

FOSTER CAREER AND TECHNICAL EDUCATION CENTER

Mt Blue Campus
Farmington, Maine



Student & Parent Handbook 2023-2024

Serving the students of
Spruce Mountain
Mt Abram
Mt Blue
Rangeley Lakes

TABLE OF CONTENTS

Director’s Message	3
Mission Statement	4
Contact Information	5
Attendance Policy	6
AI-ChatGPT	8
Automobile Guidelines	8
Awards and Scholarships	8
Breakfast	9
Bussing	9
Cancellation of School	9
Cell Phones	9
Course Credit	9
Dress Code	10
Emergency Forms	10
Emergency Procedures	10
Expectations	10
Grades and Grading Periods	11
Guidance Services	11
Illegal Student Activity	11
Internet and Computer use	11
Leaving School Grounds	12
Medication	12
Partner Schools	12
Safety Standards	12
School Records	12
Organizations.....	13
Non Discrimination	13
Parent Conferences	13
Recognition Night	13
Suspension	13
Tools and Equipment	14
Visitors	14
Student Sign-off Sheet	15
FCTEC Student Calendar	16

DIRECTOR'S MESSAGE

This Foster Career and Technical Education Center handbook is provided to help students and parents understand the policies and practices of the Technology Center. It is meant to supplement the guidelines given by the student's high school as well as those in the Mt Blue Campus Student Handbook.

Foster Career and Technical Education (CTE) Center will provide students with applied learning opportunities in their chosen occupation using a variety of teaching strategies to accommodate a wide range of learning styles. The Technology Center is dedicated to maintaining quality programs that reflect the current needs of industry and community. Students are encouraged to utilize their technical education to gain immediate employment or to pursue post-secondary education or training.

Each of our programs has a Program Advisory Committee that is made up of students, local business, and community members. If you are interested in joining a committee, and would like to become more involved in education, please let us know!

Melissa Williams, Director

**Foster CTE
Center
Mission Statement**

Foster CTE Center will prepare students in a friendly, safe, non-threatening, professional environment conducive to learning the occupational, academic, social, and individual skills necessary to become productive, confident members of the workplace and/or society.

FOSTER CTE CENTER
Staff

Director	Melissa Williams
Assistant Director	Chris Davis
Assistant Director	Galen Dalrymple
Student Services Coordinator	Bruce Mochamer
MBC Office Manager	Karri Dwyer
MBC Finance Manager	Bev Vollrath

Teaching Staff

Automotive Technology	Scott Vining
Biotechnology	David Nordstrom
Business Academy	Regina Savage
Building Construction	Del Harris
Certified Nursing Assistant (CNA)	Lorna Collins
Composite Manufacturing	Chris DeMarco
Culinary Arts	Sean Minear
Computer Technology	Richard Wilde
Commercial Arts and Photography	Elizabeth LeClair
Digital Media	Amber Davis
Early Childhood Education	Sara Spear
Employability Skills	Kyle Minear
Emergency Medical Technician (EMT)	Shaun St. Germain
Firefighting	Shaun St. Germain
Forestry / Wood Harvesting	Rodney Spiller
	Brenda Medcoff
Law Enforcement	TBD
Metal Fabrication	Rob Olsen
Outdoor Leadership	Travis Tierney
Pre-Engineering	Jacob Bogar
Plumbing & Heating	Mark Witham
	Thomas Harrison
CTE Exploratory Instructor (Mt. Abram)	Chris Brinkman
CTE Exploratory Instructor (MBC)	Janelle Rackliff
FCTEC Ed Tech	Danielle Harris
FCTEC Ed Tech	Eddie Hebert
FCTEC Ed Tech	Makki Bessey
FCTEC Ed Tech	Ryan Voter
Apprenticeship Navigator (JMG)	Jordan McMullen

ATTENDANCE POLICY

Foster Career and Technical Education Center (FCTEC) prides itself in providing students with experiential learning courses. Because of the nature of these programs, it is vital that students make every attempt to attend all classes. The learning opportunities that are available to students may not be readily available on another day. The class time lost for missing one FCTEC day is equal to missing three days of a standard high school course.

Excused Absences:

- Personal illness
- An appointment with a health professional that must be made during the regular school day
- Observance of a recognized religious holiday
- Family emergency
- A planned absence for a personal or educational purpose which has been pre-approved

These absences must be documented by

- A parent or guardian phone call the day of the absence
- A note from a parent/guardian or a doctor's note the first day the student returns to school

Unexcused Absences:

Being absent from school for reasons other than mentioned previously or any absence not excused by a parent/guardian note.

Make up work for any/all absences:

In the event of any missed instruction the student is responsible for communicating with their instructor to arrange for a plan to make up missed work and time.

- All work must be completed by a deadline assigned by the teacher and no later than two weeks after the close of the quarter in which the absences occurred.
- In the event a student misses an applied learning opportunity, the instructor may assign alternate work outside of school for make-up.

Notification procedures:

Parents and students will be notified of attendance problems at the following intervals:

1. One - three absences – the student will meet with their instructor, make a plan to complete make-up work and/or at the instructor's discretion meet with an administrator which could result in a disciplinary consequence.
2. 4th absence – student completes an Attendance, Behavior and Consequences (ABC) form and *will meet with the instructor*. The student may be required to meet with the Assistant Directors of FCTEC and a call will be made home.
3. Five or more absences – for each additional absence, the student completes an ABC form and *will meet with the instructor*. In addition, the student will be required to meet with partner school representatives, parents, and Director or Assistant Directors of FCTEC. Outcome of the meeting may result in removal from the program.

Late Arrival

All students arriving after 7:45 am, must enter through the main lobby and check in with the main office (Door 1), also must sign in the FCTEC Administrative (D100) office upon arrival. Students who have 4 tardies will meet with the Assistant Director, a disciplinary consequence may be assigned, and a call home will be made.

Early Dismissal:

All students being dismissed from their program must sign out at the FCTEC Administrative office (D100).

Administrative Release:

Students who need to miss class at FCTEC due to scheduling conflicts between partner schools may be granted an administrative excuse at the request of the partner school principal. This would apply to school-wide activities, workshop days, weather cancellations, etc.

When a student is granted an administrative excuse, they are not obligated to make-up any missed time in the program. This could be done at FCTEC or through an outside assignment.

AI - CHATGPT

Unless directed by the classroom teacher to use it, ChatGPT is not to be used for homework, projects, or any other assignment completion. *The independent use by a student of AI or ChatGPT and similar programs will be considered cheating and plagiarism by our schools and staff at this time.*

ChatGPT does appear to have qualities which could be used as a learning tool in the future. At this time staff need more time to become familiar with potential uses for AI/ChatGBT for instruction and student learning and for professional development to allow our staff to design effective learning strategies for its use. Some of our staff have been going to training and we are in the process of collecting information to learn more about it. A committee will be digging more into this area after the school year starts.

AUTOMOBILE GUIDELINES

Students traveling from partner schools

Travel by school bus is the safest means of transportation for students and students are encouraged to ride on the partner school transportation system when possible. If a student requests permission to transport themselves to school, he/she must fill out a student parking permit form at the MBC Admin. Office. **This form must be signed by the student's parents/guardians as well as their high school school administration before submitting to FCTEC office.** If students find themselves in a situation in which they need to unexpectedly transport themselves to FCTEC, they need to check-in with Karri at the FCTEC Office. (207.778.3562)

Any students not following the student driver rules or are observed driving unsafely or transporting unauthorized passengers, will lose their driving privileges. Students must park only in designated areas and obey all traffic laws or they will lose their privilege to drive to FCTEC or the job site. All students must follow the driving guidelines outlined in the Mt Blue Campus Student Handbook (pg. 25).

AWARDS AND SCHOLARSHIPS

A variety of academic and career and technical education awards are given by FCTEC . Individual teachers and/or a committee determine the recipients of the awards given by the Center. These awards will be presented at awards

assemblies and during our annual Recognition Night Ceremony at the end of the year (see calendar for listed date).

All high school juniors and seniors at FCTEC will be asked to fill out a scholarship/award application with the Student Services Coordinator. This application makes students eligible, during their senior year, for consideration of numerous monetary awards and scholarships, which will be chosen by a committee. Students will be notified at Recognition Night if they have been selected.

BREAKFAST

Breakfast is available for all FCTEC students at no cost from the Food Court at Mt. Blue Campus.

BUSSING

Transportation from partner schools to FCTEC can involve a long ride on the bus. Students are expected to use the provided transportation from their high school unless other arrangements have been made in advance. The Director of FCTEC, along with the administration from the partner school, will handle discipline issues on the bus. Check with the office for a schedule of bus arrival and departure times.

CANCELLATION OF SCHOOL

FCTEC will cancel classes on any day that schools are closed in Mt Blue Regional School District #9. *Students are not expected to come to FCTEC on any day that their partner school is closed due to inclement weather, even if the Center is open.*

CELL PHONES

Cell phones are only to be used in areas of FCTEC when the student is given permission by an instructor and it is used in the instructor's assigned area.

COURSE CREDIT

FCTEC awards course completion. It is the student's high school that awards credits. Any questions concerning graduation requirements or credits obtained should be directed to your school's guidance office.

DRESS CODE

Appropriate dress is an important component of learning at FCTEC . It will prepare students to successfully enter the workforce and/or continue their education. In addition to dress code policies from the student's high school, clothing must be worn that is appropriate to the program that the student is enrolled in at FCTEC. This includes clothes that are sufficiently warm for programs that go outside, clothing that is clean when working around food, not having loose clothing around machinery and the wearing of appropriate safety equipment. The instructor of each program will outline specific guidelines that apply to their program. Students are encouraged to dress for success.

EMERGENCY FORMS

All students must complete the appropriate emergency data forms, including *Proof of Insurance*, and submit these forms to the FCTEC office.

Any student who does not return their emergency data forms and Proof of Insurance, by the end of the 3rd week of September, will not be allowed to participate in certain activities within the program. This may result in a reduction of grade.

****Any student who does not have insurance coverage needs to notify their instructor, their principal, and/or the FCTEC office as soon as possible for assistance.*

EMERGENCY PROCEDURES

Each program will have listed procedures for dealing with emergencies within their program. Students must learn and understand these procedures and know their role in the event of an emergency. Should it become necessary to evacuate the campus, students will follow the evacuation procedures outlined in the Mt Blue Campus Student Handbook (pg. 4).

EXPECTATIONS

The majority of the students that attend FCTEC are juniors and seniors. Because we deal with young adults, we expect students to behave accordingly. Whether at the Center or at the job site, FCTEC takes pride in the mature, responsible way our students represent our programs. Please help continue this tradition. Expectations of students are outlined in the Mt Blue Campus Student Handbook (pg. 4-5).

GRADES AND GRADING PERIODS

The basis for the academic achievement mark is the teacher's evaluation of the quality of the student's performance in the subject. A student must achieve a rank of at least 60 (D-) in order to receive satisfactory completion of a course.

GRADE SCALE:

A+ (98-100)	C+ (77-79)
A (95-97)	C (74-76)
A- (90-94)	C- (70-73)
B+ (87-89)	D+ (67-69)
B (84-86)	D (64-66)
B- (80-83)	D- (60-63)
	F (59 and below)

This grading scale might be different from that of your high school. Students should see their school counselor if they have any questions on how the grade was converted on their report card.

FCTEC will also utilize a standards based reporting system, which includes standards met in each program. This will more clearly delineate students' ability in meeting industry recognized, national certification standards for each program.

GUIDANCE SERVICES

Guidance services are available to all students through their high school guidance department. Career education, scholarship information, post secondary program information, and independent study information is available through the Assistant Director(s) and/or Student Services Coordinator at FCTEC.

ILLEGAL STUDENT ACTIVITY

All students should be aware that any illegal actions on their part would result in the information and the individual being turned over to the police with a request for court action. Mt Blue Regional School District employs a School Resource Officer (S.R.O.) that is available to assist with issues with students. Students are expected to become familiar with the guidelines outlined in the Mt Blue Campus Handbook (pg. 19-20).

INTERNET USE AND COMPUTER

Any students at FCTEC that use the internet must comply with the Mt Blue Regional School District Internet Use policy. These policies are outlined in the Mt Blue Campus Student Handbook (pg. 27-32).

LEAVING SCHOOL GROUNDS

Students must sign-out in the FCTEC office if they need to leave the school grounds at any time during the school day. Parents who wish to give permission for their child to leave the school grounds for school related reasons must provide a signed note to the FCTEC office.

MEDICATION

Students should not operate tools, equipment or machinery when taking some medications. Students need to have written permission from their parents and high school to have possession of any medications at FCTEC. All medications need to be coordinated with the MB Campus Health Office as outlined in the MB Campus Handbook (pg. 37-38).

PARTNER SCHOOLS

Students come to FCTEC from the following high schools: Spruce Mountain High School, Mt Abram High School, Mt Blue High School, and Rangeley Lakes Regional High School as well as home school students and those from other area high schools.

SAFETY STANDARDS

Safety is the most important aspect of all our programs at FCTEC. If at any time a student feels uncomfortable performing any operations or using any tools or equipment, they should notify their instructor immediately to receive further guidance. Students must comply with all safety guidelines, wearing of safety equipment and maintaining a safe working environment. Unsafe acts including “horse play” may be cause for dismissal from a program.

SCHOOL RECORDS

FCTEC subscribes to the Family Educational Rights and Privacy Act of 1974 as approved by the US 93rd Congress (PL 93-380). If you desire to discuss your school records, please make an appointment with the CTE Director.

STUDENT ORGANIZATIONS

Students at FCTEC are strongly encouraged to become involved with CTE Student Organizations. The following student organizations may be available:

- *First Robotics Team*- see Mr Wilde Computer Technology for more details.
- *Future Business Leaders of America (FBLA)* – a national organization for all students participating in business and office programs. It provides additional opportunities for students in the business education programs at Foster CTE Center.
- *NTHS (National Technical Honor Society)* – a national organization for CTE students.

NON-DISCRIMINATION

It is the policy of FCTEC not to discriminate on the basis of race, religion, national origin, gender, sexual orientation or handicap and to comply with Section 504 of the Rehabilitation Act of 1973. Programs and procedures shall be reviewed regularly to assure that equal access and equal opportunity are afforded to students, employees, parents and the general public.

PARENT CONFERENCES

Parents are encouraged to visit programs, meet with instructors or tour the Center at any time. Please contact the main office at Foster CTE Center to arrange a time if you choose to visit.

RECOGNITION NIGHT

Students and families will be invited to an end of year celebration to honor the successes of our programs and students. More information about this event will be provided near the end of the school year.

SUSPENSION

If any students are suspended from their high school, they are also not allowed to attend classes at FCTEC. Any student that is suspended from a program for disciplinary reasons at FCTEC will also be suspended from their high school. See the Mt Blue Campus Student Handbook (pgs. 6-8) for more information on student suspension and discipline.

TOOLS AND EQUIPMENT

Students at FCTEC have the opportunity to use a variety of tools, equipment and machines. These items are very expensive and can be very dangerous if not used correctly. It is extremely important that students take care of all equipment they are entrusted to use whether at school or at home. Students are not allowed to bring in personal equipment or tools to use in class (like a Leatherman or jack-knife). Some programs require a nominal tool deposit for the program. Arrangements can be made for financial support for purchasing equipment and supplies.

VISITORS

FCTEC encourages visitors to our programs. All visitors to FCTEC must first go to the main office to sign-in and receive a visitor's badge. Proceed to check in at FCTEC Administrative office (D100). Please contact the FCTEC office if you or your business would like a tour of our facility. If you have any questions or concerns, please do not hesitate to call our office at 778-3562.



Student Handbook sign-off sheet

Please sign and return this page to your Foster CTE Center instructor by the end of the 3rd week of September.

I _____, have read, understand and agree to the information contained in the Foster Career and Technical Education Center Student / Parent Handbook as well as those guidelines outlined in the Mt Blue Campus Handbook. I understand that a student that does not meet the requirements outlined may be dropped from the program at any time during the school year. The awarding of partial credit is up to the discretion of the Director and the student's individual high school administration.

STUDENT

PARENT / GUARDIAN

DATE

FOSTER CTE CENTER 2023 - 2024 Blue/Gold Calendar

August 2023						
Su	M	Tu	W	Th	F	S
	21	22	23	24	25	26
27	W	W	30	31		

2

September 2023						
Su	M	Tu	W	Th	F	S
					V	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	E	21	22	23
24	25	26	27	28	29	30

19

October 2023						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	W	7
8	H	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20

November 2023						
Su	M	Tu	W	Th	F	S
			1	2	EQ	4
5	6	7	8	9	H	11
12	13	14	15	16	17	18
19	20	21	C	H	V	25
26	27	28	29	30		

18

December 2023						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	E	V	23
24	H	V	V	V	V	30
31						

15

January 2024						
Su	M	Tu	W	Th	F	S
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	H	16	17	18	EQ	20
21	22	23	24	25	26	27
28	29	30	31			

21

February 2024						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	V	V	V	V	24
25	26	27	28	29		

16

March 2024						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	W	16
17	18	19	20	21	22	23
24	25	26	27	28	EQ	30
31						

20

April 2024						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	H	V	V	V	V	20
21	22	23	24	25	26	27
28	29	30				

17

May 2024						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H	28	29	30	31	

22

June 2024						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	EQ	8
G	S1	S2	S3	S4	S5	15
16	17	18	H	20	21	22
23	24	25	26	27	28	29
30						

5

**Exact last day determined by snow days
used = 175 student days

First Student Day K-9 8/30/23
First Student Day 10-12 8/31/23
Late Arrival Wednesday (32); excluding 8/30, 9/6, 9/20, 12/20 & 6/5
Early Release P-5 (3)
Early Release P-12 (3)
Non-Student Days (28)
 W = Staff Workshop (4)
 H = Holiday (10)
 V = Vacation (15)
 C = P-8 Parent/Teacher Conference Comp (1)
High School Graduation 6/9/2024
Last day of school is ½ day of classes
Q = End of Quarter Grading 11/3/23 (43 days);
 1/19/24 (44 days); 3/29/24 (44 days);
 6/7/24 (44 days)

Board Adoption: 03/6/2023