

Sanford Community  
**SCAE**  
Adult Education

# Student Handbook

*Sanford* **Learns**



# Welcome to Sanford Community Adult Education (SCAE)

Students, staff, and teachers have put this book together for you. We want you to be as comfortable as possible and hope you will join us in making our program a good place for you to focus and learn. Please read and review the policies and resources in this book to help you make the most of your time here with us.

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# INFO FOR YOU:

## FOR A POSITIVE LEARNING ENVIRONMENT:

- Please do not enter classrooms more than five minutes before class, unless you have an appointment with your teacher. You are welcome to wait in the student lounge area.
- Please dress in an appropriate and mature manner. Wear layers as the temperature varies from room to room or hour to hour.
- Please refrain from public displays of affection.
- Remember to use appropriate and respectful language.
- If you will be absent from a class, please call the office at 490-5145. Remember there are no excused or unexcused absences in Adult Ed. If you miss more than six (6) hours of class time, you will be asked to leave the class for the term and will not receive credit.
- It is your responsibility to make up missed work and keep track of your absences. You must pick up homework for any missed class time, and it will be available for pick up at the office.

## FACILITIES:

- Student restrooms are located across from Room 118, straight down the hall from the main entrance.
- A full kitchen is available for student use in the student lounge area. If you are using the refrigerator, please label all food items, and throw out old food. The refrigerator is emptied at the end of each week. Using the kitchen is a privilege; please clean up all areas after your use, including the microwave.

## PARKING AND BUILDING ACCESS:

- Our main entrance faces the Springvale Library and Courthouse. There is a ramp that leads to our main door.
- Parking is available in any marked spot in the lot. Do not park directly on Bradeen St.
- Do not park in the fire lane in front of the building or any marked handicapped spot.

## SMOKING:

- State law states there is **NO SMOKING** within 20 feet of any window, door or ventilation for a building.
- The smoking area is to the left of the main entrance in the corner of the patio area where the bench and cigarette receptacle is.
- Please do not smoke in the front of the building.
- Thank you for disposing of your cigarette butts and other trash properly and not throwing them on the ground.
- For free information on quitting, to save a lot of money and health costs, please see the office or your teacher.

## ELECTRONIC DEVICES:

- Electronic devices may only be used in the student lounge areas and outside. They must be off in the hallways and classrooms.
- Phones and other electronic devices should be all the way off **IN CLASS**. Not on vibrate. **NO TEXTING DURING CLASS TIME**. Your phone may be confiscated if these rules are violated in addition to disciplinary action being taken.
- Please give our office number (490-5145) as your emergency contact number for child care and other situations. We will communicate with you when emergency calls come in.

## STORM CANCELLATIONS/DELAYS

- If Sanford schools are cancelled, we are cancelled. All day.
  - If there is an early dismissal, we will dismiss at the same time that the latest school in the school system does, and no evening classes will be held.
  - If afternoon activities are cancelled, evening classes are cancelled.
  - If the afternoon commute looks unsafe, we will cancel by 3:45 pm. Radio and T.V. stations will have the announcement and it will be on our office answering machine (490-5145).
  - If there is a one hour delay for Sanford Schools, we do NOT delay.
  - If there is a two hour delay for Sanford Schools, we will delay ONE hour.
- Please watch television announcements or listen to radio announcement for information.

## IF YOU DROP A CLASS:

- If circumstances cause you to drop a class, please inform the office as soon as possible. We will be saving a space in class for you.
- Our refund policy for academic classes is: If you drop  
PRIOR TO 1ST CLASS ..... 100% REFUND  
PRIOR TO 3RD CLASS ..... FULL OR PARTIAL REFUND AWARDED ON A  
CASE BY CASE BASIS  
AFTER 3RD CLASS ..... NO REFUND REG/MAT/LAB  
BOOK MAY BE REFUNDED LESS THE RENTAL COST IF APPLICABLE

## KEEPING THE ADULT IN ADULT EDUCATION:

All students attending SCAE for academic or certificate classes sign a student contract. (See following page).

- Please remember punctuality is expected from all members of our community.
- Although life circumstances may be difficult, please try to maintain a positive attitude in class.
- Adult Education is a privilege, not a right. Habitual non-completion of assignments or non-participation in class will result in a discipline referral, which may lead to being asked to leave the class.
- Please dress in a way that is not distracting to other students.
- Academic students are allowed only six hours of missed class per term. Please save your absences for real emergencies so they are available when you need them. We believe attendance is critical to your learning success at SCAE.
- We are required to administer the CASAS (Comprehensive Adult Student Assessment System) test in math and reading. The Department of Education, which funds our programs, uses students' scores on these tests to evaluate the progress of students. If students do not make progress, funding will be cut. Therefore, we take these tests very seriously and expect that you will as well.

## DISCIPLINE PROCESS:

- The first time you do something contrary to the student contract, the teacher, staff person, or administrator will give you a verbal warning, which will be documented in your file.
- The second time you do something contrary to the student contract, the teacher, staff person or administrator will give you a written warning that you will both sign.
- The third offense will mean a meeting with an administrator to determine if we will ask you to drop the class, leave the program, or take some other course of action.

## EVALUATION PROCESS:

Sanford Community Adult Education uses a standards-based approach to learning. Grades in classes will be based on whether you are proficient in the skills required for your class. You will be given a list of course objectives and skills called a "Summative Chart of Academic Excellence" or S.C.A.E.

### Summative Chart of Academic Evaluation

Learning Objective	1	2	3	4	Do I have proof?	Teacher Sign Off
	Incomplete	70-79%	80-94%	95%		
	Emerging: I haven't learned this yet or need prompting to demonstrate this objective	Progressing: I know the basics of this objective	Proficient: I have learned this objective and can apply it	Exceptional I have learned this objective, can apply it, and communicate it to others	Separate evidence is required for each criteria	

Students will not pass a class or move on to the next level of a subject area without being proficient (80%).

## SCAE Student Expectations

The following are expectations for students attending Sanford Community Adult Education. Two infractions of the below expectations will result in removal from class and/or program.

1. Books will be purchased in a timely manner. If payment arrangements are not made, or books are not purchased by the third class, students will be asked to drop.
2. Attendance is critical to learning. Students will be allowed a maximum of 6 hours of missed time. This includes being late for class and/or leaving early from a class. All missed work is required to be made up. It is your responsibility to find out what your make-up work is. Each teacher will establish his or her own time requirements for make-up work, not to exceed one week. Students who exceed the six hours maximum will be withdrawn from class and may re-enroll next session.
3. Acceptable work on assignments and tests is expected. Students will not pass a class or move on to the next level of a subject area without being proficient (80%). Not doing homework may lead to removal from class.
4. Appropriate dress is required. Student dress shall not detract from the educational process, and appearance will reflect personal cleanliness, neatness and hygiene consistent with the expectations of teachers and administrators. Below is a partial list of what is not acceptable.
  - Bare midriffs and backs
  - Hats, sweatbands, sunglasses and other headgear may not be worn inside the building
  - Tube or tank tops, spaghetti straps or excessively tight clothing
  - Visible undergarments
  - Visible cleavage, front and back
  - Very short shorts, skirts or dresses
  - Pajamas or lounge pants
  - Slippers, flip-flops, shower or beach style shoes
5. Cell phones may only be used in the student lounge areas and outside. They may not be used in the hallways and classrooms. Phones and other electronic devices should be turned off during class. Your phone may be confiscated if these rules are violated, in addition to disciplinary action being taken.
6. Smoking is allowed only in the designated smoking area on the patio near the stairs.
7. General respectful behaviors are expected:
  - Arriving on time for class
  - Appropriate language in all areas of the building
  - Positive attitude
  - Respect shown to all staff members and students

School Department policy requires immediate removal from the program for any of the following:

- Vandalism of school materials, building, or grounds
- Theft
- Evidence of usage or possession of drugs or alcohol

**Allen Lampert**  
Director  
alampert@sanford.org



**Theresa MacDonald**  
Assistant Director  
tmacdonald@sanford.org

*The best time you can spend on yourself, for yourself, anywhere!*

21 Bradeen St., Suite 201 • Springvale, ME 04083 • (207) 490-5145 • fax (207) 490-2478 • <http://www.sanfordlearns.org> • [adulted@sanford.org](mailto:adulted@sanford.org)

## Discipline Referral Notice

Student Name \_\_\_\_\_

Course Name \_\_\_\_\_ Instructor \_\_\_\_\_

Reason for Discipline Referral \_\_\_\_\_

Step #1: Verbal Warning \_\_\_\_\_ Date \_\_\_\_\_

.....

Step #2: Written Warning \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

.....

Step #3: Administrative Action

\_\_\_\_\_  
Signature of Director or Assistant Director

\_\_\_\_\_  
Date



SANFORD SCHOOL DEPARTMENT  
**INTERNET ACCEPTABLE USE GUIDELINES**

The Sanford School Committee provides Internet access in all schools and believes that the resources available through the Internet and the skills that students will develop in using it are of significant value in the learning process and their success in the future.

Students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or offensive to some people. The School Department provides Internet filtering as required by the Children's Internet Protection Act, but cannot guarantee that all potentially inappropriate sites will be blocked due to limitations of the filter.

Use of the Internet requires that students be responsible for their appropriate and acceptable use. Students are expected to adhere to the guidelines listed below, and must have a signed permission form on file before using the Internet.

Use of the school network is a privilege, not a right, which may be revoked at any time for abusive conduct. Based upon the acceptable use guidelines outlined in this document, system administrators and/or school administrators will judge when use is inappropriate and their decision will be final. Any user identified as a security risk or having a history of problems with this or other computer systems may be denied access to the Internet.

**ACCEPTABLE USE GUIDELINES**

- Students will use computers and the Internet only for educational purposes in an appropriate manner as a means of communicating and/or accessing information.
- Students will not harass others, send hate mail or messages, or intentionally disrupt others from using computers or the Internet.
- Students will use all computer equipment in an appropriate manner and report any problems immediately to the teacher.
- Students will not intentionally damage computers, computer systems or computer networks. Any form of vandalism, attempt to destroy or harm data, uploading of software that is damaging may result in loss of privileges.
- Students will respect and obey software copyright laws, and will not make copies of software from school.
- Students are not allowed to install any programs on to school computers.
- Students will not reveal their personal account information and passwords, addresses or phone numbers; or that of others when using the Internet.
- Staff will monitor student use of computers and the Internet.

**INTERNET ACCESS PERMISSION FORM**

- Students will be responsible for the appropriate and acceptable use of computers and the Internet at school as described above.
- The School Department provides Internet filtering as required by the Children's Internet Protection Act, but cannot guarantee that all potentially inappropriate sites will be blocked due to limitations of the filter.
- Any violation of the agreement may result in loss of Internet access privileges and possible additional disciplinary action.

Signing below indicates that you have read and you agree to the terms of the Internet Acceptable Use Guidelines as described above.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Family Educational Rights and Privacy Act (FERPA) Model Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Sanford Community Adult Education, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your education records. However, Sanford Community Adult Education may disclose appropriately designated "directory information" without written consent, unless you have advised the program to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Sanford Community Adult Education to include this type of information from your education records in certain school publications. Examples include:

- The annual yearbook
- Honor roll or other recognition; and
- Graduation programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings - unless you have advised the LEA that you do not want your information released without your prior written consent.<sup>1</sup>

If you do not want Sanford Community Adult Education to disclose directory information from your education records without your prior written consent, you must notify the program in writing at intake. Sanford Community Adult Education has designated the following information as directory information. [Note: An LEA may, but does not have to, include all of the information listed below. Check with your superintendent's office to see what your district includes as directory information]

- |  |  |
|--|--|
| • Student's Name                       | • Address  |
| • Telephone Listing                    | • Electronic Mail Address                                    |
| • Photograph                           | • Date and Place of Birth                                    |
| • Degrees, honors, and awards received | • The Most Recent Educational Agency or Institution Attended |
| • Dates of Attendance                  |  |

I do not give permission for my directory information to be released without my written permission

---

Name

Date

<sup>1</sup> These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

## **STUDENT DISCRIMINATION AND HARASSMENT/SEXUAL HARASSMENT**

Harassment of students because of race, color, sex, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Sanford School Committee policy and may constitute illegal discrimination under state and federal laws.

### **Harassment**

Harassment includes but is not limited to verbal abuse based on race, color, sex, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the Sanford School Committee Policy JICIA - Weapons, Violence, School Safety and Bomb Threats.

### **Sexual Harassment**

Sexual Harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student's education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

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

The Superintendent or the employee designated as the Affirmative Action Officer will investigate complaints of harassment in accordance with Student Harassment Complaint Procedure (File: ACAA-R). School employees, school volunteers, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

Legal Reference: Title VI of the Education Amendments of 1972  
(20 U.S.C. ss 1681, et Seq.)

Title VI of the Civil Rights Act of 1964 (42 U.S.C. ss 2000 (d))

5 M.R.S.A. 4602

5 M.R.S.A. ss 4681 et Seq.

Cross References: File: ACAA-R - Student Discrimination and Harassment/Sexual Harassment Complaint Procedures

File: AC - Nondiscrimination/Equal Opportunity and Affirmative Action

File: JICIA - Weapons, Violence, School Safety and Bomb Threats

Adoption Date: August 19, 2002

Effective Date: August 19, 2002

SANFORD SCHOOL DEPARTMENT

### **Sexual Harassment Student Complaint Process**

In the event that a student wishes to submit a complaint of sexual harassment by an employee or another student of either gender, he/she may use the following internal grievance procedure, or may report the grievance to the Maine Human Rights Commission State House Station 51, Augusta, Maine 04333 (624-6050) or pursue a Title IX civil action.

- A. The Superintendent or his/her designee shall appoint a complaint manager of each gender in every school.\* Thus, students shall have access to a complaint manager of the same sex during the school day and at other times as arranged by appointment. Students may also report an allegation of sexual harassment to any teacher or other adult employed in the school who shall inform a complaint manager of the allegation. \*(One manager of each gender for all students enrolled at Emerson, Edison and Lafayette Schools.)
- B. Confidentiality, both of the complainant and of the accused, will be respected consistent with the school unit's legal obligations to investigate allegations and to discipline perpetrators when misconduct has occurred.
- C. Within 24 hours of receiving the student's complaint, the complaint manager shall notify the complaining student's parent(s)/guardian(s) and the principal, who shall inform the Superintendent. The Parent(s)/guardian(s) shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview shall take place within five school days from the time the complaint was first made. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student's advocate.
- D. The complaint manager shall impress upon all persons present the confidential nature of the complaint process.
- E. Following the interview, the student will be asked to sign a written statement describing the alleged sexual harassment. Copies will be given to the student, the principal, the Superintendent and one copy will be kept in the complaint manager's file.
- F. The complaint manager will keep the complainant and his/her parent(s)/guardian(s) informed about the progress of the investigation.
- G. If the complaint manager finds a substantiated charge of sexual harassment by another student, the offending student, the offending student shall be subject to disciplinary action.
- H. If a substantiated charge of sexual harassment by an employee is found, the result of the investigation will be sent to the Superintendent for consideration of appropriate disciplinary action.
- I. The complaint manager shall fully document the investigation of every complaint of sexual harassment even if inconclusive. Such documentation will include a summary of the allegations, a description of the investigation and any recommendations made by the complaint manager.

No reprisals or retaliation by students or employees resulting from the good-faith reporting of charges of sexual harassment will be tolerated.

If a student is not satisfied with the results of the investigation as performed according to this procedure, appeal may be made to the Superintendent.

Adoption date: May 3, 1999

Effective date: May 3, 1999

## SANFORD SCHOOL DEPARTMENT

FILE: ACAD  
Page 1 of 2

### HAZING

Maine statute defines injurious hazing as "any action or situation, including harassing behavior that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school."

It is the policy of the School Committee that injurious hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with this school unit, are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, or other employee of the school unit shall encourage, permit, condone, or tolerate injurious hazing activities. No student, including leaders of students' organization, shall plan, encourage, or engage in injurious hazing in injurious hazing activities.

Persons not associated with this school unit who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action which may include suspension, expulsion, or other appropriate measures. In the case of an organization affiliated with this school unit which authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the school unit.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

The Superintendent shall assume responsibility for administering this policy. In the event that an individual or organization disagrees with an action - or lack of action - on the part of the Superintendent as he/she carries out the provisions of this policy, that individual or organization may appeal to the School Committee. The ruling of the School Committee, with respect to the provisions of this policy, shall be final.

FILE: ACAD  
Page 2 of 2

A copy of this policy shall be included in all school, parent, and employee handbooks or otherwise distributed to all school employees and students.

Legal Reference: 20-a MRSA ss 6553

Cross Reference: ACAA - Harassment and Sexual Harassment of Students

ACAB - Harassment and Sexual Harassment of Employees

Adoption Date: October 18, 1999

Effective Date: October 18, 1999

SANFORD SCHOOL DEPARTMENT

## **DRUG AND ALCOHOL USE BY STUDENTS**

All of our school staff and the School Committee are truly concerned with the student as a "whole" person and his/her overall growth and development. Chemical dependency is recognized as a treatable disease which may interfere with the learning process, create severe interpersonal problems and cause physical and emotional suffering to the user, as well as to family and close associates. Substance use/abuse may permeate all facets of the community. Therefore, the school unit will cooperate with appropriate organizations to help detect, diagnose and treat affected students. The committee unequivocally endorses the philosophy that the schools should be free from the detrimental effects of illicit drugs and alcohol.

In order to ensure the highest possible standards of learning, as well as the safety, health and well-being of students, the School Committee endorses a substance abuse policy which will aid students to abstain from the use of illicit drugs and alcohol, provide for early intervention when use is detected, and sanction corrective disciplinary action. Compliance with the school unit's standards of conduct related to substance abuse is mandatory.

### **Prevention**

The school unit will provide students with information and/or activities focused on prevention of the use of alcohol and illicit drugs. Programs are to be provided that teach students that using illicit drugs and alcohol is wrong and harmful. The legal, social and health consequences of illicit drug and alcohol abuse are to be addressed. Students are to be taught how to resist peer pressure.

### **Self-Referral**

Students seeking help for themselves, or someone they are concerned about, may do so by approaching any school staff member.

### **Intervention**

The school system will establish and provide assistance to students who have been identified as chemically involved. Students are to be assisted in addressing their harmful involvements with chemicals and in continuing in their educational programs.

Moreover, information and referral shall be provided, as appropriate, to aid involved students in connection with community agencies for illicit drug and alcohol use treatment. Conversations and information gathered during the intervention of an incident and any subsequent referral will be strictly confidential.

## PROCEDURES FOR STUDENT INVOLVEMENT WITH DRUGS AND ALCOHOL

### 1. SUBSTANCE ABUSE INTERVENTION

The School Committee encourages substance abuse intervention which may take a number of forms. The district may maintain a substance abuse team for general prevention issues. Individual substance abuse interventions will be handled by the school counselors. One function of the school counselor is to review each case and make recommendations concerning appropriate courses of action.

### 2. STUDENTS DISPLAYING SIGNS OF DRUG OR ALCOHOL USE

Following an investigation, if a student displays signs in the school or at a school sponsored function, or while the student is acting under the direction of the school, on or off site, of having consumed alcohol or other drugs the Principal or his/her designee shall suspend the student for up to ten days, and release the student to the supervision of the parent or guardian. In the case of drugs and alcohol, excluding tobacco, the student will be designated to meet with a School Counselor following his/her return to school or as soon as can be arranged.

### 3. POSSESSION, SALE OR DISTRIBUTION OF ALCOHOL OR OTHER ILLEGAL OR UNAUTHORIZED DRUGS OR DRUG PARAPHERNALIA ON A SCHOOL SYSTEM LOCATION

#### Definitions:

The term "Alcohol" shall mean any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor.

The term "drug" or "drugs" shall mean: any controlled substance or scheduled drug as defined in federal and state laws/regulations, any regulated or unregulated substance, such as certain herbal products, that affects or is represented to affect an individual's mental state or is known to adversely affect the health of students, and any legal substance (e.g., No-Doz, caffeine pills, paint, gasoline, etc.) that is abused for the purpose of affecting consciousness or performance. Examples of drugs, for purposes of this policy, include but are not limited to marijuana, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, anabolic steroid, or prescription drug (except those possessed or used exclusively by the student for whom they are prescribed). In addition, any substance that is intended to resemble a drug, and any substance that is represented to be a drug shall be regarded as a drug for purposes of this policy.

The term "drug paraphernalia" shall mean any article or device (real or look-alike) specifically associated with the use of any drug as defined above.

School system location shall mean in any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle, including private cars, used to transport students to and from any school-sponsored or school-approved activity, at any school-sponsored event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school system or any other location where a student's conduct at any time directly interferes with the operations, discipline or general welfare of the school.

Whenever a principal or designee determines that a pupil is involved in the sale, distribution or possession of drugs, alcohol, tobacco, drug paraphernalia or other illegal or unauthorized drugs, he/she shall immediately suspend the student from the school up to ten days and he/she shall inform the Superintendent of Schools and the pupil's parent or guardian. In the case of drugs, alcohol, or drug paraphernalia, excluding tobacco, the Superintendent or his/her agent will notify law enforcement authorities requesting further investigation. A student purchasing or receiving drugs, alcohol, or tobacco at a school system location will be dealt with as covered by or according to the procedures outlined in this section.

#### 4. NOTIFICATION OF THE SCHOOL COMMITTEE

When a student has been suspended from school for being under the influence of or the possession, distribution, or sale of drugs or alcohol, or the possession, distribution, or sale of drug paraphernalia, the Superintendent shall inform the School Committee. The School Committee shall hold a hearing to determine whether it should exercise the power given to it pursuant to state law to expel a student or alternatively to suspend the student for a period of longer than ten days.

The minimum sanction for a first-time violation of this policy shall be suspension from school for 45 school days. A student suspended for a first-time violation of this policy shall be offered the opportunity to keep up with his/her academic work through attendance at a program offered by the School Department at the Lincoln School or another location, or may elect to participate, at the student's/parents' expense, in another academic support program approved by the Superintendent. A student who participates in and complies fully with attendance and other requirements of the Sanford School Department Program or other approved program shall be entitled to receive all academic credit and grades earned by the student during such participation. A student who does not participate in the Lincoln school or other approved program shall receive a maximum grade of 70 for work completed by the student during the period of suspension. In all cases, the School Committee shall consider the relevant facts and circumstances, and reserves the authority to impose a different sanction when deemed appropriate.

If a student is suspended from school for a period of longer than ten days, he/she may be readmitted to school only after meeting with the School Committee and offering assurances that the behavior which was the cause of the student being suspended will not likely recur.

If a student is expelled from school, he/she may be readmitted to school only when the School Committee is presented with satisfactory evidence that the behavior which was the cause of the student being expelled will not likely recur. Prior to any School Committee meeting to consider such evidence, the student and his/her parents shall meet with the Superintendent to review the matter. The Superintendent shall make a recommendation on re-admittance to the School Committee.

Any offense that violates this policy occurring while the student is acting under the direction of the school will be subject to this policy, the athletic policy, and the policies and procedures as approved by the administration designed to cover activities and special needs of individual school buildings.

The Superintendent shall be responsible for the development and promulgation of appropriate programs and regulations to implement this policy.

This policy and appropriate related information are to be distributed to students and parents annually through means directed by the Superintendent.

The Superintendent is to oversee a biennial review of the policy and regulations to determine the program's effectiveness, to implement changes to programs, policy and regulations, as needed, and to ensure that disciplinary sanctions are consistently enforced.

Adoption Date: December 15, 1997

Effective Date: August 23, 2004

Revision Date: August 23, 2004

SANFORD SCHOOL DEPARTMENT



## TOBACCO USE AND POSSESSION POLICY

FILE: ADC

**"Tobacco use, particularly smoking, remains the number one cause of preventable disease and death in the United States" - Report of Surgeon General, 2000.**

In order to reduce the high incidence of tobacco use; promote the health and safety of all students and employees of the Sanford School Department; and to maintain the cleanliness of facilities, the Sanford School Department prohibits smoking and the use of all tobacco products in any Sanford School Department facility. Smoking and tobacco product use is also prohibited on school grounds and in school buses or other school vehicles at all times and by all persons, including students, employees and visitors.

Students and employees are further prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings, facilities, on school grounds, and buses at all times, including school-sponsored events.

Advertising of tobacco products is prohibited in school buildings, on school property and in all school publications.

Students and employees are prohibited from wearing and/or displaying any type of tobacco promotion clothing or materials.

Tobacco prevention and cessation education will be incorporated into the K-12 comprehensive Coordinated School Health Education Curriculum as part of the Maine Learning Results, so that all students will be aware of the benefits of non-use and the consequences of use of tobacco products and the appropriate referral agencies for help.

### **Communication of Policy**

This tobacco policy shall be printed in employee and student handbooks and posted in the appropriate employee work areas both inside and outside the schools of the district. Signs will be posted at entrances of schools, school grounds, playgrounds and athletic fields. Parents/guardians will be sent notification in writing of this tobacco policy in an appropriate distribution at the beginning of the school year.

### **Enforcement of the Tobacco Policy**

Violations: Students who violate this policy may be subject to appropriate disciplinary measures at the discretion of the building administrator.

Any student who violates this policy shall be reported to the appropriate law enforcement officials.

Any staff member who violates this policy will be referred to the appropriate building administrator and will be subject to disciplinary action and referred to a smoking cessation program.

Visitors found using tobacco products will be asked by the appropriate school official to refrain from smoking or using tobacco products while on school property. They will be informed of the school department's tobacco-free policy. If visitors do not comply, they will be asked to leave. If they refuse to leave, a referral will be made to a law enforcement agency.

Legal References: 22 MRSA 1578-B

Me. PL 470 "An Act to Reduce Tobacco Use by Minors"

20 USC 6081 "Pro-Children Act of 1994 - Goals 2000"

Adoption Date: November 2, 1998

Date Amended: June 19, 2006

## GETTING YOUR GED

The GED diploma is earned by passing a five (5) part test that includes:

- Reading
- Writing
- Math
- Social Studies
- Science

You need to be 18 or older to take the tests, or must prove you have been out of school for more than one year if you are 17. If you have a documented job offer dependant on receiving your GED, or an acceptance letter from a college or the military, you may also be eligible to take the GED at 17. GED preparation (classes) can start at age 17.

The GED process starts with a required multi-day orientation that includes pre-testing. Your pre-test scores tell us if you are ready to take the test. If your pre-test scores are not high enough, we offer classes to help you raise your scores. The classes are free, but books may cost between fifteen and twenty dollars for each class, and there may be a materials fee. We pre-test several times a year. Please call to register. Plan to attend all days of pre-testing. Childcare is only available during morning testing.

You may take your official test once your pre-test scores show that you are ready. Official testing follows pre-testing. You **MUST** bring an official picture I.D. to test. Plan to attend all three days of official testing.

See our website [www.sanfordlearns.org](http://www.sanfordlearns.org), our brochure, or call us at 490-5145 for specific dates.

## High School Diploma Graduation Requirements for Adult Education Students

Successful completion of the following core requirements:

1. Four (4) credits in English
2. Two (2) credits in Mathematics
3. Two (2) credits in Science
4. Two (2) credits in Social Studies (including one (1) in U.S. History/Modern History)
5. One (1) credit in Fine Arts
6. One (1) credit in Computer Literacy
7. One (1) credit in Computer Application (i.e. Excel, Office Pro, Claris Works, etc.)
8. One-half (1/2) credit in Health
9. One hour of community service for each credit-bearing class at SCAE (minimum of three hours of community service, regardless of credits needed; and a maximum of twenty hours).
10. A score of 246 or higher on the CASAS (Comprehensive Adult Student Assessment System) test in Reading and Math.

Please Note:

1. Students who would have graduated prior to 1998 will need a minimum of twenty (20) credits.
2. Students who would have graduated in 1998 will need a minimum of twenty-two (22) credits.
3. Students who would have graduated in 1999 or later will need a minimum of twenty-four (24) credits.

## **Career & College Counseling Services**

Sanford Community Adult Education provides FREE academic, financial aid, and career counseling services to our students and all area residents. If you have thought about attending college or vocational school, come see us! We can:

- help you locate the school that provides the educational and training programs that you are looking for (the school that is right for you.)
- tell you about the admissions requirements for the colleges and schools that interest you and what to expect once you become a student.
- help you complete the application for admission. If you qualify as a low-income applicant, we will request that the application fee is waived.

### **Financial Aid**

Of course, colleges and vocational schools are not free. Not only can we advise you of the costs, but also we can help you apply for financial aid to pay these expenses.

- Some students will qualify for enough scholarship and grant aid to pay all of their expenses.
- Other students may be able to pay for some of their expenses through part-time employment on campus.
- All students qualify, without a credit check, for low-interest student loans which do not have to be repaid until after college, usually with a ten-year payment plan.

### **Not sure what you want to be when you grow up??**

For those who are not sure of their career goals, we also provide career counseling services including interest and aptitude testing. We are able to provide a wide array of career information including detailed descriptions of job duties, required training and skills, projected job opportunities, and wages and salaries.

### **Meet Larry!**

Our Career and College Counselor since 2002 is Larry Lowry. Larry joined us with 11 years experience as an Educational Counselor with the Educational Opportunity Center in Massachusetts and an additional 11 years experience as a Financial Aid Administrator at North Shore Community College and Salem State College.

## **THE ROAD TO COLLEGE**

Removing Obstacles Achieving Dreams  
A College Transitions Certificate Program

Going back to school can be a scary decision. Let ROAD help you ease back into school.

### **How does it help me?**

- Develop and sharpen your skills for success in math, reading, writing and computers
- Gain the confidence you need to succeed
- Get the "inside scoop" on college life and expectations
- Network with others who've "been there, done that!"

### **Who should apply?**

- Current adult high school diploma & GED candidates who want to go to college
- Past graduates of high school or adult education who need a skills boost to succeed in college
- Adults who are referred by local post-secondary schools as needing multiple developmental classes

### **The BENEFITS of participating in ROAD**

- Placement in classes that are appropriate to your skill level
- Registration fee waivers\*
- Free daytime childcare\*
- Free transportation\*
- Monthly support lunches
- Site visits to UC Sanford and YCCC
- Free career & college counseling
- Help applying for college
- Help applying for financial aid
- Eligibility for up to \$500 scholarship
- Restrictions apply - ask us!

In order to enroll in the program, please call 207.490.5145 to schedule an appointment.

## EMPLOYMENT SKILLS CERTIFICATE PROGRAM (ESCP)

This program is designed to help people improve their employability skills, or to improve their current employment situation. Each class meets twice a week for 3 hours each session.

**CERTIFICATES OFFERED** - Required course numbers follow the certificate name

**General Career Skills** (100, 110, 140, 150)

For those interested in improving basic skills for employment

**Clerical Skills** (General Career Skills and 105, 120, 130, 160)

For those interested in gaining entry level clerical work or preparing for the next two certificates

**Administrative Assistant** (Clerical Skills and 180, 190, 200, 210)

An advanced certificate for those interested in moving up from an entry level clerical position to one of more responsibility

**Accounting Clerk** (Clerical Skills and 175, 180, 220, 230, 240)

An advanced certificate for those interested in the financial clerical positions

**Medical Secretary** (Clerical Skills and 170, 210, 250, 260, 270, 280, 290)

An advanced certificate for those interested in clerical positions specifically in a medical setting

### Courses Offered

(Prerequisites are in parenthesis)

100-Business Ethics	190-Advanced Computers (120)
105-Customer Service	200-Office Simulation (Clerical)
110-Computer Literacy	210-Job Shadow (Clerical)
120-Computer Applications (110)	220-Accounting III (180)
130-Accounting I (CASAS of 236)	230-Payroll Accounting (180)
140-Employment Communications	240-Computerized Accounting (130)
150-Employment English Reading	250-Medical Terminology
160-Employment English Writing	260-Anatomy & Physiology (250)
170-Math (CASAS of 235)	270-Med Billing & Coding I (260)
175-Math (CASAS of 245)	280-Med Billing & Coding II (270)
180-Accounting II (130)	290-Med Office Simulation (250-280)

We make every effort to offer as many courses each semester as possible, but we are unable to offer all 20 courses each semester.

Prerequisite to ESCP registrations require CASAS testing and an appointment with the ESCP Coordinator.

## Families READ Family Literacy Program

The Families READ Family Literacy program provides area families the opportunity and access to educational services in order to improve their skills as family members, workers, and community members.

In our work with families, we pursue four major goals:

- To help parents improve their literacy skills needed to increase job opportunities
- To help children reach their full potential as learners by the time they start school or as they continue through school
- To help parents develop the skills needed to teach, support, and advocate for their children
- To help children and parents identify opportunities to learn and grow together

### What are the benefits of joining Families READ?

- Families receive home visits from the Alliance for Healthy Families with age-appropriate activities for children, parenting support, and information about community resources.
- Families have fun while they learn during PACT time (Parent and Child Together). This includes a parent support group, child activity time, and parent/child together time.
- Families READ provides free transportation and childcare during reading improvement, diploma, or GED classes, and PACT time.

### Who can join Families READ?

You can! By meeting the three following requirements, you can join our year-long program.

- Families with a child five years old or younger.
- Families where at least one parent does not have a diploma or GED.
- Families with an income less than:

Family Size	Weekly Income
2	\$431
3	\$543
4	\$655
5	\$766
6	\$878
7	\$990
8	\$1,101

## First Steps Child Care

Childcare is provided for students attending Sanford Community Adult Education classes. Childcare is provided for morning and afternoon classes only. Childcare is provided at a low cost to the student per class per term. All payments should be made to the Sanford Community Adult Education office. Students should plan to drop off children five minutes prior to the start of class and then pick them up within five to fifteen minutes of the end of class.

With the help of the Sanford Schools Nutrition program, childcare offers a healthy breakfast and lunch for your child. Monthly menus will be put in your child's cubby. Free and reduced meal applications are available. If you choose not to sign up for meals, the childcare center will provide you with bag meal guidelines.

Parents should plan to bring from home: bottles, pacifiers, formula, comfort toys, adequate diapers or pull-ups, ointments, sun screen, one or two changes of clothing, proper outside clothing. Parents are asked to not bring violent toys and candy or gum. All items must be labeled with the child's first name.

### **Procedure for enrollment:**

1. Sign up for classes with the Sanford Community Adult Education.
2. Contact the Childcare Director at 490-9712 or [firststeps@sanford.org](mailto:firststeps@sanford.org) for an appointment to enroll.

### **Items to bring to meeting:**

- Child's Immunization records from your doctor's office.
- Child's doctors' names and numbers, two emergency contact names and numbers.
- Your class schedule



## SCAE Staff and Teachers

<u>Name</u>	<u>Department</u>	<u>E-mail</u>
Anderson, Vicky	Childcare	vanderson@sanford.org
Beaupre, Erin	Childcare	ebeaupre@sanford.org
Blanchette, Lisa	ESCP Coordinator, Bookkeeper	lblanchette@sanford.org
Burnett, Gail	Instructor	gburnett@sanford.org
Casey, Margaret	Instructor	mcasey@sanford.org
Caverno, Leah	Instructor	lcaverno@sanford.org
Colley, Sue	Enrichment Coordinator	scolley@sanford.org
Curran, Barbara	Instructor	bcurran@sanford.org
Dubovik, Melissa	Instructor	mdubovik@sanford.org
Foss, John	Custodian	jfoss@sanford.org
Fougere, Pat	Childcare	pfougere@sanford.org
Gannaway, Steve	Instructor	sgannaway@sanford.org
Genereux, Margie	Instructor	mgenereux@sanford.org
Guertin, Merrill	Instructor	mguertin@sanford.org
Guzman-Rothwell, Irene	Families READ Coordinator	iguzmanrothwell@sanford.org
Hoctor, Nancy	Office Staff	nhoctor@sanford.org
Hull, Chris	Instructor	chull@sanford.org
Hutchins, Georgina	Office Staff	ghutchins@sanford.org
Hutchins, Leanne	Office Staff	lhutchins@sanford.org
Lampert, Allen	Director	alampert@sanford.org
Lavertu, Linda	Instructor	llavertu@sanford.org
Lowry, Larry	Career & College Counselor	llowry@sanford.org
MacDonald, Theresa	Assistant Director	tmacdonald@sanford.org
Merlin, Lisa	Office Staff	lmerlin@sanford.org
Morris, Susan	Instructor	smorris@sanford.org
Morse, Kathy	Instructor	kmorse@sanford.org
Parks, Christina	Instructor	cparks@sanford.org
Perry, Nancy	Childcare	nperry@sanford.org
Pinchott, Gayle	CNA Instructor	gpinchott@sanford.org
Randall-Bourgeault, Shirley	Instructor	srandallbourgeault@sanford.org
Redmond, Maureen	Instructor	mredmond@sanford.org
Regis, Jessica	Childcare	jregis@sanford.org
Simonds, Sandy	Instructor	ssimonds@sanford.org
Smith, Jill	Instructor	jillsmith@sanford.org
Soule, Adam	Instructor	asoule@sanford.org
Stanley, Greg	Instructor	gstanley@sanford.org
Thompson, Deb	Instructor	dthompson@sanford.org
Treadwell, Craig	Instructor	ctread@maine.rr.com

