

Student Handbook

2025-26



Engaging students with rigorous and relevant career and technical education for success in the post-secondary and industrial world.

Hancock County Technical Center offers career and technical instruction in the following Maine approved CTE programs: Automotive Technology, Biomedical Sciences, Business Leadership & Hospitality, Carpentry, Criminal Justice, Culinary Arts, Cybersecurity, Diesel Technology, Early Childhood Education, Health Occupations, Multimedia Design, Welding Technology and Academics. It is the policy of the Hancock County Technical Center to not discriminate on the basis of race, color, national origin, sex or disability in its educational programs and its employment practices. If you have questions, have witnessed, or have experienced acts of discrimination based on these criteria and wish to express a grievance please contact the Title IX Coordinator Rebecca Wright at rwright@ellsworthschools.org or (207) 667-4722.

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Ellsworth School Department

MISSION

Engaging and challenging all learners through excellence, growth, and strong partnerships.

VISION STATEMENT

Our vision is to be a connected and thriving learning community where all learners—from our youngest students to adult learners—are supported by passionate educators, inspired by meaningful learning, and equipped for success in a dynamic world.

CORE VALUES

Collaboration & Teamwork

We succeed through strong partnerships among staff, students, families, and the community.

Communication

We build trust through open, honest, and timely communication.

Leadership

We develop leadership at all levels to drive innovation, informed decisions, and positive change.

Growth

We value continuous learning and development for students and staff alike.

Transparency

We lead with integrity, openness, and a commitment to improvement.

Consistency

We strive to ensure equitable experiences and clear expectations across all programs and grade levels.

Community

We nurture a strong sense of belonging, unity, and shared purpose.

Learning & Achievement

We prioritize academic excellence and inspire lifelong learning.

Relationships

We foster respectful, trusting, and supportive connections across our schools.



www.ellsworthschools.org

STRATEGIC GOALS

To fulfill our mission and vision—and to live our core values—we will focus on the following strategic goals over the next five years:

Goal 1: Strengthen School Culture and Climate

Objective: Foster a safe, supportive, and respectful environment where all students and staff feel valued, engaged, and connected.

Why It Matters: Improves climate, behavior, trust, and staff/student well-being in response to current challenges with morale and engagement.

Goal 2: Improve Communication and Build Trust

Objective: Establish clear, transparent, and consistent systems that enhance communication among students, staff, families and the wider community.

Why It Matters: Addresses communication breakdowns, parent disengagement, and a lack of shared understanding across the district.

Goal 3: Attract, Develop, and Retain Exceptional Staff

Objective: Create and sustain strategies that support recruitment, professional growth, leadership development, and staff well-being.

Why It Matters: Responds to ongoing staffing shortages, leadership gaps, and educator fatigue.

Goal 4: Advance Academic Excellence and Curriculum Alignment

Objective: Deliver a coherent, inclusive, and rigorous PreK through adult curriculum that promotes innovation, high expectations, and career readiness.

Why It Matters: Builds on academic strengths while addressing needs in curriculum consistency and instructional technology.

Goal 5: Expand Student Opportunities and Supports

Objective: Broaden access to engaging programs—including but not limited to: flexible pathways, career and technical education, health & wellness programming, enrichment, and adult education—that support the whole learner.

Why It Matters: Strengthens student achievement and behavior by proactively engaging students in meaningful, personalized learning.

Goal 6: Optimize Resources, Facilities, and Technology

Objective: Use data-informed planning to ensure equitable resource allocation, technology access, and safe, sustainable learning environments.

Why It Matters: Supports long-term growth despite facility, budget, and infrastructure limitations.

Hancock County Technical Center Mission and Vision Statement

Mission Statement: Engaging students with rigorous and relevant career and technical education for success in the post-secondary and industrial world.

Our Vision

High Expectations of Teaching and Learning:

- Provide high quality instructors who inspire and engage students while continuously improving their craft.
- Incorporate effective instructional strategies into the learning environment.
- Proficiency based, data driven instruction that provides evaluative measures for student performance.
- Deliver state of the art, industry driven curriculum linking industry and Common Core standards to learning for students.

Our School Climate and Culture:

- Provide a safe, positive, and professional learning environment.
- Celebrate instructor and student growth.
- Promote student and teacher ownership of high expectations.
- Accept and respect student diversity.
- Embrace healthy and supportive relationships that improve learning opportunities and student achievements.
- Maintain an environment that supports anytime, anywhere learning, encouraging students to pursue interests and passions.

Our Collaboration With Our Communities:

- Partner with industry and community professionals to enhance programming.
- Support educational opportunities within the local community to enrich student learning.
- Foster partnerships with sending schools and post-secondary institutions.
- Collaborate with students, parents, and staff to promote student success.

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Important Dates for 2025 - 26

Open House	8/27: 6:00 - 7:00 pm		Leadership Breakfast	12/5
First Day of School	8/29		Holiday Buffet	12/17
OSHA	9/8 - 9/12		Applications Live	2/6
Autumn Gold	9/27		Rotary Dinner #2	2/3
FAFSA Session	TBD		NTHS Induction	2/26 @6:00 pm
PreSchool Start	10/7		Applications Due	3/13
Placements Start	10/7		SkillsUSA State Comp.	3/12 & 3/13
MS Camp	10/18		Science Fair	3/28
Fall Advisory Dinner	10/29 @5:30 pm		Rotary Dinner #3	4/7
Brookside Restaurant Opens	11/5		Boggy Brook 5k	5/18
School Picture Days	TBD		Placements End	5/19
Skills: Fall Leadership Conf.	TBD		Preschool Graduation	5/ TBD
Parent Teacher Conferences	11/18 @3:00 - 7:00		Year End Program Celebration	5/21
No Restaurant (Veterans Club)	TBD		Awards Night at EHS	5/26
Rotary Dinner #1	12/2			

***Dates are subject to change.

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Ellsworth School Department

2025-2026 School Calendar (Adopted February 11, 2025)

July 2025							August 2025							September 2025							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	H	5						1	2		H	2	3	4	5	6	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
20	21	22	23	24	25	26	17	18	N	N	21	22	23	21	22	23	24	25	26	27	
27	28	29	30	31			24	P	P	P	F	29*	30	28	29	30					
							31														
October 2025							November 2025							December 2025							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4							1		1	2	3	4	5	6	
5	6	7	8	9	P	11	2	3	4	5	6	7	8	7	8	9	10	L	12	13	
12	H	14	15	16	17	18	9	10	H	12	13	14	15	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	V	H	V	27	
26	27	28	29	30	31		23	P	P	X	H	V	29	28	V	V	V				
							30														
January 2026							February 2026							March 2026							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				H	V	3	1	2	3	4	5	6	7	1	2	3	4	5	6		
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	P	14	
11	12	13	14	15	16	17	15	H	V	V	V	V	21	15	16	17	18	19	20	21	
18	H	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	
25	26	27	28	29	30	31								29	30	31					
April 2026							May 2026							June 2026							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4						1	2	1	1	2	3	4	5	6	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	L	17	18	H	20	
19	H	V	V	V	V	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
26	27	28	29	30			24	H	26	27	28	29	30	28	29	30					
							31														
KEY																					
N	New to ESD Orientation						August 19: New Staff Orientation and August 20: New Teacher Orientation														
P	Professional/Exchange Day						August 25-27: All Staff Opening Professional Development Days														
F	First Student Day						August 28: First Day of School Grades K-9														
H/V	Holiday/Vacation						August 29: First Day of School All Grades (full day of school; no Early Release)														
L	Last Student Day (inclusive of 4 storm days)						October 10, November 24 and 25, March 13: District Professional Development Days														
	Early Release Day						November 26: Exchange Day for Contractual Parent Teacher Conferences														
							December 23: Early Release for Holidays														
175	Student Days						June 5: High School Graduation														
183	Teacher Days						June 16: Last Day of School for Students and Staff (Inclusive of Four Storm Days)														
8	Professional Days						Students will be dismissed early on Friday for PLCs. (Except when there is a Weather Delay)														
10	Legal Holidays						*August 29 will be a full day of school with no Early Release														
*School Year will be adjusted if fewer than, or more than 4 storm days are needed.																					

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Director's Welcome

Welcome to Hancock County Technical Center! We are excited that you have chosen to pursue your areas of interest here at HCTC. Our staff are committed to creating an environment that is built on high academic and behavioral expectations so that you can learn to meet industry standards in a structured, challenging, and supportive educational setting. Our curriculum is built on National and State licensing skill standards designed to help you prepare for stepping into the workforce, signing up for an apprenticeship program, attending a 2 or 4 year college/university, joining the military or pursuing any other pathway you choose. Each program provides students with the opportunity to earn industry-recognized certifications and college credits.

Our communities are in desperate need of a work force that understands what it is to be a productive team member, have a strong work ethic and develop the job related skills to be an asset to your employer and co workers. This is why our primary goal is to provide quality programs designed to educate and prepare students for careers and lifelong learning. Integrating academic, career and technical education with a focus on problem solving, technical, and professional skills will help our students successfully navigate their post secondary opportunities and find success wherever they choose to work.

We place an emphasis on building positive relationships within our school community and with our sending school communities through a variety of learning and internship activities. Students are expected to participate in their education by developing career and educational plans based on their own interests and abilities. Our staff members are here to help guide and support those plans while providing a structure that is conducive to ongoing learning. Hancock County Technical Center believes that student success is enhanced with the involvement of parents, guardians, and other supportive adults. We encourage you to reach out at any time with questions.

The keys to success at Hancock County Technical Center are attending consistently, developing a strong work ethic in all that you do and working cooperatively with others. This handbook will help answer some of your common questions concerning HCTC's expectations and operations. Please ask your instructor if you have any further questions and know that I am also available to meet with you in person, by phone or virtually at any time. We are looking forward to a productive year, working together to make this a great experience for you!

Sincerely,



Bill Tracy, Director

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Staff Directory:**Administration:**

Director

Bill Tracy

Administrative Assistant

Liz Conners

Staff:

Student Services Coordinator

Hope High

School Nurse (Shared with EHS)

Michelle Osborne

Academics Teacher

Heather Ford

All School Educational Technician

Ruth Grindle

Automotive Technology Instructor

Richard Jamison

Automotive/Diesel Educational Technician

Ethan Coit

Biomedical Science Instructor

Sarah Petroulis

Business Leadership & Hospitality Instructor

Tara Mason

Carpentry (Satellite Program at SMHS)

Kit Rivers

Custodian (Evening)

Jeanine Curtis

Criminal Justice Instructor

Allen Smith

Culinary Arts Instructor

Camille Frost

Culinary Arts Ed Tech

Marlena Bishoff

CyberSecurity

Markus Ford

Diesel/Heavy Equipment Instructor

Andrew Trowbridge

Early Childhood Education Instructor

Meghan Stubbs

Health Occupations Instructor

Michelle Cote

Health Occupations Aid

Daniel Grindle

Health Occupations Clinical Supervisor

Cathy Lemire

Maintenance/Custodian (Day Time)

Gary Scillia

Mathematics Instructional Coach

Michael Ellison

Multimedia Design Instructor

Jamie Anderson

Welding Instructor (Satellite Program at BHS)

William Mixer

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Creating a Successful Experience at HCTC

- Attendance Matters: Be here, be on time, every day!
- Give your best effort (Effort in = Effort out).
- Talk to us, we are here to listen.
- Always tell the truth. Honesty is the best policy. Integrity Matters!
- Always be respectful. This includes respecting yourself, others and our school.
- Think twice, if it should not be in school, don't bring it to school.

Safety Rules

1. Your awareness and commitment to safety habits is the first priority in your career and technical program.
2. Rings, watches, necklaces and loose or torn clothing are all potentially dangerous and should not be worn when/where restricted. Please check with your instructor for appropriate attire.
3. Shop areas must remain safe and orderly at all times. Activities such as running, shoving and general out of control behaviors are strictly forbidden.
4. Students enrolled in any program where safety glasses are needed will be provided with a pair of industrial rated safety glasses. You are required to use them at appropriate times.
NOTE: If you lose them or destroy them, you must replace them. **Loss of safety glasses is not an excuse for nonparticipation.**
5. You should never attempt to operate any machine or piece of equipment unless you have been instructed properly in its operation procedures and passed demonstration tests.
6. NO STUDENT is to operate power machinery, equipment or work in the shops without instructor/staff supervision.

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Hancock County Technical Center: Employability Rubric



Hancock County Technical Center Student Employability Rubric

Student Name: _____

Date: _____

ATTENDANCE & ADVOCACY	1 - Limited	2 - Approaching Proficiency	3 - Proficient	4 - Exceeding Proficiency	Score NS	Comments:
Attends daily. Is on time, communicates when absent, and develops a plan to complete academic work.	Absent and/or tardy twice or more. Does not communicate with instructor or develop a plan for work completion.	Absent and/or tardy once. Communicates with instructor but does not make a successful plan for work completion.	Present and on time every day. Communicates with instructor, develops and completes a plan for work completion when absent.	Meets Proficiency... is an active, conscientious, productive participant in classroom activities.		
PROFESSIONAL ATTITUDE & COMMUNICATION	1 - Limited	2 - Approaching Proficiency	3 - Proficient	4 - Exceeding Proficiency	Score NS	Comments:
Contributes to a positive learning environment. Demonstrates verbal communication and attitude. Demonstrates organized and purposeful communication, adjusting as needed for the audience.	Limited contributions to a positive learning environment, needing frequent guidance. Limited demonstration of verbal and nonverbal expression, listening and collaborative work with others. Limited capability in accepting constructive criticism.	Contributes to a positive learning environment. Demonstrates verbal and nonverbal expression, listening and collaborative work with others but needs occasional guidance. Needs occasional guidance in accepting constructive criticism.	Contributes to a positive learning environment. When faced with challenges, the student seeks positive solutions & learns from those challenges. Demonstrates organized and purposeful communication, choosing the right mode, adjusting for the audience, and gives & accepts constructive criticism.	Meets proficiency...thinks flexibly and responds to feedback. Responds to the task. Seeks feedback and clarification; synthesizes feedback and applies it to improve work.		
TEAMWORK & COOPERATION	1 - Limited	2 - Approaching Proficiency	3 - Proficient	4 - Exceeding Proficiency	Score NS	Comments:
Respects others' views, feelings and opinions positively and equally to the group.	Limited contribution to the team. Little consideration for the rights, needs and feelings of others.	Contributes to the team but needs occasional guidance. Generally, considers the rights, needs and feelings of others.	Contributes positively to the team. Considers the rights, needs and feelings of others. Seeks help from the group and offers help to the group.	Meets proficiency...takes a leadership role in the group. Makes an effort to incorporate others' points of view and emotions.		
RESPONSIBILITY & INITIATIVE	1 - Limited	2 - Approaching Proficiency	3 - Proficient	4 - Exceeding Proficiency	Score NS	Comments:
Takes responsibility for actions, is dependable and takes initiative.	Limited demonstration of responsibility for assigned tasks, meeting due dates and making appropriate decisions as required by the job assignment.	Demonstrates responsibility for assigned tasks, but needs occasional guidance in making appropriate decisions and meeting deadlines.	Demonstrates responsibility for assigned tasks. Makes appropriate decisions as required by the job, without hesitation, and consistently meets deadlines.	Meets proficiency...tries new things, generates new ideas for learning, sets goals, challenges themselves and uses reflection as a way to grow, often sharing with peers or instructor.		
PROFESSIONAL WORK HABITS & SAFETY	1 - Limited	2 - Approaching Proficiency	3 - Proficient	4 - Exceeding Proficiency	Score NS	Comments:
Complete assignments, tasks, internship responsibilities safely, on time, with accuracy and thoroughness. Takes pride in work maintaining a professional appearance.	Limited demonstration of dependability and carrying out duties in a safe and accurate manner. Demonstrates limited pride in their appearance and their work, not maintaining proper industry records.	Demonstrates dependability and carries out duties in a safe and accurate manner but needs occasional guidance. Needs occasional guidance for taking pride in their appearance, work and maintaining proper industry records.	Is dependable, carries out duties in a safe and accurate manner. Demonstrates reliability, concerns for quality and meets industry expectations in appearance, work and maintaining proper industry records.	Meets proficiency...shares knowledge with others. Guides and educates others on appropriate work habits.		

Policy Statement:

The Ellsworth School Department policies are available on the district website, <http://www.ellsworthschools.org>. If you require a copy of any policy please contact the Superintendent's Office at 664-7100.

GENERAL INFORMATION**Arrival/Dismissal:**

All students are expected to arrive promptly for their class at HCTC just as they would in the workplace or college setting. The AM session begins at 8:30AM and the PM session begins promptly at 11:45AM. Students that drive are expected to arrive on time as well and run the risk of losing driving privileges if they do not. Dismissal times are based upon the needs of sending school bus schedules. However, if a student drives for the afternoon session, they are expected to remain for the entire period and are not to leave prior to 2:17 PM/1:17 PM without prior approval.

Attendance/Tardiness/Truancy: (See Policies [JEA](#), [JEAA](#), [JHB](#))

Punctual and regular attendance is important for school success. Frequent absences have a proven negative impact on student learning. Maine statute recognizes two types of absences, **excused** and **unexcused**. There are seven reasons as to why an absence would be considered **excused**. Reasons are:

- Illness (documentation may be requested by the Building Administrator (BA)).
- Family emergency (documentation may be requested by the BA).
- Religious observation.
- Court/Legal appearance or a medical appointment that must be made during school hours (documentation must be provided).
- Planned absence for personal or educational purposes that has been approved prior to the absence.
- Sending School sponsored trip or event. The student must receive permission from his/her instructor prior to the day of absence.
- Imposed disciplinary suspension or transportation issue.

Any other absence, including those that may be for excusable reasons but are not reported as such, will be considered **unexcused**.

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It is the parents' responsibility to notify the school in the event that a child is absent. Parents have **three days** to provide notification and/or documentation of an absence. After three days, regardless of the reason, an absence will be considered unexcused. Parents may notify HCTC by writing a note upon a student's return from an absence, emailing the school secretary econners@ellsworthschools.org or calling the school directly (667-9729).

Parent Notification: (Needs to be addressed)

When a student reaches five (5) unexcused absences in a semester, the parent will be notified in writing that they are not meeting our standards for attendance at HCTC. A subsequent letter will be sent when a student reaches eight (8) unexcused absences. The letter may also indicate the student is in jeopardy of losing their slot in the program. Parents may be asked to attend a conference that includes the student, the school administrator, the guidance counselor/student services coordinator and at least one of the student's teachers to discuss the correlation between learning and school attendance, and to develop an attendance contract for the student tailored to his/her specific circumstances. The contract will specify the consequences for non-compliance.

Truancy:

Per Maine State law, a student is truant when a student has completed grade 6 and has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year. If a student reaches this threshold, the truancy policy will be enacted. In addition, a student's spot in a program will become in jeopardy.

Tardiness:

Coming to school late has a negative impact not only on the student coming in late but on the class that they are entering into. Students are considered tardy when they arrive late to any particular AM or PM session. Tardiness may be excused for the reasons allowed by Maine Law. In order to be excused, the student must have a note from a doctor, school official or parent/guardian. Students arriving late must be signed into school in the main office. Once a student accumulates **3** unexcused tardies there may be a request for a conference with the parent and Building Administrator. If they have permission to drive, 3 or more tardies may result in loss of driving privileges.

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Building and Facility Usage: (See Policies [KF](#), [KF-E](#), [KF-R](#))

Ellsworth School Department schools are a community resource that makes its facilities available to community organizations. In order to assure uniformity across the ESD, the following procedures should be adhered to when requesting use of the building:

- Completion of a Facilities Usage form that is available at the linked policy listed above (KF-R).
- Approval by the BA and at times, Ellsworth School Department.
- Return of the approved Facilities Usage form.

The use of facilities may require proof of insurance and any associated custodial costs. Those using a facility are responsible for the clean up and responsible use of any facility. The use of the building is at the discretion of the Building Administrator.

Communication:

Staff are available to communicate with students and parents during non-instructional time. Staff can be reached via email or by phone. If you are unable to get a hold of a staff member, please notify the main office.

Daily Schedule/Bell Schedule:

Buses arrive and leave Hancock County Technical Center (HCTC) at various times during the day due to each sending school's bus and class schedules. Students are responsible for entering classes on time just as people would report to work on time. Students who drive their own vehicles must be in class by 8:30 am or 11:45 am in accordance with their sending school rules. In addition, students that drive are to stay until the end of their session at 10:32 am or 2:17 pm or 1:17 pm (Friday).

Morning Sessions:	8:30am	AM classes begin
	10:30am	AM classes end
Afternoon Sessions:	11:45am	PM classes begin
	2:15pm	PM classes end**

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****NOTE:** HCTC will have early dismissal each and every Friday during the school year. Afternoon classes will end at 1:15 pm on Fridays instead of 2:15 pm.

Driving:

Each sending high school establishes its own rules and protocols around whether or not students are allowed to drive to HCTC. Schools that allow students to drive still have to receive special permission from the Director (via the Driving Permission form). Students will only be allowed to drive IF their sending school allows it AND if there is a special circumstance that warrants it. Bridge students have additional privileges to drive; however, they still must have all permissions in place. Students must have written permission from the parent to request driving privileges and that must then be signed off by the Director. At that point, a student must register their vehicle with the main office and obtain a parking pass. Cars are subject to search at any time. Driving is a privilege and not a right. Should students break any rules while having this privilege, their ability to drive will be revoked. **At NO time, should students transport other students for ANY reason.** If a student's arriving on time for class becomes an issue, driving privileges may be revoked. Finally, if an afternoon student drives, they are expected to stay until the 2:17pm dismissal time, unless the student has communicated with the Director. Consequences for driving infractions may include driving suspension for a period of time or loss of driving privileges entirely.

Fundraising: (See Policy [JJE](#))

All requests for fundraising events must be submitted to the Hancock County Technical Center Director for approval. Requests need to be submitted at least five days prior to the event.

School/Activities Delays and Cancellations:

In the event that weather or road conditions are hazardous, school may be canceled. The Ellsworth Superintendent of Schools makes this cancellation, after consulting with the state police, local officials and/or various other people. It is seldom an easy decision because conditions vary from one area to another and they can change quickly. The "No School" announcement is made as early as possible. It is on all the local radio stations, Ellsworth School Department website, local TV stations, social media pages, *The Ellsworth American*, as well as voice, text, and email messages to those that have their number in Infinite Campus. Cancellation information will be sent as soon as possible. In the event of an early morning cancellation,

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messages will not go out earlier than 6:00 am. A great deal of consideration goes into making this determination, but at times parents may disagree with the decision to hold school, feeling that conditions are too dangerous. Parents DO have the option of keeping children at home if they feel that the conditions are too hazardous.

If your high school cancels school, and the Ellsworth School Department does not, students from that high school are excused from attending HCTC on that day.

Weather conditions sometimes result in an unexpected early closing. In this event, radio announcements will be made as early as possible and an announcement will be posted on the Ellsworth School Department website. In addition, voice, text, and email messages will be sent to those that have their number in Infinite Campus.

Transportation: (See policy [JICC](#))

Students are expected to behave in a safe, orderly manner while on any Ellsworth School Department vehicle. This is for the safety of all students and the drivers. The following standards are expected of all students at all times:

- Students sit in their assigned seat or section at all times.
- Students are to remain seated while the bus is in motion.
- Students should talk in low voices and avoid any sudden, loud noises.
- Students should not have food or drink on the bus
- Appropriate language and behavior will be used at all times

Students who do not meet the standards for appropriate behavior while riding a bus may face disciplinary action including suspension from riding the bus. In the event that this happens, it will be the parent's responsibility to assure that the student has transportation to and from the school.

Behavior on the bus and at the bus stop extends to the time in which a student is on the bus, on school grounds, and until a bus pulls away from a bus stop.

Concerns regarding transportation may be reported to either the Director of Transportation or to

the Director.

Visitors:

All visitors need to report to the main office upon entering the building and sign in the visitors log.

Volunteers:

We welcome volunteers to our school. There is a process and procedure to be able to work with students in the school. Please feel free to contact us about possibilities for volunteering at school.

INSTRUCTION

Assessments: (See Policy [ILA](#))

Assessments are an integral part of the instructional program within the Ellsworth School Department. Assessments take many forms including daily graded assignments, quizzes, unit tests, standardized tests, task performance and projects. Assessments may also be less formal and include teacher observations. Parents may opt out of approved local/state/federal testing that has been approved by the Ellsworth School Department and Superintendent.

Book/Equipment Usage:

Books and other school materials are very expensive. Students must care for these materials in the proper manner. Students and parents will be invoiced for the replacement cost for any book, school materials or equipment that is lost or damaged.

Exemption from Required Instruction: (See Policy [IMBB](#))

The Ellsworth School Department acknowledges that from time to time individual students may be exposed to some ideas and materials with which they or their parent(s)/legal guardian disagree. Students and their parent(s)/legal guardian cannot be required to adopt ideas with which they disagree, but such disagreement alone is not a sufficient basis to exempt a student from the prescribed Ellsworth School Department curriculum. Exemptions from the required curriculum should be minimized because they can detract from the overall instruction provided to the class as a whole and the educational objectives sought to be achieved by the curriculum.

The Ellsworth School Department recognizes, however, that there could be topics in the

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curriculum which may be objectionable to individual students and/or parent(s)/legal guardian based on their particular sincerely held religious, moral or philosophical beliefs. Exemption from instruction which infringes on such beliefs may be requested by the parent(s)/legal guardian. Requests for exemption from instruction must be made in writing to the Director.

Field Trips:

Field trips are planned educational experiences designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. These are vital to each program and student attendance is required. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign field trip permission forms. It is the responsibility of the student and parent to return the slip on time. If there is a conflict it is important for the student and/or parent to reach out to make a plan ahead of time. Conflicts can be sending school co & extra curricular events when transportation leaves earlier than our bus would return.

Grading/Academics:

Hancock County Technical Center requires that all students demonstrate initiative in their educational pursuits, and work productively toward successful fulfillment of assigned work. Likewise, HCTC requires that all students accept personal responsibility for educational pursuits. This responsibility includes:

- Coming to school and to class on time.
- Being prepared for all classes by completing assignments and doing required readings.
- Becoming involved in classroom activities and discussions.

Support is available (teachers, counselors, administrators, etc.) to help students throughout their HCTC careers. Students who need additional assistance from teachers should schedule time to meet with them individually.

Change of Program: A participant will not move from one program to another once it has been in progress for two (2) weeks, except under unusual and necessary circumstances. This determination will be made by the Director. Any student dismissed from a program for disciplinary reasons will not be allowed to participate in another program during that calendar year.

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Credits/Standards: Each sending school awards the number of credits its student will receive for courses successfully completed at Hancock County Technical Center. We send grades and a report towards proficiency to standards, the sending school awards credits and proficiencies for their schools' transcripts.

Program Completion: Students completing their program(s) receive a certificate indicating competencies acquired from their respective programs. Competency means the student has acquired and can apply the technical skills and attitudes necessary to carry out specific functions of their technical area routinely and with minimal supervision in a job setting.

Instructional and Library Media Materials: (See Policies [IJJ](#))

The Ellsworth School Department recognizes that it is the primary objective of instructional materials to implement and support the curriculum, and of library-media resources to extend and enrich the educational programs of the Ellsworth School Department schools. Quality instructional materials and library-media resources are essential to student learning. Ellsworth School Department schools provide a wide range of materials on all levels of difficulty, with diversity of appeal and the presentation of different points of view.

A student's parent/guardian may upon request, inspect any instructional material used as part of any Ellsworth School Department curriculum. The Ellsworth School Department recognizes that the final authority as to what materials an individual student will be exposed rests with that student's parents or guardians. However, at no time will the wishes of one child's parents to restrict his/her reading or viewing of a particular item infringe on other parents' rights to permit their children to read or view the same material.

Special Education: (See Policy [IHBA](#), [IHBAA](#), and [IHBAL](#))

Students attending HCTC with 504 plans or IEP's will be provided with accommodations in both classroom and live work settings. When notified, HCTC teachers will attend IEP/504 meetings so as to participate in their student's educational goals. Students having concerns or needing assistance are free to discuss concerns with their teachers as well as the Student Services Coordinator and/or the Director.

Surveys, Analysis, Testing, or Evaluations: [Protection of Pupil Rights](#) (See Policy [ILD](#))

Students enrolled in the Ellsworth School Department may not be administered any surveys, analyses, tests or evaluations without the expressed permission of the Ellsworth School Department. This policy also applies to all state and federal testing requirements when the results will leave the ESD. The Ellsworth School Department hereby reserves to the Superintendent the right of final approval of all such surveys, analyses, testing or evaluations. Students who are 18 years of age or older may exercise the opt-out option for themselves.

Technology/Technology Protection Plan: (See Policies [IJNDB](#), [IJNDB-R](#))

The Ellsworth School Department believes that technology is a powerful resource for learning and a vehicle for students to demonstrate their learning. To that end, the Ellsworth School Department has established clear policies, procedures, and has employed the use of safety mechanisms to assure that technology is used solely to support the educational mission and vision of the schools.

Students are responsible for the care of this equipment and its appropriate use. Parents/Legal Guardians may choose to participate in this optional “technology protection” program provided by the Ellsworth School Department.

Parents are highly encouraged to review the technology policies listed above, as well as those dealing with bullying and harassment, to better understand student internet use, safety and the role that school may play regarding student use of technology.

CO-CURRICULAR OPPORTUNITIES (See Policy [JJIA](#) and [JJIE](#))

Students at Hancock County Technical Center are encouraged to participate in co-curricular activities listed below. However, they are subject to the same rules as those participating in their sending schools. Students must be academically eligible and follow all co-curricular policies outlined in the policy linked above.

1. **National Technical Honor Society** (NTHS) is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. Over 2200 schools and colleges throughout the U.S. and its territories are affiliated with the society. Member schools agree that NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today’s highly competitive workplace.

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As a NTHS member, these students have been identified as one of the top performing students in the nation. Their achievement has placed them among a very select group of students qualifying for membership in the National Technical Honor Society. NTHS induction represents an important educational milestone – the highest National award for excellence in career and technical education.

The purpose of NTHS is to:

- recognize and honor excellence in career and technical education,
- encourage students to reach for higher levels of achievement, develop self-esteem and pride,
- champion a stronger, more positive image for career and technical education in America,
- promote critical workplace values including skill development, honesty, responsibility, service, citizenship, and leadership,
- help member schools and colleges build and maintain effective partnerships with local business and industry,
- provide greater career opportunities for members, and
- promote educational excellence in America.

2. **SkillsUSA** is a national organization serving more than 250,000 high school and college students and professional members who are enrolled in training programs in technical, skilled, and service occupations, including health occupations. Hancock County Technical Center is proud to be an active chapter in this organization.

SkillsUSA prepares America's high performance workers. It provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education and pride in the dignity of work. SkillsUSA also promotes understanding of the free enterprise system and involvement in community service.

Approximately 13,000 teachers and school Directors serve as professional SkillsUSA

members and instructors. More than 1,000 corporations, trade associations and labor unions actively support SkillsUSA on a national level through financial aid, in-kind contributions, and involvement of their people in SkillsUSA activities. Many more work directly with state associations and local chapters.

SkillsUSA programs include local, state and national competitions in which students demonstrate occupational and leadership skills. During the annual national-level SkillsUSA Championships, more than 4,100 students compete in 73 occupational and leadership skill areas. SkillsUSA programs also help to establish industry standards for job skill training in the classroom. We encourage all students to participate in this valuable opportunity.

Co-Curricular Activities Discipline: (See Policy [JJIA](#) and [JJIE](#))

It is important to remember that participation is a privilege and not a right. It is for this reason that there exists separate disciplinary guidelines for students that participate in these activities. Students are representatives of each respective school and the Ellsworth School Department and are expected to behave as positive role models both when in the building and when visiting other schools and sites.

DISCIPLINE (See Policy [JK](#))

The Ellsworth School Department approaches discipline that embraces Positive Behavioral Interventions and Support. We approach expectations as positively as possible and provide intervention when students have difficulty adhering to the standards that are established for our schools. Our primary goal is to create a positive learning environment for all where each and every student feels safe and welcome.

There are instances in which students do not adhere to the standards for behavior that are expected of them. In those instances, we balance the need to teach and redirect the individual student, the needs of any victims to feel safe again, and reaffirm our standards to the rest of the student body.

Behavior Expectations: (See Policy [JIC](#))

The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools and at Ellsworth School Department sponsored/related events.

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Each student is expected to:

- Be courteous to fellow students, staff and visitors.
- Respect the rights and privileges of other students, school staff, visitors and guests.
- Follow all Ellsworth School Department policies and school rules governing student conduct.
- Follow directions from Ellsworth School Department/HCTC staff.
- Cooperate with staff in maintaining school safety and order.
- Arrive at school ready to learn and be a positive participant of the school.
- Meet Ellsworth School Department standards for work ready behaviors and dress.
- Respect the property of others, including Ellsworth School Department property and facilities.
- Not cheat or plagiarize.
- Refrain from vulgarity, profanity, obscenity, lewdness and/or indecency.

Bullying/Harassment: (See Policy [JICK](#), [JICK-R](#),)

All students, regardless of gender, race, religion, nationality, ethnicity, or sexual orientation are treated equally and with respect from staff and students alike. To that end, we do not tolerate any form of bullying or harassment. Incidents of bullying/harassment are brought to the attention of the Director for mediation, resolution, education, and as necessary, disciplinary action.

Any Ellsworth School Department student who engages in conduct that constitutes bullying may be subject to disciplinary consequences up to and including suspension and/or expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

Bullying incidents that take place at Ellsworth School Department schools or on Ellsworth School Department grounds, at any Ellsworth School Department sponsored activity or event, or while students are being transported to or from Ellsworth School Department schools or any Ellsworth School Department sponsored activities or events. It also applies to bullying that occurs at any other time or place if such **bullying substantially disrupts** Ellsworth School Department instructional programs, operations of schools, or the welfare of Ellsworth School Department students. Examples of conduct that may constitute bullying include, but are not limited to, the following:

- Physical contact or injury to another person or his/her property;

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- Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally, in writing, or through cyberspace;
- Blackmail, extortion, demands for protection money, or involuntary loans or donations;
- Non-verbal threats and/or intimidation such as use of aggressive or menacing gestures;
- Stalking;
- Blocking access to Ellsworth School Department property or facilities;
- Stealing or hiding books, backpacks, or other possessions;
- Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor relating to a student's race, color, ethnicity, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in disruption of any Ellsworth School Department instructional program and/or the operation of Ellsworth School Department schools, or that results, or that could reasonably be expected to result, in a hostile educational environment for any Ellsworth School Department student.

The Director and teachers set and enforce rules for civility, courtesy, and/or responsible behavior in the classroom and the school environment.

Workplace Bullying: (GBGB)

The Board is committed to providing a respectful, safe, and inclusive workplace for employees, one that is free from bullying conduct. All employees and students in the school unit, as well as parents, community members, and others involved with the schools are prohibited from engaging in workplace bullying as defined in this policy.

DEFINITION For the purposes of this policy, “workplace bullying” means intentional behavior that a reasonable person would expect to interfere with an employee’s work performance or ability to work. Generally, workplace bullying will involve repeated conduct. However, a single incident of egregious conduct could constitute workplace bullying. Examples of workplace bullying include, but may not be limited to: Humiliating, mocking, name-calling, insulting, maligning, or spreading rumors about an employee; Shunning or isolating and employee or encouraging others to do so; Screaming or swearing at an employee, slamming doors or tables, aggressively invading an employee’s personal space; placing an employee in reasonable fear or physical harm; or other types of aggressive or intimidating behavior; Targeted practical jokes;

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Damaging or stealing an employee's property; Sabotaging an employee's work or purposely misleading an employee about work duties (e.g., giving incorrect deadlines or intentionally destroying an employee's work; Harassing and/or retaliating against an employee for reporting workplace bullying; Cyberbullying, which is defined in Maine law as bullying occurring through the use of technology or any electronic communication, including but not limited to, a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device, or personal digital assistant.

EXCLUSIONS

Workplace bullying does not include the following: When supervisors set reasonable performance goals or provide verbal or written counseling, direction, feedback, or discipline to employees in the workplace when the intent is to address unsatisfactory work performance or violations of law or school policy; When supervisors make personnel decisions designed to meet the operational or financial needs of the school unit or the needs of students. Examples include, but are not limited to changing shifts, reassigning work responsibilities, taking steps to reduce overtime costs, transferring or reassigning employees to another building or position.

Discrimination or harassment based on protected characteristics (race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, age, familial status, disability, or genetic information). Such conduct is prohibited under separate policies and complaints shall be addressed under ACAB-R – Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedure. Disrespectful conduct by students directed at school employees that can be addressed through enforcement of classroom rules, school rules, and applicable Board policies.

REPORTS AND INVESTIGATIONS

Employees who believe they have been bullied in the workplace, and other persons who believe they have witnessed an incident of an employee being bullied in the workplace, are expected to report the issue to the building administrator. If the report is about the building administrator, the report should be made to the Superintendent of Schools. The building administrator shall promptly notify the superintendent of all workplace bullying reports. Any workplace bullying report about the Superintendent should be made to the Board Chair. All reports of workplace bullying shall be investigated promptly and documented in writing. The person who was the

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subject of the alleged workplace bullying and the person alleged to have engaged in workplace bullying will be notified of the outcome of the investigation, consistent with confidentiality and privacy laws.

DISCIPLINARY ACTION

Any employee who is found to have engaged in workplace bullying will be subject to disciplinary action up to and including termination of employment. Students who are found to have engaged in bullying of an employee will be subject to disciplinary action in accordance with applicable student discipline procedures. Parents and others who are found to have engaged in bullying of an employee will be dealt with in a manner appropriate to the particular circumstances. APPEALS If dissatisfied with the resolution of the matter, the subject of the alleged workplace bullying or the person alleged to have engaged in workplace bullying may file a written appeal within five (5) business days with the superintendent stating the reason for the appeal. The superintendent will review the matter and issue a written decision within ten (10) business days. The Superintendent's decision shall be final. If the matter involves employees covered by a collective bargaining agreement, any disagreement with the results of the investigation may be resolved through the agreement's dispute resolution process.

GBGB ELLSWORTH SCHOOL DEPARTMENT RETALIATION PROHIBITED

Retaliation for reporting workplace bullying is prohibited. Employees and students found to have engaged in retaliation shall be subject to disciplinary action.

Suspension: (See Policy *JKD*)

There are two types of suspension: in-school suspension (ISS) and out-of-school suspension (OSS).

Prior to any suspension, except as hereinafter provided, the student shall be given:

- Oral or written notice of the charge(s) against him/her;
- An explanation of the evidence forming the basis for the charge(s); and
- The opportunity to present his/her version of the incident.

The student's parent shall be notified of the suspension as soon as practical by telephone (if possible) and by written notice sent by the United States Postal Service, with a written delivery

receipt required for out-of-school suspensions. A copy of the notice shall also be sent to the Office of the Superintendent.

In the event of an in-school suspension, the BA will arrange for work to be completed during the day. In the event of an out-of-school suspension, the BA may require the parent and the student to schedule a conference with him/her and/or the Superintendent within the suspension period and prior to re-admittance to school.

Students are responsible for all school work missed during their suspension. After re-admittance, students shall be permitted to make up any missed school work, including tests, quizzes or other items that will affect their grades. Any schoolwork not made up will be given a numerical grade of zero.

Students serving either an ISS or an OSS are not permitted to participate in any Co Curricular Activities for the day/length of the suspension.

Dress Code: (JICA)

In keeping with the Ellsworth School Board's goal of preparing students for success in a postsecondary educational environment and in the workplace, providing a safe, healthy, respectful and non-discriminatory environment, the following requirements on dress will be enforced in all Ellsworth School Department school buildings, on all Ellsworth School Department grounds, and in all vehicles furnishing students transportation. These restrictions apply at all times unless relaxed for special functions by the Director. The Director may make exceptions for documented medical or religious requirements. The Board also expects students to exercise sound judgment and demonstrate respect for themselves and students/staff.

Prohibited Items of Clothing

- Articles of clothing which promote the use of tobacco, alcohol, or other illegal activity;
- Articles of clothing with displays that are sexual, vulgar, lewd, indecent, or including insulting words or gestures;
- Articles of clothing with displays that are racially inflammatory or violate the ESD's discrimination and/or harassment policies;
- Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch furniture, etc.);

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- Clothing, footwear, insignia, or accessories that are intended to identify the wearer as a member of a particular gang;
- Adornment items that could be used as weapons, and other items as determined by the Director; and
- All Tube tops and muscle shirts.

Wearing of Clothing

- All clothing is to fit properly, be of appropriate length, and not be revealing or indecent. Shorts and skirts must measure four (4) inches from where the leg meets the pelvis and must cover the buttocks. Skirts shorter than six (6) inches must have further coverage underneath. Ex. Nike Pros.
- Tank tops with spaghetti straps are allowed provided that no other part of the bra is showing except the straps.
- Off the shoulder tops are allowed as long as some type of strap is evident on the shoulder and there is some type of sleeve.
- Midriff shirts are allowed to show two (2) inches of midriff from the top of the pants/skirt/shorts provided the bottom of the bra is not exposed.
- Halters are allowed
- Underwear/undergarments should be covered. Top fronts may be no lower than four and one-half inches (4 ½) from the clavicle.
- Sheer, transparent, or translucent articles of clothing must be covered by an article of clothing that conforms to this policy.
- Bottoms must fully cover genitalia and buttocks.
- Tattoos that violate the provisions of this Policy must be covered at all times in all Ellsworth School Department schools and/or at any Ellsworth School Department sponsored event/activity.
- Students must wear shoes (sneakers, sandals, etc.) at all times. Footwear must be appropriate for the environment/conditions and activity in which they are participating.
- Special clothing or accessories may be required for health and safety reasons for students participating in physical education classes, classes involving machinery and other hazards, and co and extra-curricular activities.
- The ESD reserves the right for particular programs (i.e. Career & Technical Education) to add additional protocols for purposes related to safety and training pertinent to industry.

Ex. Steel toed work boots for the Diesel Program

Items with specific measurements apply only to students in grades 6-12.

Students with specific challenges may petition to the BA for an exception/waiver. The decision of the BA is final.

Enforcement Violations of this policy shall be addressed as follows:

- First Offense – The student will be asked to change or cover the offending article of clothing immediately. If necessary, an article of clothing will be provided. Parents will be notified at the discretion of the BA.
- Second Offense – The student will be assigned disciplinary consequences according to school disciplinary procedures. The BA will notify parents.

Electronic Devices (~~JECK~~, ~~JECK-R~~):

***Policy included in the handbook.**

In order to accommodate the use of technology and the growing concerns about student safety while traveling to and from school, Hancock County Technical Center will allow students to possess cell phones, provided the following rules are strictly adhered to:

1. The use (outgoing calls, incoming calls, text messaging, camera use, game-playing, or any other use) of cell phones or pagers in the school building is allowed ONLY before school, during breaks, and after school.
2. Cell phones must not disrupt educational or school activities.
3. Students may not use cell phones during class time, school assemblies, or other special school events.
4. Students may use cell phones when it is educationally necessary, and must have instructor permission to do so. This is a **one-time/one-use** permission.
5. Cell phones must be **turned off** during instructional time.
6. Violations of this **cell phone procedure** will result in:
 - **First Offense** = cell phone(s) will be taken and can be retrieved at the end of the program. (If student refuses, they will be sent to the office).
 - **Second Offense** = cell phone(s) will be turned in to the office and can be retrieved only by a student.

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- **Third Offense** = cell phone(s) will be turned in to the office and can be retrieved only by a parent or guardian.

Parents should continue to call the school at 667-9729 if there is a family emergency situation. A message will be delivered to your son or daughter. Do not try to contact them by cell phone.

The use of camera phones is strictly forbidden at any time in private areas, such as, locker rooms, washrooms, dressing areas, and offices at any time. Such use may also be in violation of the criminal code.

Positive Behavioral Interventions and Support (PBIS):

	RESPECT	RESPONSIBILITY	TEAMWORK
Classroom- Lab- Shop- Work Area	<ul style="list-style-type: none"> -Pay attention to classroom activities and Instructor. -Maintain a positive and open attitude. -Listen actively.. -Appreciate differences. -Use manners. -Respect others' property. 	<ul style="list-style-type: none"> -Makes appropriate decisions as required by the job without hesitation. -Support others' learning and positive behavior. -Complete all assignments with integrity and honesty. -Bring all necessary materials to class. -Resolve conflicts maturely. -Be accountable for your actions. -Use time wisely. -Participates appropriately for betterment of themselves and class. -Report to the instructor upon entrance. -Keep the workspace clean. -Take pride in your work. 	<ul style="list-style-type: none"> -Gives full consideration to the rights, needs and feelings of others. -Pull your weight. -Be willing to help others. -Share air time. -Contributes positively and equally to the group. -Creates solutions. -Leads by example.
Hallway	<ul style="list-style-type: none"> -Use appropriate language. -Strive for positive interactions with others. -Honor others' personal space. -Be aware of those in class. 	<ul style="list-style-type: none"> -Goes back to work on time. -Keep hallways clear. -Keep surroundings clean. -Resolve conflicts maturely. -Report safety issues. 	<ul style="list-style-type: none"> -Move through hallway for timely arrival to class. -Maintain personal space. -Assist those in need. -Hold doors.

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Bathroom	<ul style="list-style-type: none"> -Flush toilet and wash hands. -Honor others' privacy. -Clean up after yourself. -Respect the facilities. 	<ul style="list-style-type: none"> -Chooses an appropriate time to use bathroom. -Returns to class promptly. -Report problems. 	<ul style="list-style-type: none"> -Conserves resources (ie soap, water, paper) -Report depleted items.
Field Trip	<ul style="list-style-type: none"> -Represent HCTC and self positively at all times. -Strive for positive interactions. -Follow requests of person/people in charge. -Use manners (please and thank you.) -Talk only at appropriate times. -Listen to speakers -Turn off electronic devices. 	<ul style="list-style-type: none"> -Be accountable for your actions. -Support others' learning and positive behavior. -Be Punctual. -Keep pace with group. -Report issues. -Dress appropriately. 	<ul style="list-style-type: none"> -Be sure that everyone is accounted for. -Assist others without being asked. -Participates and asks appropriate questions for benefit of group.
Bus	<ul style="list-style-type: none"> -Strive for positive interactions. -Use appropriate language and noise level. -Honor others personal space. -Represent HCTC at all times in positive way. -Follow request of driver and supervisor. -Keep hands and feet to self. -Use manners (please and thank you.) 	<ul style="list-style-type: none"> -Resolve conflicts maturely. -Discourage bullying. -Take necessary belongings. -Follow bus rules. -Be Punctual. -Pick up trash. 	<ul style="list-style-type: none"> -Report safety issues. -Sit in first available, open seat so can load safely and in a timely manner. -Two per seat -Keep aisle clear.
Assemblies & Emergency Situation	<ul style="list-style-type: none"> -Talk only at appropriate times. -Follow directions from staff members and emergency personnel. -Use appropriate language. -Turn off electronic devices. 	<ul style="list-style-type: none"> -Report to your designated area. -Remain in designated area until dismissed. 	<ul style="list-style-type: none"> -Help others if you see someone in need. -Report safety issue.
Parking Lot	<ul style="list-style-type: none"> -Strive for positive interactions. -Use appropriate language. -Driving is a privilege. 	<ul style="list-style-type: none"> -Fill out appropriate paperwork to have vehicle on campus. -Drive safely and lawfully. -Report issues. -Bring all needed items into the building when you arrive at HCTC. 	<ul style="list-style-type: none"> -Park in designated areas. -Help others in need.

Searches: (See policies [JIH](#), [JIH-R](#))

BAs have the right to conduct searches of student lockers, backpacks, and clothing items as necessary to protect the welfare of the individual student and the whole school. Whenever possible, parents will be notified of searches prior to the search being conducted. However, this

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isn't always possible and may be conducted without advanced parental notification. In the event that a search takes place prior to parental notification, the BA will contact parents as soon as possible following a search.

Substance Use and Abuse by Students: (See policy [JICH](#))

In order to promote the highest possible standards of learning, as well as the safety, health and well-being of students, it is the policy of the Ellsworth School Department that no student(s) shall use, possess, furnish, be under the influence of, or be in the presence of, any substance and/or paraphernalia designed for, or utilized in, the use of such substances while on any Ellsworth School Department property or when attending any Ellsworth School Department sponsored event.

NOTE: A Student's Individual Education Plan (IEP), if applicable, MUST be considered and the Special Education Director must be involved prior to any disciplinary action being taken.

Tobacco Use by Students: (See policies [ADC](#), [ADC-R](#))

Maine State Law prohibits persons under the age of twenty one (21) from possessing or using tobacco (includes all tobacco products), the Ellsworth School Department deems it unacceptable for a student to participate in Ellsworth School Department activities while indulging in the use of tobacco.

Weapons, Violence and School Safety: (See Policy [JICIA](#))

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

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

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- Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, crossbows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars, and nunchucks;
- Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort and replicas of weapons (including toys);
- Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
- Verbal or written statements (including those made on or through a computer, cellular phone or other electronic means) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt any Ellsworth School Department program;
- Willful and malicious damage to Ellsworth School Department or personal property;
- Stealing or attempting to steal Ellsworth School Department or personal property;
- Lewd, indecent or obscene acts or expressions of any kind;
- Violations of the Ellsworth School Department drug/alcohol and/or tobacco policies;
- Violations of state or federal laws; and
- Any other conduct that may be harmful to persons or property.
- Disciplinary Action - The Ellsworth School Department authorizes all Building Administrators to suspend students for up to ten (10) days. Students may also be referred to

the Superintendent for possible expulsion, based upon the facts of each case and in accordance with applicable state and federal laws.

- Psychological Evaluation/Risk Assessment - The Ellsworth School Department authorizes the Superintendent to request an immediate psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to Ellsworth School Department safety if the student were to remain in school. The Superintendent is also authorized to request psychological evaluations of Ellsworth School Department students who have been identified as posing a substantial risk of violent behavior.

HEALTH AND SAFETY (See policy [EBCA](#))

Bomb Threats: (See policy [EBCC](#))

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report it to the principal, teacher or other employee. Making a bomb threat is a crime under Maine law and shall be reported to law enforcement authorities. The administration will suspend and recommend for expulsion any student who makes a bomb threat. A student who encourages, causes, aids or assists another student in making up or communicating a bomb threat verbally, in writing, in e-mail, texting, etc. shall be subject to the same disciplinary consequences. A student who fails to report information or knowledge of a bomb threat or the existence of a bomb in the school or on school property may be subject to disciplinary consequences.

Emergency Drills: (See policy [EBCB](#))

In order to protect the health and safety of all ESD students and staff, and to ensure compliance with the provisions of the Life Safety Code, regular emergency evacuation and lockdown drills will be conducted.

Evacuation Drills:

When the alarm sounds, pupils immediately suspend all work and leave the room in accordance with the instructions posted in each room. Always keep in single file, walking in a brisk but orderly manner.

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Once you are outside, you will proceed to the location where your classroom always meets. This will be shown to you at the start of the school year. This practice holds true if you are out of the room, in the cafeteria, main office or at break. Always report to your teacher's location.

Lockdown Drills:

In response to safety concerns, an announcement will be made that we have a lockdown situation. Students are to move away from windows, shades should be closed, door windows covered, and lights should be off. If a student is in the bathroom, he/she should get in the nearest room. Students outside during a lockdown are to find a safe place to stay until the lockdown is over.

Food Services: (See Policies [EF](#), [JL](#)) (For all-day students only)

Lunch will be provided for our all-day HCTC students at HCTC thru an EHS satellite hot lunch program. Each summer, applications for Free and Reduced meals are provided to families. This form may also be submitted during the school year if a family's financial situation changes.

Students may also bring their own snacks and lunch. We encourage these to be healthy. We do not provide or permit students to purchase candy, soda, or energy drinks during the school day.

Health Insurance Portability and Accountability Act (HIPAA):

HIPPA requires that no medical or health information will be disclosed without written prior approval of the child's legal guardian. This does not apply to immunizations.

Illness and Medication: (See Policy [JLCD](#))

Students should not attend school if they have a fever or have vomited and are ill. Students should return after not having a fever for 24 hours. Please notify the school if your child develops any communicable disease including, but not limited to: conjunctivitis, ringworm, scabies, head lice, scarlet fever, strep, or chicken pox.

Students are not permitted to bring or take any over-the-counter or prescription medication at school. If a student is required to take medication during the school day then the medication with proper documentation should be brought to the nurse's office. The nurse or designee may dispense limited over-the-counter medications with signed parental permission.

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Immunizations: (20-A MRSA §§6352-6358) (See Policy [JLCB](#))

All students must show proof of having 5 Diphtheria/Pertussis/Tetanus vaccines, 4 Polio vaccines, 2 Measles/Mumps/Rubella vaccines, 1 dose of Varicella (chickenpox) vaccine or written proof from MD of having had the disease.

Students who do not have all necessary immunizations may be admitted into school if the parent signs an exemption form stating Medical reasons. All exemption forms must be renewed each school year. All home-schooled students who enter the Ellsworth School Department for individual classes must provide proof of immunizations or sign an exemption form.

Medications:

All medications should come in the original prescription container. Any changes in the dosage, timing or discontinued use of the prescription must be accompanied by physician order. The Ellsworth School Department discourages students from bringing in over the counter medications. Any over the counter medications needed on a regular basis are to be ordered by the physician. Nurses are not licensed to administer herbal medications and therefore they will not be accepted.

The Ellsworth School Department does have standing orders for emergency medications (epinephrine, Benadryl, and ventolin –asthma) signed by the school physician, Dr. Sheena Whittaker. If you have any questions please contact the Ellsworth High School nurse at 667-7422 x5 or mosborne@ellsworthschools.org

Restraint and Seclusion (See Policies [JKAA](#), [JKAA-R](#))

Consistent with state law and state guidelines, the ESD recognizes the use of physical restraint and seclusion, as defined by this policy, may only be used as an emergency intervention when the behavior of a student presents an risk of injury or harm to the student or others. The ESD has adopted the state approved **Safety Care** system for preventing, de-escalating, and if necessary, intervening when the behavior of an individual poses a threat to themselves and/or others.

Sale of Food at School-Sponsored Student Events: (See Policy [JL](#) and [EFE](#))

Foods and beverages offered or sold at school-sponsored events outside the school day that are not open to the public will meet the nutrition standards for competitive foods.

The Ellsworth School Department recognizes that proceeds from the sale of foods and beverages outside of the School Meal Program are a significant source of funds for student activities and/or authorized community/Ellsworth School Department organizations. Therefore, as allowed by Maine Department of Education Rule Chapter 51, the Ellsworth School Department permits the sale of food and beverages outside the total food program to:

- School staff
- Attendees at Ellsworth School Department-sponsored events held on Ellsworth School Department property
- The public at community events held on Ellsworth School Department property in accordance with the Ellsworth School Department facility use policy.

When foods and beverages are sold to raise funds for schools, students, and/or other approved activities, a minimum of one food will be offered from each of the following categories: fruits and vegetables (not fried); low fat/fat free dairy products; whole grains, nuts, and/or seeds.

School Parties/Celebrations:

Foods may be brought into the classroom by students/parents as part of a special occasion such as a school party or celebration. School celebrations containing food should be considered an opportunity to reinforce nutrition lessons and put lessons into practice. Foods brought in for celebrations should follow the [Dietary Guidelines for Americans](#). These foods should include fruits, vegetables, low fat dairy foods and low fat whole grain products. Foods high in fat and sugars will be used sparingly.

School Snacks:

Snacks provided by the school or sent in by parents that are served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health. Ellsworth School Department schools providing snacks to students will follow the [Dietary Guidelines for Americans](#). These foods should include fruits, vegetables, low fat dairy foods, whole grains, and not include foods containing partially hydrogenated oils or artificial food dyes.

Sharing of Foods and Beverages:

Schools should discourage students from sharing their foods or beverages with one another

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during meal or snack times, given concerns about allergies and other restrictions on some student's diets.

Vision and Hearing Screening:

Hearing screening will be conducted in kindergarten and grades 1, 3, and 5. Distance vision acuity will be screened in kindergarten and grades 1, 3, 5, 7, and 9. Vision and hearing screening of students outside the grade level required for screening may occur upon referral from teachers or with presentation of signs or symptoms of a problem.

Students transferring to the school without a record of previous screening will be screened.

ANNUAL STATE AND FEDERAL NOTICES

Annual Notice to Building Occupants Regarding Asbestos:



Amy J Boles
Superintendent of Schools
Ellsworth School Department

66 Main Street, Suite 201, Ellsworth ME 04605

Phone: 207.664.7100 Fax 207.669.6032

aboles@ellsworthschools.org

DATE: July 1, 2025

TO: All ESD Employees, Building Occupants, Parents, Guardians and Ellsworth Resident

FROM: Amy Boles, Superintendent of Schools

RE: Annual Notification to Building Occupants

The Federal Asbestos Hazard Emergency Response Act (AHERA) requires that local education agencies inform all school employees and students of asbestos-related activities. Aside from compliance with federal regulations regarding asbestos, there are no asbestos inspection or removal projects planned at this time.

This information is recorded in the Ellsworth School Department Asbestos Management Plan for Ellsworth Schools and can be reviewed during regular business hours Monday through Friday from 8:00a.m. to 4:00p.m.

Sincerely,

Amy J Boles
 Superintendent of Schools

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Annual Notice of Student Education Records and Information Rights (FERPA):

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.

- Inspection of Records - Parents/eligible students may inspect and review the student’s education records within 45 days of making a request. Such requests must be submitted to the Superintendent or BA in writing and must identify the record(s) to be inspected. The Superintendent or BA will notify the parent/eligible student of the time and place where the record(s) may be inspected in the presence of school staff. Parents/eligible students may obtain copies of education records at a cost of \$.10 per page.
- Amendment of Records - Parents/eligible students may ask the School Department to amend education records they believe are inaccurate, misleading or in violation of the student’s right to privacy. Such requests must be submitted to the Superintendent or BA in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or BA decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing and information about the hearing process.
- Disclosure of Records - The School Department must obtain a parent/eligible student’s written consent prior to disclosure of personally identifiable information in education records except in circumstances permitted by law.

Child Find: (See Policy *IBBAC*)

The Ellsworth School Department seeks to ensure that all children within its jurisdiction who are school-age, five through the school year in which they turn 22, and who are in need of special education and supportive assistance, including homeless children, state wards, state agency clients, students who have been suspended or expelled, children attending private schools receiving home instruction, children incarcerated in county jails, children who have the equivalent of the (10) full days of unexcused absences or seven (7) consecutive school days of unexcused absences during a school year, highly mobile children (including migrant or homeless), and children who are suspected of being disabled and in need of special education and supportive assistance even though they are advancing from grade to grade are identified, located, and evaluated.

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Ellsworth School Department is responsible for Child Find for resident students attending private or public schools through public tuition or public contract and shall meet this duty either through appropriate arrangements with the receiving unit or school through direct Child Find services by unit personnel or contracted personnel.



Amy J Boles
Superintendent of Schools
Ellsworth School Department
 66 Main Street, Suite 201, Ellsworth ME 04605
 Phone: 207.664.7100 Fax 207.669.6032
 aboles@ellsworthschools.org

August 1, 2025

To Whom It May Concern:

The Ellsworth School Department supports students who are homeless, unaccompanied, migratory and/or English Language Learners. McKinney-Vento protections apply to all public school students, pre-K through grade 12 who “lack a fixed, regular and adequate nighttime residence”, including children and youth:

- Sharing housing due to loss of housing or economic hardship
- Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate housing
- Living in emergency or transitional housing
- Abandoned in hospitals
- Having a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, regular sleeping accommodations
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations
- Migratory students meeting the descriptions above

School-age children may qualify for certain rights and protections under the federal McKinney-Vento Act. Eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents. •
- Enroll in the local school; or continue attending their school of origin if that is in the best interest of the child and is feasible.
- Receive transportation to and from the school of origin
- Receive educational services comparable to those provided to other students

If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.

If you or anyone you know meets any of the following criteria, please contact our McKinney-Vento liaison, Amy Van Dorn, at 667-4722. She will share information about the services and support that may be available.

Sincerely,

Amy J Boles

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McKinney-Vento Act: (See Policy [JFABD](#))

Students who are homeless will be given access to educational and other services they need so they can have the opportunity to meet the same challenging state academic achievement standards all students are expected to meet. Students in homeless situations will be kept in their school of origin (school the student attended when permanently housed or the school in which the student was last enrolled), unless it is against the wishes of the parent or guardian. Students can continue in their school of origin the entire time they are homeless up to the end of the academic year in which they move into permanent housing.

Students may enroll in any public school that students in the same attendance area are eligible to attend. If the student is sent to a school other than the school of origin or the school requested by the parent, the Ellsworth School Department must provide the parent with a written explanation of its decision along with the right to appeal. Students who are not in the custody of a parent or guardian will have the assistance of the local homeless education liaison to enroll them in school, request transportation, and will provide the student with notice of their right to appeal a decision. The Ellsworth School Department will enroll homeless students immediately even if they do not have the documents typically needed for enrollment. Students will be provided with transportation to and from their school of origin at the parent or guardian's request.

Notice on Non-Discrimination and Affirmative Action: (See Policies [AC](#), [ACAA](#), [ACAA-R](#))

The Hancock County Technical Center offers career and technical instruction in the following Maine approved CTE programs: Marine Service Technology, Welding Technology, Multimedia Design, Early Childhood Education, Academics, Biomedical Sciences, Health Occupations, Law Enforcement, Culinary Arts, Diesel Technology, and Automotive Technology. It is the policy of the Hancock County Technical Center to not discriminate on the basis of race, color, national origin, sex or disability in its educational programs and its employment practices. If you have questions, have witnessed, or have experienced acts of discrimination based on these criteria and wish to express a grievance please contact the Title IX Coordinator Rebecca Wright at 667-4722 or rwright@ellsworthschools.org or our 504 Coordinator.

Pesticides: (See Policy [ECB](#))

Pesticides may be used indoors and/or outdoors in Ellsworth School Department facilities, as needed. When appropriate, the Ellsworth School Department BA will notify staff, including the

school nurse, students and parents/guardians at least five (5) days in advance of planned pesticide treatments in the school or on school grounds including playgrounds and playing fields.

When required by regulations, signs will be posted at each point of access to the treated area and in a common area of the school at least two (2) working days prior to the application and for at least 48 hours following the application in accordance with applicable Maine Board of Pesticides Control regulations.

Notice Regarding School Integrated Pest Management (IPM) Policies

Pest Control

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

Pesticide Use

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk approach available. If higher risk pesticides must be used, notices will be posted at application sites and advance notice will be sent home with students.

Your Right to Know

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

The school also keeps records of pest monitoring, pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our IPM coordinator, **Joshua Hendershott**, at **667-4722**.

If you have any questions, please contact **Joshua Hendershott**. For further information about pests, pesticides and your right to know, call the Board of Pesticides Control at 207-287-2731 or visit the Maine School IPM web site at www.thinkfirstspraylast.org/schoolipm.

Chapter 33: Rules Governing Physical Restraint and Seclusion: (See Policy JKAA)

Physical restraint and seclusion may only be used as an emergency intervention when the behavior of the student presents risk of injury or harm to the student or others and only after other less intrusive interventions have failed or been deemed inappropriate. Physical restraint, if used, will be implemented by certified staff in state approved training programs to the extent possible.

An administrator or designee will notify the parent that a physical restraint or seclusion has occurred as soon as practical but within the school day in which the incident occurred. A copy of the incident report will be provided within 7 calendar days of the incident to the parent. Ellsworth School Department within 2 days will debrief with all staff involved in the incident to discuss compliance with Chapter 33 and local policy. The staff will discuss how to prevent or reduce future need for an emergency intervention.

Ellsworth School Department within 2 days will debrief with the student and discuss what triggered the student's escalation and what could be done differently next time to prevent an emergency intervention.

After the third incident of a physical restraint or seclusion in a school year involving a 504 or special education student, a formal 504 or IEP meeting will be held within 10 school days to discuss the incident, determine need for FBA, develop a behavior plan or modify an existing one.

After the third incident of physical restraint or seclusion for all other students, a meeting will be held within 10 school days to discuss the incident and determine the need for FBA, develop a behavior plan or modify an existing one.

Ellsworth School Department has a policy consistent with this rule and a procedure for parents to submit a complaint regarding the use of physical restraint and seclusion of their child. The Ellsworth School Department will investigate the circumstances surrounding the incident and make written findings.

Electronic Devices (JFCK, JFCK-R):

JFCK

ELLSWORTH SCHOOL DEPARTMENT

**STUDENT USE OF PRIVATELY-OWNED ELECTRONIC
DEVICES AT SCHOOL**

The Board recognizes that many students possess cell phones and other electronic devices that they wish to carry at school. These devices may not be used at school and/or during school activities in any manner that disrupts the educational process or school environment, or that violates Board policies or school rules.

The Ellsworth School Department is not responsible for damage, loss or theft of students' privately-owned devices.

The Superintendent is authorized to develop, with input from administrators, any school rules necessary to implement this policy.

Student use of privately-owned computers/devices for school purposes (in lieu of or in addition to school-issued computers/devices) is addressed in Policy IJNDB/IJNDB-R.]

Cross Reference: IJNDB/IJNDB-R – Student Use of School-Issued Computers/Devices and the Internet
JIH – Questioning and Searches of Students
JIC – Student Code of Conduct
JICIA – Weapons, Violence and School Safety
JICK – Bullying and Cyberbullying Prevention in Schools

Adopted: August 8, 2023

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ELLSWORTH SCHOOL DEPARTMENT

RULES FOR STUDENT USE OF PRIVATELY-OWNED ELECTRONIC DEVICES AT SCHOOL

1. Students are prohibited from using privately-owned electronic devices, including but not limited to cell phones, smartphones, tablets and electronic games during classes and school activities, including study halls, field trips and co-curricular/extra-curricular activities. During classes and school activities, all electronic devices must be turned off and put away (in a locker, backpack, etc.). The only exception to this rule is when a teacher specifically authorizes students to use electronic devices for a specific purpose, including medical management.
2. High school and adult ed students may use privately-owned electronic devices between class periods and during lunch periods. Care must be taken to use such devices in a manner that does not interrupt the activities of others.
3. Students may use privately-owned electronic devices while traveling to and from school activities to the extent allowed by bus drivers or individuals responsible for chaperoning trips.
4. The use of cameras or video/sound recording functions on any electronic device is strictly prohibited in locker rooms, restrooms, changing rooms and other places where privacy is generally accepted. In other school locations, students are required to obtain permission before photographing, taking videos or audio recording any individual.
5. Any use of privately-owned electronic devices that violates any Board policy, procedure or school rule is strictly prohibited. In addition, accessing, viewing, submitting, forwarding, downloading or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal is prohibited.
6. Students' privately-owned electronic devices may be subject to search if there is reasonable suspicion that a student is violating Board policies/procedures or school rules, or engaging in other misconduct, and that the device may contain relevant evidence. Administrators may confiscate such devices for as long as necessary to complete their investigation. A student who refuses to comply with a search directive may be subject to disciplinary action, including the disciplinary consequences for the suspected violation.
7. Students violating Board policy or school rules will be subject to disciplinary consequences which may include some or all of the following:
 - a. Revoking the privilege to possess privately-owned electronic devices at school;
 - b. Confiscation of the device until the end of the school day and parents will be notified;
 - c. A conference with the student's parent/guardian;
 - d. Exclusion of the device from school for an extended period of time
 - e. Penalties up to suspension or expulsion from school, depending upon the nature and circumstances of the violation and the student's prior disciplinary record; and
 - f. Referral to law enforcement