORT, AND ARUNDEL

**DATES TO REMEMBER:**
**QUARTER END DATES**

NOVEMBER 7

JANUARY 23

APRIL 3

JUNE (16)

 (LAST STUDENT DAY WITH  
NO SNOW DAYS)

**TRIMESTER END DATES**

NOVEMBER 28

MARCH 13

JUNE (16)

 THE CLOSING DATE FOR  
THE SCHOOL YEAR WILL BE  
ADJUSTED TO REFLECT  
THE ACTUAL NUMBER OF  
SNOW DAYS USED.

 180 STUDENT DAYS  
184 TEACHER DAYS

 BOARD APPROVED:  
MARCH 17, 2025

**AUGUST**

| M  | T  | W  | T  | F  |
|----|----|----|----|----|
|    |    |    |    | 1  |
| 4  | 5  | 6  | 7  | 8  |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

 25-26 NEW INSTRUCTIONAL STAFF ORIENTATION  
27-28 PROFESSIONAL DEVELOPMENT DAY  
29 NO SCHOOL

**SEPTEMBER**

| M  | T  | W  | T  | F  |
|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  |
| 8  | 9  | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 |    |    |    |

 1 LABOR DAY OBSERVED (NO SCHOOL)  
2 FIRST STUDENT DAY (GRADES 1-9) AND SRTC/BRTC  
3 FIRST STUDENT DAY (10-12)  
4 FIRST STUDENT DAY (PRE-K AND KINDERGARTEN)  
(21 STUDENT DAYS)

**OCTOBER**

| M  | T  | W  | T  | F  |
|----|----|----|----|----|
|    |    | 1  | 2  | 3  |
| 6  | 7  | 8  | 9  | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

 13 INDIGENOUS PEOPLES' DAY (NO SCHOOL)  
(22 STUDENT DAYS)

**NOVEMBER**

| M  | T  | W  | T  | F  |
|----|----|----|----|----|
|    |    |    |    |    |
| 3  | 4  | 5  | 6  | 7  |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |

 11 VETERANS' DAY OBSERVED (NO SCHOOL)  
26 PARENT/TEACHER CONFERENCE (TEACHERS ONLY)  
27-28 VACATION (NO SCHOOL)  
(16 STUDENT DAYS)

**DECEMBER**

| M  | T  | W  | T  | F  |
|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  |
| 8  | 9  | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 |    |    |

 24-31 VACATION (NO SCHOOL)  
(17 STUDENT DAYS)

**JANUARY**

| M  | T  | W  | T  | F  |
|----|----|----|----|----|
|    |    |    | 1  | 2  |
| 5  | 6  | 7  | 8  | 9  |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

 1-2 VACATION (NO SCHOOL)  
5 SCHOOL RESUMES  
19 MARTIN LUTHER KING DAY (NO SCHOOL)  
(19 STUDENT DAYS)

**FEBRUARY**

| M  | T  | W  | T  | F  |
|----|----|----|----|----|
|    |    |    |    |    |
| 2  | 3  | 4  | 5  | 6  |
| 9  | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |

 16-20 VACATION (NO SCHOOL)  
(15 STUDENT DAYS)

**MARCH**

| M  | T  | W  | T  | F  |
|----|----|----|----|----|
|    |    |    |    |    |
| 2  | 3  | 4  | 5  | 6  |
| 9  | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 |    |    |    |

(22 STUDENT DAYS)

**APRIL**

| M  | T  | W  | T  | F  |
|----|----|----|----|----|
|    |    | 1  | 2  | 3  |
| 6  | 7  | 8  | 9  | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 |    |

 17 PARENT/TEACHER CONFERENCE (TEACHERS ONLY)  
20-24 VACATION (NO SCHOOL)  
(16 STUDENT DAYS)

**MAY**

| M  | T  | W  | T  | F  |
|----|----|----|----|----|
|    |    |    |    | 1  |
| 4  | 5  | 6  | 7  | 8  |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

 4-5 PRE-K SCREENING (NO SCHOOL FOR PRE-K STUDENTS)  
25 MEMORIAL DAY (NO SCHOOL)  
(20 STUDENT DAYS)

**JUNE**

| M  | T  | W  | T  | F  |
|----|----|----|----|----|
|    |    |    |    |    |
| 1  | 2  | 3  | 4  | 5  |
| 8  | 9  | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 |    |    |    |

 7 ANTICIPATED KHS GRADUATION  
16 LAST STUDENT (HALF) DAY  
(NO ALLOWANCE FOR SNOW DAYS)  
19 JUNETEENTH (NO SCHOOL)  
(12 STUDENT DAYS)

**Key**

|  |                                         |
|--|-----------------------------------------|
|  | Late Start (6-12) / Early Release (K-5) |
|  | Late Start Wednesday (6-12)             |
|  | Professional Development Day            |
|  | Parent/Teacher Conference Day (K-12)    |
|  | Vacation/Holidays (No School)           |
|  | Half Day for Students                   |

# RSU 57

## RSU #57 2025-2026 SCHOOL CALENDAR

### AUGUST

20 New Teacher Orientation  
 25 New Teacher Orientation/Mentor  
 26-27 Ed Tech Days (2)  
 26-29 Teacher Days (3.5)  
 28 School Open Houses\*  
 29 Teacher ½ Day  
 Student Days (0) Teacher Days (3.5)  
 Educational Tech (2)

| AUGUST 2025 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | 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          |    |    |    |    |    |    |

| FEBRUARY 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | ER | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
|               |    |    |    |    |    |    |

### FEBRUARY

11 Early Release Day (Teacher PD)  
 16 Presidents' Day  
 16-20 Winter Recess  
 SD (15) TD/ET (15)

### SEPTEMBER

01 Labor Day  
 02 First Student Day Gr. 1-9 & SRTC  
 03 All Students Return  
 10 Early Release Day (Teacher PD)  
 24 Early Release Day (Teacher PD)

| SEPTEMBER 2025 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | Th | F  | S  |
|                |    |    |    |    |    |    |
|                |    |    |    |    |    |    |
| 7              | 8  | 9  | ER | 11 | 12 | 13 |
| 14             | 15 | 16 | 17 | 18 | 19 | 20 |
| 21             | 22 | 23 | ER | 25 | 26 | 27 |
| 28             | 29 | 30 |    |    |    |    |

| MARCH 2026 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
| 1          | 2  | 3  | 4  | 5  | 6  | 7  |
| 8          | 9  | 10 | ER | 12 | 13 | 14 |
| 15         | 16 | 17 | 18 | 19 | 20 | 21 |
| 22         | 23 | 24 | ER | 26 | 27 | 28 |
| 29         | 30 | 31 |    |    |    |    |

### MARCH

11 Early Release Day (Teacher PD)  
 13 Staff In-Service (E4/T5.5)  
 25 Early Release Day (Teacher PD)  
 SD (21) TD/ET (22)

### OCTOBER

08 Early Release Day (Teacher PD)  
 10 Staff In-Service (E3/T4.5)  
 10-13 Holiday Recess - Students  
 13 Indigenous Peoples Day  
 22 Early Release Day (Teacher PD)

| OCTOBER 2025 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    |    |    |    |
|              |    |    |    |    |    |    |
| 5            | 6  | 7  | ER | 9  | 10 | 11 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 19           | 20 | 21 | ER | 23 | 24 | 25 |
| 26           | 27 | 28 | 29 | 30 | 31 |    |

| APRIL 2026 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            |    |    |    |    |    |    |
|            |    |    |    |    |    |    |
| 5          | 6  | 7  | ER | 9  | 10 | 11 |
| 12         | 13 | 14 | 15 | 16 | 17 | 18 |
| 19         | 20 | 21 | 22 | 23 | 24 | 25 |
| 26         | 27 | 28 | 29 | 30 |    |    |

### APRIL

03 End of Qtr 3 Reporting  
 08 Early Release Day (Teacher PD)  
 17 Teacher Comp. Day (T6.5)  
 20 Patriot's Day  
 20-24 Spring Break  
 SD (16) TD (17) ET (16)

### NOVEMBER

07 End of Qtr 1 Reporting  
 11 Veterans' Day  
 12 Early Release Day (Teacher PD)  
 26-28 Holiday Recess  
 27-28 Thanksgiving Observed

| NOVEMBER 2025 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | ER | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 |
| 30            |    |    |    |    |    |    |

| MAY 2026 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | ER | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | ER | 28 | 29 | 30 |
| 31       |    |    |    |    |    |    |

### MAY

13 Early Release Day (Teacher PD)  
 25 Memorial Day  
 27 Early Release Day (Teacher PD)  
 SD (20) TD/ET (20)

### DECEMBER

06 End of Trimester 1 Reporting  
 10 Early Release Day (Teacher PD)  
 24-02 Holiday Recess  
 24-25 Christmas Eve/Christmas Day

| DECEMBER 2025 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | ER | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            | 29 | 30 | 31 |    |    |    |

| JUNE 2026 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | 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 |    |    |    |    |

### JUNE

04 Tentative Graduation  
 12 Last Day of School  
 Students - Early Release Day  
 Juneteenth  
 SD (10) TD/ET (10)

### JANUARY

01 New Year's Day  
 02 Holiday Recess  
 14 Early Release Day (Teacher PD)  
 19 Martin Luther King Jr Day  
 23 End of Qtr 2 Reporting  
 28 Early Release Day (Teacher PD)

| JANUARY 2026 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    |    |    |    |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 |
| 11           | 12 | 13 | ER | 15 | 16 | 17 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 25           | 26 | 27 | ER | 29 | 30 | 31 |

- District Closure  
 - School Recess  
 - Professional Development  
 (Non-Student Day)

\*Open House- 8/28/25  
 Elementary 5:00-6:30  
 MMS 5:30-7:00  
 MHS 6:00-7:30

ER - Early Release Day Dismissals -  
 MMS/MHS - 12:00pm bus dismissal  
 Elementary - 1:15pm bus dismissal

Last Day of School Dismissal  
 MMS/MHS - 11:00am bus dismissal  
 Elementary - 12:15pm bus dismissal  
 Note: School closures will be added to the end of the calendar. Check the district webpage for updates and the current last student and staff days.

APPROVED 2-26-2025, REVISED 6-11-2025

### BRCOT Habits of Work Rubric

|                                                                                                                                                                                             | SCORE | 4<br>Excellent; Exceeds expectations                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 3<br>Very good; meets expectations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 2<br>Satisfactory; usually meets expectations                                                                                                                                                                                                                                                                                | 1<br>Unsatisfactory; Does not meet expectations                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1) Met Attendance &amp; Professional Requirements</b>                                                                                                                                    |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                   |
| <b>Reliability &amp; Dependability</b><br>Motivation and energy for self- improvement, enthusiasm, pride in work attendance, punctuality, conscientious, reliability in meeting commitments |       | Demonstrates enthusiasm to learn<br>Dependable, consistently shows up on time and is ready to work online AND in class<br>Never absent or late for work.<br>Participates in all online Zoom and extended learning lessons Highly dependable and conscientious.                                                                                                                                                                                                                                               | Shows interest in training & learning.<br>Comes to class prepared in any medium (lab, class or online)<br>Adaptability and willingness to learn including safety<br>Seldom absent, very good attendance & punctuality.<br>Can be counted on to meet commitments.                                                                                                                                                                                                                                                                              | Has some interest in training / job.<br>Occasionally absent.<br>Usually prompt for work and returning from breaks. Generally reliable online and in class.                                                                                                                                                                   | Needs improvement in attitude and interest towards training/job.<br>Frequently absent, late to work and/or returning from breaks or lunch.<br>Does not demonstrate effort or online participation.<br>Cannot be relied upon to meet commitments.                                                  |
| <b>2) Followed BRCOT Safety and Professional Policies</b>                                                                                                                                   |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                   |
| <b>Effective Communications Behavior &amp; Technology</b><br>Effectiveness behavior, appropriate use of language, communication, and technology                                             |       | Communicates effectively and is proactive in reaching out for help<br><br>Notifies instructor, teacher and team leader of issues and strives to be part of the solution<br><br>Consistently communicates effectively online and in class with coworkers, supervisors<br><br>Excellent interaction with coworkers and supervisors.<br>Consistently interprets and follows directions<br><br>Demonstrates professionalism online and in person.<br><br>Goes the "extra mile" to help make the team successful. | Consistently interprets and follows directions<br><br>Consistently courteous and helpful.<br><br>Appropriate use of language, communication, and technology<br><br>Ability to get along with others, to use tact & courtesy, and to contribute to team efforts<br><br>Functions effectively as a member of a team.<br><br>Asks questions when needed, and generally follows instructions without difficulty.<br><br>Uses technology (Cell Phones) and language according to standard business policy. Uses technology appropriately as a tool | Cooperative and courteous most of the time.<br><br>Gets along well with others.<br><br>Willing to support the teams' efforts.<br>Communicates when issues arise<br><br>Has some difficulty communicating and following instructions.<br><br>Occasionally uses inappropriate language.<br>Struggles with online participation | Difficult to work with.<br>Uncooperative, moody and/or tactless. Does not contribute to, or hinders, team efforts.<br><br>Needs retraining in communications effectiveness and/or repeated and detailed redirection in appropriate use of communication.<br>Does not use technology appropriately |
| <b>Safety</b>                                                                                                                                                                               |       | Always practices job safety rules. Keeps the workspace safe and tidy<br>Consistently follows all safety and classroom rules without being reminded                                                                                                                                                                                                                                                                                                                                                           | Usually practices job safety rules.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Sometimes requires a reminder of safety rules.                                                                                                                                                                                                                                                                               | Needs to learn and practice better safety habits.                                                                                                                                                                                                                                                 |
| <b>3) 3) Participated in class activities with</b>                                                                                                                                          |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                   |

| appropriate<br>communicatio<br>ns technique                                                     |  |                                                                                                                                                                                                              |                                                                                                                                                                |                                                                                                                                                                                |                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Initiative</b><br>Is a self-starter and takes the lead to getting things done                |  | Demonstrates ability to go above job requirements.                                                                                                                                                           | Willing to meet obligations of the job.                                                                                                                        | Sometimes completes obligations of the job.                                                                                                                                    | Needs to show more initiative to complete obligations of the job.                                                                                                                              |
| <b>Productivity and Quality of work</b><br>How accurate, neat, error free and complete is work? |  | Consistently high-quality work. Accurate and neat on both routine and more complex assignments. Produces high volume of work. Typically asks for additional work and always strives to improve productivity. | Very accurate, careful, and neat. Seldom makes errors on routine assignments<br><br>Consistently completes work on time with little or no supervision required | Work meets acceptable standards. Completes routine assignments with minimum of errors.<br><br>Satisfactory amount of work completed. Rarely fails to meet important deadlines. | Work needs checking and improvement. Sloppy and often incomplete performance of job.<br><br>Requires close supervision to complete assignments. Always behind in work. Seldom meets deadlines. |
| <b>GRAND TOTAL</b>                                                                              |  |                                                                                                                                                                                                              |                                                                                                                                                                |                                                                                                                                                                                |                                                                                                                                                                                                |