

Student Handbook

Maine Central Institute
Community Guidelines

2017-2018



Maine Central Institute
295 Main Street
Pittsfield, Maine 04967

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www.mci-school.org

The school reserves the right to change the terms of the handbook at any time without notice.

MISSION

ABOUT THE BOOK

MCI HISTORY AND CAMPUS

Buildings and Grounds

COMMUNITY STANDARDS

Community Expectations

BELL SCHEDULES

ACADEMIC AND STUDENT RESOURCES/INFORMATION

Enrollment and Withdrawal Procedures

Graduation Requirements

International Student Curriculum Policy

Honor Roll Criteria

Student Resources

Bookstore

CO-CURRICULAR ATHLETICS & ACTIVITIES

Athletics

The Arts

Student Government

SCHOOL LIFE

Safety

Dress Code

Attendance Policy

Noon Recess

Lorine Cummings Wellness Center

DISCIPLINE

Disciplinary Sanctions

Disciplinary Hearing Process

Major Offenses

Harassment

Drug / Alcohol Policy

Social Standards

GUIDE FOR BOARDING STUDENTS

Philosophy

Residential Life Staff

SCHEDULE

DORMS

Trustee Memorial Student Center Dining Room

Transportation

Discipline

ATHLETIC HANDBOOK

Objectives of the MCI Athletic Programs

Things You Need to Join an Athletic Team...

Eligibility Rules

Training Rules and Standards of Conduct

Equipment: Policies and Procedures

WHOM DO I CONTACT WHEN I HAVE A QUESTION?

MAINE CENTRAL INSTITUTE

Mission

Maine Central Institute pledges to provide a rigorous, comprehensive educational program to a multicultural student body with a wide range of abilities and interests. In a safe and caring atmosphere, students will acquire knowledge, self-esteem, social responsibility, and the critical thinking and communication skills necessary for global citizenship and lifelong learning.

Core Values

- **Community and Family**

The sense of community and family, not only within the school itself, but also in the greater community, is a critical value of the school.

- **Comprehensiveness**

MCI is a comprehensive school open to those who choose to attend as long as they will not adversely impact the safety within the school community or disrupt the school day.

- **Diversity**

The school deeply values the diverse makeup of its school community and encourages the continuing effort to bring individuals from every possible cultural and/or economic background to the school. Thus, the school is truly able to celebrate the diversity of the world.

- **Focus on the Individual**

The people at MCI work diligently to focus on each student as an individual to ensure that every person grows academically, socially and physically and becomes a global citizen.

- **Independence**

MCI's status as an independent school is critical to the continued operation of the institution. We are extremely proud of our founding as a private Maine academy. This foundation upon which we have built for 141 years must never be sacrificed.

- **Standards of Excellence**

A high level of rigor and expectation of excellence in all components of the school's operation is critical, whether that be the academic program, the boarding program, the co-curricular activities or the overall support system at the school.

About the book

There is a reason that we title our handbook “Community Standards” and it is very simple: you will find in here guidelines that explain what the expectations are for you, and all of our students, as well as a guide to help you organize yourself for a successful school year.

The first part of the book could really be broken down into ten very basic points that, if followed, will assure you a positive experience.

- Take care not to do harm to yourself or others
- Be honest / Avoid lying, cheating, and stealing
- Do your schoolwork
- Be respectful of all adults and other students
- Be where you are supposed to be and on time
- Be free of drugs, alcohol, and tobacco
- Dress appropriately
- Participate in all of the school’s many opportunities
- Use good judgment at all times and take only healthy risks
- Ask for help when you need it and help others in need

Use this book as a guide for success. Always ask for clarity from your advisor, teachers, coaches, administrators, or any other adult on campus if you are not sure about something that is in here. If you follow these basic guidelines I PROMISE you will have a great year!!!

Tom Bertrand
Dean of Student Life

MCI HISTORY and CAMPUS

Originally founded by Free Will Baptists, Maine Central Institute was incorporated for the purpose of "feeding" students, equipped with the proper educational background, to Bates College in Lewiston, which was a seminary at that time. MCI's first catalogue advertised two courses - a "College Preparatory Course" for males and a "Ladies Course". Through the years MCI has established itself as a highly respected private school for students in grades nine through postgraduate, serving all high school age students from Pittsfield, Detroit and Burnham, Maine, as well as students worldwide. MCI's comprehensive curriculum is designed to meet the varied needs of all of its students.

Since the founding of MCI in 1866, the campus has grown tremendously. Today's picturesque, tree-lined campus consists of four classroom buildings, including the new Chuck and Helen Cianchette Math & Science Center, the library, a music building, two gymnasiums and three dorms. The Trustee Memorial Student Center is the latest addition to the campus. Approximately 500 students join the staff of nearly 100 on the campus each school day.

Throughout the years, Maine Central Institute has maintained its commitment as an independent secondary school to the students of the local Pittsfield area and its boarding population, which includes students from around the globe. The school has been and continues to be an historic landmark and a critical economic and cultural component of life in Pittsfield, Maine.

Buildings and Grounds

The trustees, alumni, administration, staff, and faculty are extremely proud of MCI's buildings and grounds. As a student you should exhibit that same pride in your school and its facilities. Do your part to keep it looking good at all times.

1. Vandalism of any kind will be treated as an extremely serious offense
2. Consumption of food and drink is not allowed in classrooms during class.
3. Help maintain MCI by picking up litter on school grounds or in any building.
4. Please use sidewalks and refrain from walking across school lawns
5. Please do not sit on tops of desks, windowsills, or tables at any time.
6. MCI is available for restricted use of snowmobiles, ATVs, bicycles, skateboards, roller-blades, etc. after school hours (7:30 a.m. – 3:30 p.m.)

All academic buildings are wheelchair accessible. However some floors are not. Our Academic Office will be pleased to adapt a schedule of classes to ensure access to education.

COMMUNITY STANDARDS

Community Expectations

Any student on the MCI campus or involved anywhere in school-related activities is expected to abide by the following six expectations. Behavior or action contrary to any stated standard is not consistent with the way each of us deserve to be treated and should not be tolerated by any member of the community. Potential actions or discipline are outlined under **Discipline** in this handbook.

1. **Respect** – Each member of the community should be respectful and courteous at all times, both on MCI’s campus and within the community. Additionally we should be respectful of school and personal property.
2. **Language** – We show our respect by using appropriate language at all times. Profanity, gestures, music, or any other form of communications, which may be offensive to others, will not be tolerated.
3. **Honesty** – Each of us must strive to maintain the highest standard of integrity in every situation. Actions, words or omission of facts, forgeries, cheating, plagiarized papers, all that have “the intent to deceive” will be considered dishonest.
4. **Chemically Free** - Refraining from the use of alcohol, tobacco and any other mood-altering chemical is another expectation and is an important sign of self-respect.
5. **Nonviolence** – MCI strives to provide a safe and caring atmosphere. Therefore, each of us is expected to resolve conflicts in a nonviolent and mature manner, avoiding all use of threats, such as words, songs, pictures, or weapons. In any disagreement those who first resort to physical force can expect harsher consequences.
6. **Diversity** – MCI celebrates the diverse richness of our community. Each member of the community is expected to respect and honor our diversity.

***** The Headmaster or, in his absence, his designee, reserves the right to remove a student from campus at any time if the student is deemed a threat to him- or herself, to other individuals, or to the MCI community. *****

Daily Time Schedule

# of minutes	Begin/End Times	Day 1	Day 2
	7:40	Warning Bell	Warning Bell
10	7:45 – 7:55	Advisor	Advisor
80	8:00 – 9:20	Period 1	Period 5
10	9:20 – 9:30	Break	Break
80	9:30 – 10:50	Period 2	Period 6
<u>40 lunch 1</u>	10:50 – 11:30	Lunch 1	Lunch 1
80	11:30 – 12:50	Period 3B	Period 7B
80	10:55 – 12:15	Period 3A	Period 7A
<u>40 lunch 2</u>	12:15 – 12:55	Lunch 2	Lunch 2
80	12:55 – 2:15	Period 4	Period 8
30	2:15 - 2:45 M - School Meeting T, Th, F – Office Hours/Clubs	Husky Time	Husky Time

Wednesday Schedule

# of minutes	Begin/End Times	
25	7:45 – 8:10	Advisor Time
70	8:15 – 9:25	Period 1/5
70	9:30 – 10:40	Period 2/6
<u>40 lunch 1</u>	10:40 – 11:20	Lunch 1
70	11:20 – 12:30	Period 3B/7B
70	10:45 – 11:55	Period 3A/7A
<u>40 lunch 2</u>	11:55 – 12:35	Lunch 2
70	12:35 – 1:45	Period 4/8
Buses arrive at 1:45		
<i>Faculty Professional development after school</i>		

ACADEMIC AND STUDENT RESOURCES/INFORMATION

Academic and Career Counseling

The Academic and Career Counseling Office is the main frame of the student's guide to planning his or her four years of high school. Our office includes the Dean of Academics, three Academic Counselors, and the Registrar / Student Data Coordinator. Each counselor assists students with the exploration of their college search and application process, explores career goals, and works with students to develop a lifelong plan. From presentations in the classroom, college representative visits, college fairs, military information and meetings, the academic counselors are here to serve each student's needs.

Academic Integrity

Cheating, copying homework, and plagiarism are acts of academic dishonesty, and considered major offenses. Teachers will report acts of academic dishonesty to the Dean of Academics and the Director of Student Affairs. A first offense will result in a grade of zero for the particular assignment or test. Additionally, an act of plagiarism will result in the assignment being redone, with no credit awarded. The student will meet with the teacher involved, the Dean of Academics and the Director of Student Affairs to discuss the seriousness of the offense. A subsequent offense will result in an automatic Disciplinary Hearing.

Parent / Student Access to PowerSchool:

PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, and school bulletins. The PowerSchool App is available for iPads: students should choose to use location services when setting it up, then select Maine Central Institute. Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can use their grade book to make decisions on what information they want to share with parents and students. Access information will be updated with incoming freshmen and new students each school year. If you forget your student / parent user ID or password ID, or need other assistance, please contact Mrs. Cray at 487-4453.

PowerSchool Learning:

Teachers post assignments and classroom materials on PowerSchool Learning (PSL) so that students can easily access them. PSL makes it easier to move files between the school and home and also lets students turn in their homework electronically to their teachers. The teachers can review the work and send it back to students. Parents also have access to PSL and are able to see class materials, assignments, and announcements.

PSL is completely web-based, which allows students to access the program from any computer or mobile device with an internet connection and a standard web browser. The free PSL app is already loaded onto student iPads. Inside PSL, students can communicate with teachers and participate in moderated discussions. PSL has site-wide security features in place, and all the activities that are performed inside of PSL can be reviewed by the school.

DISCLAIMER:

This system is provided as a convenience. Grades and other information provided by this system are not official records and may or may not be accurate. Neither this institution nor Power School accepts any responsibility for information provided by this system and/or for any damages resulting from information provided by this system. For official grades and student records contact your school.

Advisor Program

The school's advisor program ensures that every student has at least one adult in the school who is aware of his or her particular needs and concerns and will provide support as needed. The program accomplishes this goal through the following:

- Regular interaction between advisee and advisor during designated time
- Interaction beyond the designated time as warranted by circumstances
- Regular academic review of each student's performance (informally), and guidance about use of Husky Time/Office Hours for academic support and activities
- Personal goal setting in any facet of school life followed by periodic review as to progress
- Facilitate conflict resolution, whether with a student or an adult in the school community
- Support college and career aspirations and community service requirements
- Act as a clearinghouse (an informal channel for distributing information or assistance) for teachers who are having academic or behavioral issues with an advisee - the goal here is to identify patterns and facilitate a solution, either personally or through a referral.

Enrollment and Withdrawal Procedures**Enrollment**

New SAD 53 students enrolling in MCI will register first with the Superintendent of Schools. The Academic Office will coordinate the student's orientation to MCI.

Boarding student enrollments are coordinated through the Admissions Office. Following admission, the Admissions Office, Student Life Office, and the Academic Office work together to plan for the student's orientation.

Voluntary Withdrawal

Parents wishing to withdraw their son or daughter for any reason must write a letter to the Headmaster announcing this withdrawal and its date. The student must then complete the withdrawal form to complete the process.

Medical Leave

Parents wishing to remove their son or daughter from MCI for any medical reasons must write a letter to the Headmaster indicating the date and details of the medical leave.

Withdrawal Form

When students withdraw from MCI for any reason students must complete a withdrawal form (available from the Registrar). All textbooks, calculators, library books and sports equipment will be returned, and the *Withdrawal from School* form signed by all appropriate offices, the Library, the student and his/her parent(s). Students leaving without following this process will not be able to have transcripts or other school records transferred until this step is complete. The Dean of Students Life's office will inform faculty and staff of the student's withdrawal. International students must also meet with the Admissions Office regarding visa information.

Graduation Requirements

MCI requires 20 credits for graduation, which include 4 English credits, 3 history credits, 4 science credits, 4 math credits, 1 physical education credit, 1/2 health credit, 1 fine art credit (can be earned by taking four complete years of Humanities English and History), and demonstration of computer literacy. Each student must successfully complete the Manson Essay, a senior project, and demonstrate fulfillment of the community service requirement. Students must take a minimum of 6 credits each year and be enrolled in a minimum of 6 classes each semester. and may take as many as 8 if recommended by their academic counselor and with parent permission. Seven courses are recommended for most students. In addition, students must be in compliance with the school attendance policy.

NOTE: Students must attend and participate in graduation to receive a diploma unless special permission is granted. Special permission will be granted only in extreme circumstances and must be obtained from the Dean of Student Life.

Freshman Year

All first year students are enrolled in the five courses listed below, including English, History, Math, Earth and Space Science, and Physical Education (1/2 credit). Students may take eight courses (no study hall) if recommended by middle school teachers and with parent permission.

Humanities English I or Humanities English I CP or Humanities English I/Honors
Humanities History I or Humanities History I CP or Humanities History I/Honors
Earth and Space Science or CP Earth and Space Science
Math – level recommended by middle school teacher
Physical Education (1/2 credit)
Electives – World Languages, Visual and Performing Arts, JMG, Computer, other
electives

Sophomore Year

Sophomores are enrolled in Humanities English and History, Math, Biology, and ½ credit of Health. An additional 1/2 credit of Physical Education required for graduation should be taken during the sophomore year. Additional elective courses are strongly recommended. Students may take eight courses (no study hall) if recommended by their Academic Counselor and with parent permission.

Humanities English II or Humanities English II/CP or Humanities English II/Honors
Humanities History II or Humanities History II/CP or Humanities History II/Honors

Biology or CP Biology

Math – level recommended by teacher

Health I (1/2 credit)

Physical Education 2 (1/2 credit)

Electives – World Language, Computer Technology, Ballet, Music, Theater Production, and Art. Additional electives are also available in science, humanities, and math. Juniors and seniors will be given preference.

Junior Year

Juniors are enrolled in Humanities English and History, math and science. Students should review their transcripts with an academic counselor before selecting junior year courses to ensure that all requirements for graduation are met. All juniors complete a Manson Essay as part of Humanities English. Juniors may apply for participation in Somerset Career and Technical Center programs, including Cooperative Education, at the end of their sophomore year. Juniors should also take the remaining required ½ PE credit if not already earned.

Humanities English III or Humanities English III/CP or AP English Language and Composition

Humanities History III or Humanities History III/CP or AP US History

Chemistry or Physics or Chemistry/CP or Physics/CP

Math – level recommended by teacher

Electives – Art, World Language, Computer Science, Ballet, Music, PE III, Theatre, Sociology, and Psychology. AP courses are offered in art, science, math, English and history. Additional electives in humanities, math and science may be selected.

Senior Year

Seniors are enrolled in English, math and science. Students taking Humanities English also take Humanities History except if students select AP English Literature and Composition (this class can be taken without the history course but this selection would not result in a fine arts credit; Honors History IV is also taken with the English course). All seniors must successfully complete a Senior Project as a graduation requirement (completed as part of the English and History courses). Students should review their transcripts with an academic counselor before selecting senior year courses to ensure that all requirements for graduation are met. Seniors not already taking classes at Somerset Career and Technical Center programs, including Cooperative Education, may apply at the end of the junior year.

Senior Seminar or Humanities English IV/CP or AP English Literature and Composition

Humanities History IV/CP or Honors Humanities History IV

Science elective

Math – level recommended by teacher

Electives – Art, World Language, Computer Science, Electronic Publishing, PE III, Ballet, Music, Drama, Sociology and Psychology. AP courses are offered in science, history, math, art and English. Additional electives in humanities, math and science may be selected.

Senior Projects

MCI's senior project tradition began in 1995 and today is an important part of the Humanities curriculum. All seniors are required to complete a senior project. The projects are designed to expand the skills of all students and are not limited to any area of knowledge.

Starting in the fourth quarter seniors do not meet as a class for senior Humanities English or History but instead must attend scheduled, weekly seminars with an advising humanities teacher. Students in AP English Language and Composition or Honors European History will continue to have regular class to prepare for their AP exams. Students must spend an equivalent amount of time on their senior projects as hours taken from class and study time- 40 hours minimum in most cases. Senior project work is not an excuse to miss other scheduled classes or study halls.

Independent Study

Advanced students may work with a teacher / mentor to design a personalized independent study course. Independent study proposals are meant to include courses of study not already in the curriculum rather than replace a required course. Independent studies do not count toward GPA, class rank, or honor roll. Department Chairs and the Dean of Academics must approve applications. Forms and guidelines are available in the Academic Office. Independent studies do not count as one of the minimum six classes each semester.

College Courses / Distance Education Courses / Dual Enrollment

MCI students may apply to take college courses at Colby College, Unity College, the University of Maine, and Thomas College. Though tuition is free for eligible students, students must supply their own transportation and pay for books and fees. Students can also take a variety of courses through Maine's partnership with AP4All. MCI also offers dual enrollment college courses through the University of Maine at Fort Kent: successful completion of these courses earn students both high school and college credit. Students interested in college course options or online courses should contact the Academic Office.

Somerset Career and Technical Center (SCTC)

SAD 53 participates in a partnership that enables students with junior and senior standing to pursue vocational training in eight trades. A Cooperative Education program that teaches employability skills and supervises career-focused employment is also available.

Alternative Credits

Students may request permission to apply up to two credits to Adult Education, college courses, correspondence school, or summer school toward graduation requirements. These courses do not count toward GPA, class rank, or honor roll. The Dean of Academics will award credits on a case-by-case basis in consultation with the Department Chair. The request must be made before enrolling in a course outside of MCI.

International Student Curriculum Policy

MCI enjoys a great reputation for equipping international students for success at American universities. All students living and going to school outside of the United States will be eligible for these curriculum requirements. Students should use these guidelines to help plan their courses with the International College Counselor at MCI. The Academic and Admission Office staff will provide the final recommendation based on previous grades and earned credits. The students will also need to fulfill the community service and co-curricular requirements.

The following graduation plan is used for all international students at MCI:

4 year plan - grade level 9

4 credits in English, 4 credits in math, 4 credits in science (including one lab), 3 credits in history (including U.S. History), 1 fine art credit, 1 physical education credit, 1/2 credit in health, Manson Essay, and Senior Project. A minimum of six classes must be taken each semester. A minimum total of 20 credits is required for all four-year students.

3 year plan - grade level 10

3 credits in English, 3 credits in math, 3 credits in science (including one lab), 2 credits in history (including U.S. History), 1 fine art credit, 1 physical education credit, 1/2 credit in health, completion of the Manson Essay and Senior Project. A minimum of six classes must be taken each semester, and 15 credits must be completed at MCI in order to graduate.*

2 year plan - grade level 11

2 years of English, 2 credits in math, 2 credits in science (including one lab), 1 credit in history (including U.S. History), 1 fine art credit, 1/2 physical education credit, 1/2 credit in health, completion of the Manson Essay and Senior Project. A minimum of six classes must be taken each semester, and ten credits must be completed at MCI in order to graduate.*

1 year plan - grade level 12

One-year seniors and post-grads design individual academic programs with counselors in consultation with the Dean of Academics. The program will reflect consideration of the subjects studied at previous schools, the student's English proficiency, college admission requirements and the desirable breadth and depth of study. Required courses will include English (including completion of the Senior Project), U.S. History (if not already taken), math, science (if no previous lab courses have been taken, this must be a lab science), and electives to total the six class per semester minimum.*

*The Dean of Academics and ESL Director may choose to design individual academic programs for students with intensive ESL needs.

GPA will be calculated based on courses taken at MCI and other US high schools for international students. Class rank is awarded only after the completion of a minimum of three semesters at MCI. International students are eligible for any honors, advanced placement, or college courses as long as the pre-requisites are satisfied.

Student Assessment and Testing

Students at Maine Central Institute take a variety of nationwide or statewide tests during their four years. Sophomores and juniors take the Preliminary Scholastic Aptitude Test (PSAT). In the spring of the junior year students from Maine take the Maine High School Assessment.

Additional SAT testing is offered on the MCI campus several times each year. Arrangements to take the ACT or TOEFL test can be made through the Academic Office.

Grading System

At MCI a grade of 60 is passing and 75 is college recommended. Letter grade equivalents are [60-69 = D] [70-79 = C] [80-89 = B] [90-100 = A]. Students whose work is below 60 are failing and should seek extra help from teachers, their advisor, or the Academic Office staff. Also, MCI uses a citizenship grade to help parents / guardians determine a student's progress, as follows: 1 = superlative, 2 = commendable, 3 = acceptable, 4 = poor, 5 = unacceptable, 6 = needs to complete missed work.

A teacher assigns an incomplete grade in a course when extenuating circumstances have prevented a student from completing his or her work within the allotted time. The extenuating circumstances must be legitimate and should be related to documented medical issues as approved by the Dean of Students. Unusual circumstances, other than attendance related, need to be cleared through the Dean of Academics. Teachers will ensure that a student isn't given an incomplete just because work isn't completed in a timely fashion. Following the assignment of an "incomplete," the teacher will work with the student to assure that the work is complete and a grade assigned two weeks following the close of each ranking period. The Dean of Academics must approve any exceptions by the last day of that grading quarter.

MCI issues 1/2 credit for each successfully completed semester with several exceptions. Math students are awarded 1 full credit after passing the second semester and achieving a passing final grade. World language students are awarded 1 full credit upon achieving a passing grade for the year. Ballet students are awarded 1 full credit for each semester of study completed. AP Chemistry, AP Biology and AP Calculus students earn 3/4 credit for each semester completed, for a total of 1 1/2 credits. Class rank and GPA are officially computed for seniors only. College preparatory, advanced placement and honors courses are weighted.

Honor Roll Criteria

Students must be enrolled in at least six classes. Only those students with honor roll status (**enrolled in six or more classes with no incomplete grades**) at the time grades close are assured published recognition. However, the student's permanent record will reflect his/her achievement of honor roll status. Students must be enrolled in at least **six** classes **EVERY** quarter.

Highest Honors - Average of 90 or better, no grade below a 90

High Honors - Average of 85, no grade below 80

Honors - Average of 80, no grade below 80

Honor Roll Students are eligible for Honors Study if they have no citizenship grades

below 2.

This designation, announced quarterly, allows students to have their study halls in the Library. The Director of Student Affairs can revoke this privilege based on poor behavior.

National Honor Society Selection Process

A faculty committee gives a list of sophomores, juniors and seniors whose cumulative averages are above 85 to the Administrative Team for review prior to final selection. A committee of faculty selects students based on scholarship including real academic work by the student, services that involves active participation in school activities and extra-curricular leadership, and character with emphasis on integrity. Selection committee members choose by majority vote. The selection committee is also involved in dismissal hearings for students who do not follow the ideals of the National Honor Society.

Student Resources

Library After School Program

The library is open after school until 5:00 p.m. on Mondays, Tuesdays and Thursdays. On Wednesdays and Fridays, the library is open until 4:00 p.m. Students are able to access the peer tutoring program, writing / math clinics, and additional tutorial support throughout the school day during study halls and after school.

Computer Labs

Students have access to desktop and laptop computers in several locations on campus to use for research, homework, multimedia creation and word processing.

Jobs for Maine's Graduates

JMG offers students the opportunity to develop career skills and receive mentoring to help support their success in high school. Students should check into the Academic Office for more information on how to become involved.

Homework during extended illness or suspension

The Student Life Office staff will inform the Academic Office when students miss school for an extended period due to illness or suspension. The Academic Office will contact teachers to provide assignments that can easily be emailed, faxed, or delivered to students. Students should have their textbooks at home with them. Assignments of a longer nature or requiring explanation, lab time, etc. will be saved until the student returns to school. Teachers may request that students schedule time after school to complete these assignments. Boarding students will have assigned study time that may be used for this purpose.

Study Halls

Study halls provide students the opportunity to do homework and to receive assistance if needed. Students are expected to use this time for study and respect the rights of others to

study. Some students will have regular study halls every day and others will attend on an irregular basis depending upon labs or music lessons. Students may use this time to make up work and tests for other teachers as long as the receiving teacher has issued a pass to the student prior to the study period. The student will show the pass to the teacher, and with the monitor/teacher's permission, then may proceed to the receiving teacher's room (or library, etc.) Study halls are offered in classrooms with teacher support available.

William H. Powell Memorial Library

The Powell Library staff provides personalized library service to students, faculty, and staff throughout the school year. Honors Study meets in the library. Teachers sign up to bring classes to the library, and individual students may use the library to check books out or to receive help during their study halls with the permission of their teacher. The library is open Monday, Tuesday and Thursday 7:45 - 5:00 (7:45 - 4:00 on Wednesdays and Fridays) to all students for signing out books, researching, reading, studying, or using one of the available computers.

Bookstore

The Bookstore, located in the basement of Weymouth Hall, issues and collects all textbooks, sells necessary classroom supplies, lunch tickets, snacks, and MCI souvenirs. Books must be turned in at year's end. The Bookstore Manager inventories the books and orders new books to replace those not turned in on time. At the close of the school year (after the last final exam is taken) the Bookstore Manager shall issue bills for all outstanding books. Students with an unpaid balance after June 30, 2018 will have an interest charge added to their bill, will not receive grades and will not be allowed to register for school for the following year without resolving the bill. Turning in books at registration is too late, as the replacement books will have been ordered and received by then. Students that turn in books after the established deadline in June will be charged a \$10 per book late fee.

CO-CURRICULAR ATHLETICS & ACTIVITIES

Athletics

At MCI, we believe that athletics is an important part of the educational process, a dynamic lesson in teamwork and personal dedication. It is mandatory for all students to do one of the following:

- participate in one full season of a fall, winter or spring season sport
- all year participation in an MCI club/activity that meets at least once a week

We offer a comprehensive athletic program for student-athletes of varying levels of ability. Maine Central Institute is a member of the Maine Principals' Association, Kennebec Valley Athletic Conference, and Little Ten Conference (LTC). Varsity (V), Junior Varsity (JV), and Freshman (FR) teams include:

FALL

Football (V/JV)

Field Hockey (V/JV)

Boys Soccer (V/JV)

Golf (V)

Girls Soccer (V/JV)

Cheering (V)

WINTER

Boys Basketball (V/JV/FR)

Indoor Track (V)

Skiing (Independent)

Girls Basketball (V/JV)

Cheerling (V)

Swimming (Independent)

Wrestling (V)

Rifle (V)

SPRING

Baseball (V)

Boys Tennis (V)

Boys Lacrosse (V)

Softball (V)

Girls Tennis (V)

Outdoor Track (V/JV)

Girls Lacrosse (Club)

I am excited and honored to be your Director of Athletics at Maine Central Institute. I look forward to working with students, staff, administration, parents and the community to help maintain and enhance our athletic programming.

High school athletics provide participants with a range of experiences that are beneficial on the playing fields, the classroom, and well beyond. We are committed to helping your child realize and successfully navigate these experiences.

Membership on an MCI athletic team is a privilege. Students are expected to follow the rules and policies set forth in the student and athletic handbooks, and those set by their coaches. Please take time to go over the Maine Central Institute Athletic Handbook with your child to ensure a clear understanding of the commitment required for athletic participation

We look forward to supporting our students' interest in athletics.

Jim Leonard – Director of Athletics

jleonard@mci-school.org

The Arts

The Visual Arts

The visual arts both shape and reveal culture. It builds a sense of community within a culture, and enables diverse cultures to understand and appreciate each other. And certainly not to be overlooked, the Visual Arts can be relaxing, therapeutic and fun. The program extends beyond the classroom with Art Club visits to museums in New England and abroad. Students compete regionally and nationally, and student art is displayed in two school-wide art shows each year.

Drama

MCI Theater boasts recent wins in regional and state drama competitions. Each year the MCI Drama group produces a winter one-act-play competition. Novices and more experienced performers are always encouraged to audition. In addition to stage performance, the drama program is an opportunity for students to work with visual arts and technical skills.

Music

Performing ensembles include Concert Band, Concert Choir, Chamber Choir (by audition), Vocal Jazz Ensemble (by audition), Instrumental Jazz Ensemble I, Instrumental Jazz Ensemble II (by audition), Jazz Combo (by audition), Percussion Ensemble, and Pep Band.

Student Government

Student Council

The Student Council, composed of four representatives of each class as well as its officers, serves as the student government body. The council encourages community service through such projects as repainting the Student Union, launching the Community Christmas Project, and honoring special national holidays such as Martin Luther King Day. The student council also sponsors "Campus Coffees" that celebrate the achievements of students, staff, and the Institute itself, and have become part of the campus culture.

Dorm Council

Comprised of representatives from each of the four dorms, the Dorm Council is the governing student body for all boarding issues. They are dedicated to making MCI's residential life the best that it can be. The Council works closely with residential staff members to develop acceptable policies and exciting weekend activities. Open communications and a sense of trust between students and staff are essential to a successful residential life program.

Clubs/Activities

Learning and growth extend beyond the classroom into a wide array of co-curricular choices. The scope of these activities is as diverse as the MCI population. MCI's commitment to serve all students is reflected in the range of offerings found in the Athletes section of this handbook.

Student Publications

The literary and art collection, *Masardis*, is always on the lookout for new talent. Consider contributing your time, a piece of your writing, or art work.

Eligibility

We recognize and abide by all Maine Principals' Association (MPA) eligibility rules and add the following academic requirements for Maine Central Institute. This policy applies to all interscholastic athletic offerings, instrumental jazz, vocal jazz, jazz combo and drama.

To be eligible to participate in co-curricular activities, a student at MCI must:

1. Take a minimum of six (6) academic courses.
2. Have achieved a minimum passing grade (60) all courses.
3. A student who has been declared ineligible under Rule 2 must remain ineligible for a period of not less than two (2) weeks from the date of issuance of grades in question. Students who are academically ineligible will be allowed to practice but not compete or travel with the group/team. A student may have eligibility restored after two (2) weeks as indicated, provided all aspects of Rule 2 have been met. A student who is declared ineligible a second time during the same sport season will be ineligible for the remainder of that activity period.
4. If a student is declared ineligible because of incomplete grade(s), the student will remain ineligible until the work has been made up and a passing grade has been officially recorded with the registrar and the athletic director.
5. A student who loses his/her eligibility because of failures in the final ranking Period (quarter) of a given school year may still participate with respect to extracurricular activities until the mid-quarter grade check (approximately four [4] weeks into the school year). If, at that time, all the aspects of Rule 2 have been met, the student will be able to continue to participate. If the student has not met the specifications of Rule 2, then he/she will be suspended from extracurricular participation for the remainder of the first quarter.
6. An approved summer school course(s) may be used to restore eligibility lost during the final ranking period (quarter) of a school year. The approved summer school course(s) would be added to other earned credits of the immediately preceding ranking period (quarter).

Fundraising

Any club, activity or athletic group who wants to do a fundraising activity must go through the Tanya Kingsbury to start the process. No individual person will be granted permission to raise funds for their own purposes.

SCHOOL LIFE

Student Life Office

The Student Life office is located on the first floor of Weymouth Hall. Part of the office is in the Lorine Cummings Wellness Center where you will find the Dean of Student Life, Administrative Assistant to the Dean of Student Life, Personal Counselor, International Student Program Coordinator, and School Nurse. The other part of the office is adjacent to the Wellness Center where you will find the Director of Student Affairs, Director of Athletics, and Assistant to the Director of Student Affairs and Athletics. The Student Life Office serves as the area students should come with any questions or concerns, as well as where you should go to take care of any attendance or disciplinary issues that you may have.

Safety

The MCI community respects and safeguards the health of students, faculty and staff. Looking out for each other is another way of expressing the community's expectation of "respect".

Student ID Cards

Students will have photographs taken for ID cards, which will be completed and distributed soon after the beginning of the school year. Showing your ID card permits free admission to any school sponsored event. Student IDs are also used as meal cards and must be brought to lunch. If a student loses his/her student ID they will be required to pay a fee for a replacement. Students are required to purchase a ticket to attend any activity scheduled as fundraiser for various school clubs and organizations such as a dance sponsored by the Key Club or the NHS/Faculty basketball game.

Crisis Handbook

Each administrator and member of the faculty has a copy of the crisis handbook, which prescribes the school's response to various school crises. The latest Crisis Handbook has an extensively revised section on MCI's lockdown procedure in the event of an unauthorized person on the campus.

Fire Procedures

The entire campus community must be trained in fire safety procedures. It is imperative that students know the exits prescribed for their classrooms and that teachers make sure all students have left buildings in the event of a fire or fire drill. Tampering in any way with a fire protection apparatus is a serious threat to the safety of our students, a major disciplinary offense, and will result in severe disciplinary action.

Student Guests and Campus Visitors

MCI encourages parents and friends to visit the school. Please check in with the Student Life Office. Students who expect to bring a guest to MCI need to secure permission at least two days in advance from the Director of Student Affairs. Students visiting from other schools must have a signed permission slip from their current school, assuring their school's knowledge of the visit and the student's absence. On the day of the visit, each guest must secure an admit slip from the Director of Student Affairs and is expected to abide by MCI policies. The host student is responsible for the conduct of the guest student.

Automobiles, Snowmobiles, ATVs, and Skateboards

Students driving cars, snowmobiles, and ATVs on campus will be expected to exercise good judgment and great caution. Operating any of these vehicles on campus is a privilege, not a right. Students who abuse this privilege will lose their permission to operate vehicles on campus.

Automobiles

A student must obtain a parking sticker in the Student Life Office in Weymouth Hall to establish the privilege of parking on campus. You must present a valid drivers license and registration when signing up for a sticker. Parking in an inappropriate place could result in the car being towed at the owner's expense. Student parking in front of Weymouth Hall, Founder's Hall and Park's Gym is not permitted, as these are emergency routes.

- Seniors should park either in the Alumni Hall lot or the music building lot during the school day. Underclassmen should park in the music building lot during the school day.
- Students are not allowed to loiter in or around automobiles at any time.
- Students are allowed to bring their cars directly to and from campus only to the student parking lots on school days. That means that driving around campus before school, after school, between classes, or at lunch is not allowed. The intent is to have students drive to and from campus at beginning and end of each school day and lunch, and otherwise do not use their cars unless returning for an evening event.
- Students can not be parked on campus in the evening unless there is a scheduled event or they have permission to do so.
- Student owned vehicles are not to be used in lieu of school transportation for MCI sanctioned trips such as away game, college fairs, SCTC, etc.
- All traffic laws are to be observed while on campus including wearing of seatbelts, speed limit of 10 MPH, and cautious driving. Violations will result in disciplinary action and possible notification of authorities if necessary.
- **MCI retains the right to inspect any vehicles on campus at any time.**

Snowmobiles and ATVs

Parking stickers are also required to park and operate snowmobiles/ATVs on the campus. MCI rules for operating snowmobiles/ATVs are similar if not identical to the state laws. Operators

must be familiar with State of Maine Snowmobile (or All-Terrain Vehicle) Laws and Rules some of the key safety standards are:

- *Anyone* on a moving snowmobile/ATV will wear a safety headgear.
- Snowmobiles and ATVs are to be used for transportation to and from school only and are not to be driven around the campus.
- Snowmobiles will follow only the marked trails.
- All vehicular safety equipment will be in working order.
- Parking is restricted to the area located next to the carpenter shop across the street from the football field.
- The minimum age for operating a snowmobile on the campus is 14. For operating an ATV the minimum age is 16.
- Excessive speed, and/or dangerous operation, will result in disciplinary action.

Skateboards/Scooters/Hoverboards

Skateboards may be kept in a locker, or the Student Life Office, at MCI for use before or after school. They may not be used on the campus during school hours (7:30 am - 3:30pm).

Inappropriate or risky behavior on the campus during non-school hours will result in an end to these privileges. Hoverboards are not allowed on the MCI campus.

Internet Filtering

Maine Central Institute receives its connection to the Internet through the Maine School and Library Network (MSLN). MSLN filters all Internet access on the provider level. Although filtering services prevent access to most inappropriate materials, there may be times when users may view materials considered objectionable. There is no filtering software that guarantees complete compliance. Therefore users are responsible for appropriate Internet use and should report any incidences of access to objectionable materials.

- Promptly inform a teacher or other school employee about any message you receive that is inappropriate or makes you feel uncomfortable. **Do not** respond to such a message.
- Promptly inform a teacher or other school employee if you access pornographic material.
- Remember that people on-line may not be who they seem, and that everything you read on-line may not be true.
- Do not share your password with anyone not in a position of authority at the school. Once the appropriate authority finishes with your password change it promptly.

School Meeting

School Meeting will start **promptly** at 2:15 p.m. each Monday. The entire school community will report directly to Parks Gym. While announcements may be read and the Headmaster may have some thoughts to share, School Meeting is meant to be student-centered in its focus. The Dean of Student Life schedules the activities for School Meeting and welcomes proposals from students, staff and faculty.

Attendance will be taken by the faculty and forwarded electronically to the Director of Student Affairs at the conclusion of School Meeting.

Dress Code

The MCI dress code encourages neatness, good taste, and maturity. Students are expected to take pride in their own personal grooming and hygiene. MCI students should project an image of self-respect, personal responsibility, and readiness for the world beyond high school where dress standards are commonplace and important. Because there are obvious distinctions in styles, trends, and societal norms between males and females, the MCI student dress code reflects that by outlining what is acceptable for boys and what is acceptable for girls, with the intent of being consistent while realizing that they are not identical.

Boys:

- A collared shirt (short or long sleeved) or sweater
- Dress pants, chinos, khakis, cargos, or corduroys worn at the waist and extending to the ankle,
- Shoes, boots, or sneakers

Girls:

- A collared shirt or a dress top/blouse/shirt/sweater (short or long sleeved),
- Dress pants, chinos, khakis, cargos, or corduroys worn at the waist and extending to the ankle or a skirt/dress no shorter than 2 inches above the knee regardless of if worn with tights/leggings or not,
- Shoes, boots, sneakers, or dress sandals (non-athletic/beach style)

For both boys and girls the following apply:

- Students must be in dress code under any jacket or other outerwear.
- Clothes that are tight and/or revealing including exposing visible midriffs and/or cleavage are not allowed.
- Clothes should not be excessively stained, torn, tattered or patched.
- Clothing or accessories associated with drugs, alcohol, tobacco, violence, are sexually suggestive, overly distracting, or have negative connotations are not allowed.
- Hats, hoods, headgear, and sunglasses are allowed if appropriate but must be removed prior to sitting or settling into a classroom, dining hall, or other common area of a building.
- Camouflage pants and shirts are not allowed but camouflage outerwear is allowed.
- **Wind pants and sweatpants are not allowed**
- Jeans/denim pants (any color) and t-shirts are not allowed except on dress down days.

The administration reserves the right to make determinations about acceptable, or unacceptable dress, as well as the appropriate disciplinary action. Any student not in compliance with the dress code will be sent to the Director of Student Affairs.

Consequences for violating the dress code are:

First Offense:

- 1 Detention plus 1 detention for each class missed as a result of needing to change

Second Offense:

- 2 Detentions, or 1 Saturday detention, plus 1 detention for every class missed as a result of needing to change
- Parent/Guardian alerted to potential consequences for a third offense

Third Offense:

- Considered a major offense for insubordination
- A disciplinary hearing is held

The Director of Student Affairs office has a limited supply of dress code compliant clothing that can be borrowed for the day, worn to class and, returned at the end of the day. Should a student choose not to wear what the school offers, he or she may go home and change, or remain in the Dean's office for the balance of the day (receiving detention for every session missed). MCI is not responsible for having enough clothes for each student out of dress code. When the supply is exhausted the student must choose one of the latter two options with their associated detentions.

Dress Down Days

Periodically, MCI announces a dress down day. Students, staff and faculty pay a donation of a dollar and may wear more relaxed attire. The charity and the donation locations will be announced prior to dress down day. For example denim, collarless shirts and dresses, tops with larger logos, are appropriate. However clothes that are sheer, tight or revealing; bare midriffs; visible cleavage; excessively baggy/oversized clothing; capri's or shorts; wind pants or sweatpants; and camouflage, are not appropriate for dress down day. Headgear is not allowed to be worn in the buildings. All apparel must be clean and without rips or stains. Clothing not in accordance will be considered violations of the dress code policy and will result in the appropriate consequence of the offense stated in the policy.

Attendance Policy

Maine Central Institute expects every student enrolled to attend all classes every day while school is in session. We understand that there are occasions that a student will need to miss school. Absences fall into one of two categories:

1. Sickness / Unexpected Absence
2. Planned Absence

In either case it is crucial that parents/guardians CALL the Student Life Office PRIOR to the absence. Any absence not cleared through the Student Life Office PRIOR to the absence will be considered unexcused. In order for an absence to be changed from unexcused to excused, the parent/guardian must call, or come into, the Student Life Office within 24 hours of the student's return to school and explain the nature of the absence. Failure to do so will result in the absence remaining unexcused. **Only verbal correspondence will be accepted.** Notes, emails, text

messages, or other written correspondence will NOT be accepted as excuses for absences. The administration is always the final decision maker in regard to excused and unexcused absences.

A student who fails to come to school and is unexcused or leaves school without first notifying the Student Life Office to receive a dismissal slip, will be issued an unexcused absence for each class missed. The Student Life Office must be notified prior to the end of that school day if a student can not return after lunch.

For each unexcused absence a student may be assigned up to three administrative detentions for each class missed, and **will not be permitted to make up the work missed.** Repeated offenses will increase the consequences.

A student has violated the attendance policy when they have:

1. More than **two unexcused absences** in a subject per semester. The Director of Student Affairs will meet with the student after each unexcused absence and notify the parent/guardian by phone. After the second unexcused absence the parent/guardian will be invited to a parent/guardian-student-administrator conference to discuss the student's potential consequence and/or plan of action.
2. A total of **seven absences** in a subject or **seven full day absences**, excused or unexcused, per semester that are not medically related. Parents/guardians will be notified verbally prior to the 5th absence either through the pre-approval process or as soon as possible after the absences occur. Parents/guardians will be notified on the 5th absence from a course and will be invited to a parent/guardian-student-administrator conference to discuss the student's potential consequence and/or plan of action.

Students in violation of the attendance policy are subject to a hearing which may result in disciplinary action.

Other Important Attendance Related Information

Illness at School- If a student wishes to go to the infirmary, the teacher will call the school nurse. If the teacher cannot contact the nurse, the teacher will then call the Director of Student Affairs and send the student there. When appropriate, the nurse or designee will send a signed slip back to the office for the student's re-admittance to class or study hall. Should the nurse deem it appropriate for the student to go home, a parent will be called and the student will sign out with the Director of Student Affairs. If no parent can be reached the student may remain in the infirmary at the discretion of the nurse.

School Absence and Co-curricular Activities- Any student absent (excused or unexcused) for any portion of a school day **shall be barred** from attending or participating in any scholastic or co-curricular event, rehearsal, or practice taking place

that same school day. The administration, upon consideration of the nature of the absence, may permit such attendance or participation. A student wishing to receive consideration should see the Director of Student Affairs or Athletic Director on the day of the absence. A student athlete must also be in school all day following a contest; if not, he/she must meet with the Director of Athletics to determine eligibility for the next contest.

Semester Examinations- MCI takes examinations very seriously. Students are expected to be at exams on time and in dress code. Excuses about alarm clocks, transportation, misreading schedules, laundry problems, etc. will not be accepted. Students who do not show up at the exam on time and in dress code will receive a zero for the exam. The administration reserves the right to consider any exceptions.

School Cancellation- Information about school being cancelled or delayed can be accessed by calling the school phone and listening to the automated message. It will also be posted on the School website, broadcast on the local television stations and on some radio stations.

Senior Privileges- Following the Spring break seniors may be eligible for senior privileges if they:

- have no grade lower than “80”.
- have no effort grade lower than a 2 in every class in which he/she is enrolled as of the third quarter.
- are in good standing regarding attendance, behavior, citizenship, etc.

Grades achieved later than third quarter do not affect eligibility for senior privileges. Senior privileges allow the student to leave the school grounds during study hall(s). Using a form provided by the Student Life Office, each student seeking senior privileges must obtain a parent’s signature as well as one from the Director of Student Affairs. Should a senior on privileges commit a violation of the handbook privileges may be revoked. Senior privileges have no connection whatsoever with senior projects.

College Visits- College visits are a legitimate reason to miss classes. However, boarding students are not allowed to visit local colleges for un-sponsored or unsupervised weekend visits. The process for a college visit is:

- Students should arrange them through the Academic Office.
- The student must fill out a college visit form with the Student Life Office prior to the visit. Excused absences will not be allowed for visits not arranged by Academic Office and cleared through the Student Life Office.
- Boarding students must complete a sign out form with the Dorm Director.

Noon Recess

During the noon recess students are allowed to leave campus, or go to the Trustees Memorial Student Center, which includes both a dining hall and a student union. Deposits to lunch

accounts for students eating on campus may be made at the bookstore or online; students may eat bagged/cold lunch in the student center or dining hall. No food that originates from the dining hall may be taken out. Students are not allowed to use or buy other students' ID/lunch cards. Information regarding free or reduced-price lunches will be distributed at the beginning of the school year.

Students are expected to behave in the dining hall, use good manners and respect the rights of other people. When students are finished with their meals, they should take their trays and dishes to the scullery window. Those students who eat in the dining hall are under the supervision of any and all faculty or staff members present. Discourteous or inappropriate behavior or dress may result in the loss of dining hall privileges.

Those students who choose to eat in the student union must pick up after themselves. *When leaving campus during the lunch break, students should walk or stand briefly, but should not linger in groups on private or public property. **Such action constitutes loitering and will result in disciplinary action.***

During the noon recess the J.R. Cianchette Hall and the Powell Memorial Library building will normally be closed. On those days when the library is open the other floors that the building, including the foyer will be closed to students.

Freshmen must stay on campus for lunch until after the holiday break in January. If a freshman student has no disciplinary or attendance issues at that time, then they will be given open campus privileges.

Lockers and Backpacks

Students wishing to be assigned a locker should come to the Student Life Office for one to be issued. Lockers are issued to students when school opens and students should use them for storing books, supplies and clothing. The use of lockers is a privilege, and if abused, the locker privilege may be denied. Many students choose to use their backpack as a locker. Backpacks are more susceptible to be stolen, misplaced or having items stolen from within it. MCI retains the right to inspect lockers and backpacks at any time. Backpacks should not be left in any location, such as stairs and hallways that could pose a safety hazard.

Telephones

A telephone for student use is available in the Student Life Office. Students are not to use school phones without permission. Day students may not use the phones in the dorms. Personal cell phones will be turned off from 7:45 am until 2:45 pm except during the lunch period.

Lost and Found

The school library serves as MCI's lost and found. Students should maintain their backpacks in their possession at all times. The school is not responsible for private property that is lost or stolen. Once a student finds a valuable, he or she is expected to turn it into a faculty member or lost and found at the library immediately. Any delay suggests intent to steal the item. The burden of proof shifts to the student in possession of the item. Stealing is a major offense.

Lorine Cummings Wellness Center

The Lorine Cummings Wellness Center is part of the Student Life Office. The Dean of Student Life, Administrative Assistant to the Dean of Student Life, International Student Program Coordinator, School Nurse, and the Personal Counselor are all located in the Lorine Cummings Wellness Center.

Wellness Team

The Wellness team is committed to engaging the diverse campus community in the life-long and deliberate process of making choices that lead to physical, social, emotional, and spiritual wellness. The team determines campus wellness needs and develops programs to promote the wellbeing of students, staff and faculty. The team includes, but is not limited to the Personal Counselor, School Nurse, and administrators in the Student Life Office.

School Nurse and Infirmary

The school nurse is on duty from 7:30 a.m. to 3:30 p.m. Monday through Friday. In the case of illness the nurse will help students make travel arrangements home. Students leaving the campus must sign out with the Director of Student Affairs office.

In the case of a student in residence, the student will remain in the infirmary. Boarding students are required to check in with the nurse before their first period class begins if they are ill and are to be excused. **Any student who comes from the nurse's office and arrives late to advisor, must first check in with the Director of Student Affairs office and get a pass.**

Any student who misses 20 minutes or more of class time due to illness may not participate in any extracurricular practices and/or games on that afternoon or evening.

Personal Counselor

The Personal Counselor provide individual and group counseling and participate in family meetings if requested. The personal counselor can also be used as a referring source for community based services. The counselor is available Monday through Friday on either a walk-in basis or by appointment. Generally, appointments are scheduled during students' study halls. However, appointments can also be made for before and/or after school and during lunch. In the event that a student misses part of a class for a counseling appointment, the student is responsible for any work missed.

DISCIPLINE

Discipline as a concept is intended to provide a consequence for a poor choice which will hopefully elicit a change in behavior. At Maine Central Institute, students are disciplined in a variety of ways ranging from verbal warnings to expulsion from school. Violations of school rules while at school or at school sponsored events will be handled accordingly by the faculty and administration of the school.

Off Campus Behavior

Community expectations of behavior extend beyond the campus, and the school day. Maine Central Institute works closely with local and state law enforcement. Violations of local, state, or federal law are subject to disciplinary action by the School. Any action that impacts the good name of the School will be addressed by the School appropriately.

Reminder: The Headmaster or, in his absence, his designee, reserves the right to remove a student from campus at any time if the student is deemed a threat to him or herself, to other individuals, or to the MCI community.

Due Process

All students will be accorded the following process prior to the determination of any disciplinary sanction:

- 1.Oral or written notice of the charges against them;
- 2.An explanation of the evidence if the charges are denied;
- 3.An opportunity to present their version of the incident.

Administrators have the legal right to interview students as part of an investigation. Parents do not have the right to advance notification or to participate in the interview. Administrators have the obligation to communicate with parents following the investigation if their student faces disciplinary action.

If the removal of the student must be done immediately because of continuing danger to persons or property or a disruption of the academic process, the student will be placed on administrative leave. The administrators involved will schedule a disciplinary hearing as soon as possible after the safety of all students, including the student involved, is assured.

Disciplinary Sanctions

- A. Faculty Detention** is a disciplinary sanction administered by the **teacher**, which detains the student beyond the normal school day. A 24-hour notice may be granted. Detention

takes precedence over all extracurricular activities. Skipping a teacher's detention will result in an administrative detention.

- B. Administrative Detention** is assigned at the discretion of the Dean of Student Life, Director of Student Affairs, International Student Program Coordinator, or other administrator when a student fails to abide by school policies. Administrative detention is held on Tuesday and Thursday from 2:55 p.m. to 4:15 p.m. Saturday detention will be held from 7:30 until 10:30 a.m. Students will not be given a choice between weekday and Saturday detention but must accept what they are assigned. Skipping detention for any reason will result in a Saturday detention. A detention will not be rescheduled for the purposes of facilitating participation in sports or other extracurricular activities.

If detention is postponed, for example during an official snow day, the student should assume that they must serve the next scheduled detention.

A student who is late for detention or who talks during detention, may be dismissed and/or be assigned additional detentions as a result. Should the Dean of Student Life or Director of Student Affairs deem a student a habitual offender, he or she will be assigned Saturday detention.

Parents will be notified via the mail with a copy of the disciplinary referral and may be asked to confer jointly with the student and administration. A change in attitude and renewed effort toward self-discipline are the desired effects.

- C. Community Service** is a disciplinary sanction used at the discretion of the Dean of Student Life, Director of Student Affairs, or other administrator.
- D. In-School Restriction** may be issued as a consequence as a result of a disciplinary hearing for a major offense, or at the discretion of the Student Life Office. Generally it will be limited to three days or less and will be served under the supervision of the Director of Student Affairs office. The student will have no visitors except staff and faculty. The student will be given appropriate assignments to complete while serving the suspension. These assignments are separate from the work that the student must make up as a result of missing classes. The assignments must be completed to the satisfaction of the Director of Student Affairs. A student is ineligible to attend or participate in extracurricular activities the day of an in-school restriction.
- E. Suspension** requires that the student be isolated from school activities for a designated period of time. Suspensions may be the result of a disciplinary hearing for a major offense. Members of the Administrative Team are authorized to suspend any student for a period of not more than ten school days at one time. Parents will be contacted immediately by phone if possible and transportation arrangements will be made. Written correspondence will follow promptly when a student is suspended.

- **An out-of-school suspended student** is not allowed to be on school property unless special arrangements are made with the administration. All make-up work for the period of suspension must be completed within 5 school days upon returning to school and turned in to the teacher in order for credit to be issued.
- **Boarding students suspended out of school** must either go home or stay with a family member in the U.S. Students may stay with another adult designated by the parents, and approved by the school, however, they must be a minimum of 25 miles away from the school. At the request of the parents MCI will make arrangements with DK Associates for the student to stay at their facility at the expense of the parents.

F. Disciplinary Probation provides a step short of separation for the school for disciplinary reason. It indicates that the student's position in the school is insecure; it also gives the student a period of time in which to prove that he/she can meet the prescribed standards at MCI and should be allowed to remain.

1. A student may be placed on disciplinary probation as a result of committing a major disciplinary offense or as a result of continual minor disciplinary infractions.
2. The probationary period is determined by the administration. During this time, the student may also be restricted to the campus (boarding students) or restricted from school events. A disciplinary hearing may be called if, during the probationary period, further disciplinary offenses occur.
3. A behavior contract will always accompany the status of probation. This contract outlines the expected behavioral changes agreed upon by the school's administration, student, and parents/guardians.

G. Expulsion means separation from the school for the remainder of the year or possibly the semester. The Headmaster may expel a student for committing a major offense at MCI or for habitually unsatisfactory conduct. Habitual offenders will face an expulsion hearing once more than 10 referrals have been processed during a school year.

Disciplinary Hearing Process

A Disciplinary Hearing will be called when a student commits a major offense. Whenever possible, hearings will be held within 48 hours of the offense. The student may either be placed on administrative leave until the hearing is scheduled, or may be expected to remain on campus and/or in classes prior to the hearing taking place, depending on the nature of the offense. This decision is exclusively at the discretion of the administration.

Hearings are intended to assure the safety of the community, be a catalyst for change, be a deterrent for future offenses, and provide an opportunity for students to fully grasp the potential consequences of their offense. Students are expected to be completely honest and participate

fully in the hearing process. Expulsion, suspension, detentions, community service, disciplinary probation, or a number of other disciplinary measures are possible outcomes for all hearings.

The Dean of Student Life, or his designee will chair the hearings. The Hearing Committee, the student's advisor, and a faculty advocate will meet with the student and his/her parents or guardians to discuss the offense. The Hearing Committee consists of members of the Administrative Team, the student's advisor(s), and the Dorm Director (for boarding students). Following the testimonies from the student, family, and advocate, the committee will deliberate and the Dean of Student Life will make a recommendation to the Headmaster. The Headmaster will make the final decision relating to discipline, and communicate that decision to the student and family. There is no appeal to this decision.

Major Offenses

The Headmaster may at any time expel a student from MCI for committing or attempting to commit any of the following offenses, **including a first offense.**

- Any act which threatens the safety and well being of any or all students or employees of MCI, including smoking in an MCI building including the dorms
- Insubordinate behavior including refusing to be responsive and supportive when questioned during an investigation by staff or faculty.
- Assault including sexual assault.
- Threats or acts of violence through actions, words, songs or pictures.
- Harassment including sexual harassment.
- Racism.
- Possession or threat of use of a weapon.
- Possession, use or sale of illegal substances, inappropriate prescription drugs or alcohol.
- Presence of the opposite gender in a room meant for single gender (e.g. dorm room, restroom, locker room, etc.)
- Vandalism.
- Honor Code offenses including dishonesty, stealing, cheating, forgery, using another person's password, and plagiarism
- Inappropriate sexual behavior, including sexual acts, lewd, indecent or obscene actions.
- Abuse or violation of the sign out procedure (boarding students)
- Habitual violation of school rules.
- Possession of keys for school facilities other than a student's own key to his dorm room.

***** Violations of law may be reported to the appropriate authorities.
Disciplinary action taken by the school is independent of any legal
action taken by other authorities. *****

Habitual Violation of School Rules

Any student who is a habitual violator of school rules will have a disciplinary hearing on or before the tenth referral of the school year, depending on the severity of the offenses.

Weapons

Any student who is found to have brought a weapon to school will go to a disciplinary hearing. Possession and/or use of a weapon could be grounds for expulsion. "Weapons" as stated in this policy can be, but are not limited to, knives, B-B guns, firearms, club sticks, or other objects perceived by the administration as a threat to safety of the community. Threatening words, songs, pictures or other material will also be considered a threat to the MCI community and will be subject to these same sanctions.

Assault or Fighting

Everyone on the MCI campus has the right to feel safe. Any unwelcome physical contact with another person will be dealt with severely. In nearly all situations, both students will be disciplined, however if it is determined that one student was not responsible in any way, (s)he may avoid consequences. Students at the scene of a fight who goad others into fighting or who carry rumor information back and forth encouraging others to fight, place themselves at risk to receive the same penalties as the combatants.

Hazing

Maine law defines hazing as any action or situation that recklessly or intentionally endangers the mental or physical health of a school employee or a student enrolled in school. MCI will not tolerate any hazing activity on or off campus.

Sexual Assault

MCI will not tolerate sexual assault including groping or even casual touching. Unless there is consent by both parties, sexual contact could be found to be sexual assault. Consent indicates freely and clearly given approval or agreement. Lack of objection is not consent.

For The Victim: An individual is unable to give consent if he/she is physically or mentally impaired by drugs or alcohol, physically incapable of resisting assault, asleep, or unconscious.

For the Perpetrator: The use of alcohol or drugs does not minimize the person's responsibility for sexual assault. Being under the influence of alcohol, or any other drug, does not excuse behavior. In particular, it does not mitigate or nullify a charge of sexual assault.

Sexual assault is an act of violence. Thus, offenders may be prosecuted under Maine State Criminal Statutes and subject to disciplinary action at MCI. MCI will administer

discipline while criminal action is pending, or even if criminal justice authorities choose not to prosecute. MCI's disciplinary action can include suspension or expulsion.

Harassment

Maine Central Institute recognizes the right of each student, trustee, and employee to perform in an atmosphere free of harassment, including but not limited to, intimidation, ridicule, hostility or offensiveness. It is expressly a violation of the MCI mission and this policy for any student, trustee or employee to engage in any form of harassment. Harassment on the basis of race, color, national origin, religion, age, sex, sexual orientation, and/or disability for any reason or in any form is prohibited and will not be tolerated.

Acts of harassment are not only a violation of this policy but may also constitute illegal discrimination under state and federal laws, and/or a violation of MCI's Sexual Harassment Policy. Any student, trustee or employee will be subject to disciplinary action for violation of this policy, up to and including termination or expulsion.

Anyone who believes that this policy statement has been violated must follow procedures set forth in Maine Central Institute's set forth below. Any attempt by a student, trustee or employee to retaliate against a person who makes or provides information regarding a claim of harassment is also strictly prohibited. No one will be reprimanded or punished in any way for initiating a good-faith inquiry or complaint.

Sexual Harassment Policy

It is the policy and commitment of MCI to provide every student, trustee and employee at Maine Central Institute with an environment free from unlawful discrimination, including harassment, and in particular, sexual harassment.

SEXUAL HARASSMENT IS AGAINST THE LAW.

WHAT IS SEXUAL HARASSMENT?

This shall include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature in the following situations:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational benefits or a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or educational decisions affecting such individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive educational/working environment.

For Example:

- Suggestive or lewd remarks or gestures
- Unwanted hugs, touches or kisses
- Unwelcome joking or degrading comments
- Proposals or threats of a sexual nature
- Offensive flirtation
- Sexual advances or requests for sexual favors
- Display of sexually suggestive photographs, cartoons, writings or objects
- Notes or graffiti of a sexual nature
- Articles of clothing with displays which are sexual, vulgar, lewd, indecent, obscene and/or include insulting words or slurs

Sexual harassment can include any unwanted speech or conduct of a sexual nature in the education and working environment. If there is any question that the behavior could be considered an assault - the parents, the police and district attorney will be notified immediately.

WE DO NOT TOLERATE SEXUAL HARASSMENT:

We believe every employee and student on the campus of MCI should be free from any type of sexual harassment. No one will be subject to negative personnel action for making a complaint against someone whom has violated this policy. We will investigate and take prompt corrective action whenever needed to keep such conduct from interfering with our employees.

WHAT CAN YOU DO?

A student should complain promptly to any of the following: a teacher, an administrator, or directly to our Civil Rights Compliance Officers:

John Dean, Director of Student Affairs

Tom Bertrand, Dean of Student Life

No one may punish or penalize a person, or attempt to do so, for seeking to exercise any of the rights declared by this policy or by the federal Civil Rights Act or the Maine Human Rights Act, or for complaining of a violation of the Act, or for testifying in any proceeding brought under the Act.

Harassment Complaint Process

The following process has been established to provide members of the MCI community with a reasonable means of discussing or filing complaints involving harassment with the greatest degree of sensitivity possible.

I. Notification

MCI encourages any student or employee who believes that he or she has experienced harassment to complain promptly to a supervisor or any member of MCI's administration, who shall refer the complainant to the Civil Rights Compliance Offices, who will request a written complaint. Merely raising a verbal complaint will not be sufficient notice to MCI to begin a proper review of a harassment complaint. Any victim of harassment is also free to present their claim to the Maine Human Rights Commission for its consideration as well.

II. Investigation

Upon receiving a written complaint alleging harassment at MCI, MCI will promptly and thoroughly investigate the complaint. An employee may be placed on administrative leave with pay until the issue is resolved. The Civil Rights Compliance Officers will be the persons primarily responsible for investigating any harassment complaints. However, to the extent the Civil Rights Compliance Officer is in any way implicated in any harassment complaint, the Headmaster will designate another supervisory level person to investigate any such complaint.

Because MCI has an affirmative duty to investigate any harassment complaint brought to its attention, MCI cannot guarantee that its investigation will be kept confidential. Notwithstanding this duty, MCI recognizes the sensitive nature of many of these types of complaints and will work to limit the fact of the investigation, and the information gathered from it, only to those individuals with a need to know.

Following the investigation, the Civil Rights Compliance Officer shall report his/her findings to the complaining party and the alleged aggressor. If either of these parties is not satisfied with the findings of the Civil Rights Compliance Officer, he/she may request that the complaint be presented to the Hearing Committee for its consideration of the complaint.

This appeal to the Hearing Committee must be filed within five days of the Civil Rights Compliance Officer's decision.

The Hearing Committee will be a standing committee composed of the Administrative Team. If a member of the Hearing Committee is in any way implicated by the harassment complaint, that member(s) will be replaced by a different member for consideration of that complaint.

After the Hearing Committee has reviewed the record and findings of the Civil Rights Compliance Officer and completed any additional investigation deemed appropriate, the Hearing Committee shall report its decision concerning the harassment allegations to the complaining party and the alleged aggressor. The decision of the Hearing Committee concerning the harassment allegations shall be final. The Hearing Committee should render its decision within 15 school days for cases involving students and within 15 working days for cases involving employees. If there are extenuating circumstances, which prevent the committee from completing its work within this time frame, the Headmaster will grant an extension. If the Hearing Committee concludes that the harassment allegations were not substantiated, no further action will be taken by MCI with regard to the complaint.

III. Corrective Action

If a final determination of harassment is made by the Civil Rights Compliance Officer or the Hearing Committee, the Headmaster, or designee, shall initiate prompt corrective action against the aggressor within five working days for employees and five school days for students. The Headmaster, or his or her designee, will make all final decisions regarding the corrective action required. Possible sanctions depending on the level of severity of harassment may include any one or more of the following:

1. Student Sanctions:
 - a. Suspension or expulsion from all educational activities;
 - b. Suspension or expulsion from all co-curricular activities;
 - c. Counseling by a school designated professional,
 - d. An apology to the victim; and,
 - e. Other actions that the school may deem appropriate.

2. Faculty/Staff or Non-student Sanctions:
 - a. Immediate dismissal from all teaching or work activities;
 - b. Suspension from work without pay;
 - c. Mandatory counseling on behaviors regarding harassment;
 - d. An apology to the victim; and,
 - e. Other actions that the school may deem appropriate up to and including termination from employment.

3. National Honor Society:

Referral of the findings by the Civil Rights Compliance Officer or the Hearing Committee for review by a designated committee of the National Honor Society.

Any questions regarding MCI's sexual harassment policy or civil rights should be directed to one of our Civil Rights Compliance Officers.

A copy of this policy is included in the Employee Handbook, which is given to each faculty or staff member at the time of hiring.

Drug / Alcohol Policy

The MCI campus is to be drug and alcohol free. MCI reserves the right to search a student, his/her possessions, locker and vehicle at any time based on reasonable suspicion. Any student who, while school is in session or at any school-sponsored event/function, is under the influence of, ingested, use, or in possession of drugs/alcohol/ unauthorized prescription drugs, or drug paraphernalia will go to a disciplinary hearing. MCI's drug and alcohol policy applies to all boarding students at all times, whether on or off campus. The policy also applies to all students participating in co-curricular activities at all times while in season.

Students who are suspected to be under the influence of drugs and/or alcohol will be given the opportunity to be honest about whether or not they have used. If necessary the student will be tested by school administrators in conjunction with the school nurse. Refusal of submitting to a drug test will result in consequences consistent with those of a positive test result. The administration may deem it necessary for additional testing to be done by an external agency (i.e doctor's office, hospital, etc.) **For students involved in co-curriculars, tobacco / nicotine use and the use of inhalants (vapes, etc), are considered a drug under this policy.**

*** If, at any time, a student is found to be selling or supplying drugs/alcohol on campus or under school jurisdiction the local and federal authorities will be notified and the student will go through expulsion procedures. ***

Tobacco Policy

It is a violation of school policy for MCI students, regardless of age, to be in possession of tobacco and nicotine products, lighters, matches, inhalants (vapes), or any other paraphernalia associated with tobacco / nicotine use or smoking while at school or at school sponsored events. Boarding students may not be in possession of these items at any time either on or off campus.

First Offense

1. Confiscate tobacco/nicotine products/paraphernalia.
2. Contact parent or guardian.
3. Issue one Saturday detention and two days in-school restriction during which the student will complete the following:
 - Meet with the Personal Counselor follow any recommendations made as a result. (If the Personal Counselor is unable to meet during those times, meetings will be scheduled and the student will be expected to attend them.)
 - Be provided resources and educational assignments related to the hazards of tobacco use, cessation strategies, and other tobacco related topics.

Second Offense

1. Confiscate tobacco products/paraphernalia.
2. Contact parent or guardian.
3. Conduct a disciplinary hearing

iPads and Electronic Devices:

MCI issues iPads to each student for his/her use. The devices are not the property of the student, however, the student is responsible for the appropriate use and care of the devices. Students are expected to adhere to the expectations of each individual teacher while in that class and adhere to the Acceptable Use Policy at all times. Inappropriate use will be dealt with consistent with the expectations of behavior outlined in these pages. Use or even visibility of personal electronic devices such as cell phones, iPods/MP 3 players, or other electronic devices (except those for an academic purpose such as a calculator or laptop computer) is strictly forbidden from 7:45 until 2:45 except during the lunch hour. These items are forbidden during detention or formal academic support. The students who carry cell phones or other electronic equipment with them are expected to keep them turned off. Loss of the device and an administrative detention will be the initial disciplinary consequence. Continued violations will result in a disciplinary hearing for insubordination.

Loitering

While MCI is an open campus at noontime, we encourage students to remain on the premises for lunch. We also remind students that respect for our neighbors is a value of our MCI community. Students who loiter or litter in adjacent neighborhood properties and public ways will be sanctioned.

Classroom Behavior

Should a student's behavior in the classroom merit removal, the teacher will direct him/her to the Director of Student Affairs office. When directed the student will leave the classroom immediately and without rebuttal. Detention is an automatic consequence of being removed from class. Talking back to the teacher or failing to come to the office will warrant more severe consequences.

Campus Behavior

Students are encouraged to enjoy the campus before and after school as well as lunch. During warm weather the front lawn is available for quiet games such as touch football or Frisbee. During the winter the opportunities are limited and do not include the throwing of snowballs. Students are expected to be very careful to pick up after themselves. Any student who leaves litter will be considered a volunteer for campus cleanup for a duration decided up by the administration.

Computer Access and Acceptable Use (1to1 program)

Maine Central Institute is proud of significant investments in technology made over the years and is dedicated to keeping the technology current and stable.

- Each student has a school-issued iPad.
- A computer lab is located in the Cianchette Math and Science Building, and a Tech Center is located in the Library..
- Labs are for the use of classes under the supervision of a teacher.

- The Tech Center in the library may be accessed by individual students under the direction of the Technology Integrator.

Any student accessing a school computer, or using a device on the MCI network, is required to sign an Acceptable Use Policy. Students should read and understand the rules and regulations stated in this policy prior to signing it. Consequences for violations are outlined in the policy.

Social Standards

Dances

Dances are held at MCI periodically during the year. They provide a wonderful opportunity to make new friends from other classes as well as other states or countries. Student-run organizations such as Key Club and the Student Council commit their time to planning a fun event for everyone. A dance form should be obtained from Director of Athletics completed, and returned to the Director of Athletics by 3:00 p.m. the Monday prior to the dance.

Specific rules regarding behavior, dress, and times will be determined and posted by the administration. **Front to back dancing, grinding, dirty dancing, or any offensive behavior will not be tolerated** and can quickly lead to the ending of the dance with no refund of the admission fee.

Students who expect to bring a non-MCI student guest to the dances must secure permission, at least two days in advance, from the Director of Student Affairs. Guests from middle schools or over the age of 20 are not welcome to attend MCI dances. An administrator and three faculty chaperones (at least one from each gender) will attend the dance. Students will not be allowed entry to the dance after 9:00 PM. Students are expected to remain at the dance upon their arrival and to depart from campus or return to the dorm when they leave the dance.

Affectionate Behavior

Students are to refrain from public acts of affection. Holding hands is appropriate, but hugging, kissing, and sitting on laps, are not acceptable, as others may feel uncomfortable.

Day Students Visiting Dorms

Day students are welcome in the dorm lounges from 12:00 - 5:00 p.m. and 7:00 - 11:00 p.m. on weekends. Some boarding students can have guests after school if they are at the appropriate level in the privilege system. Any person who is visiting must be a guest of a boarding student or supervisor and sign in upon arrival and sign out upon departure. All non-boarding visitors must check in with the person on duty for permission to visit. Visiting the room of a student of the opposite gender is a major offence and will lead to a disciplinary hearing.

GUIDE FOR BOARDING STUDENTS

Philosophy

An integral part of each boarding student's total education is the learning that takes place out of the classroom. That learning involves the acquisition of personal and social skills necessary to the achievement of academic goals and upon leaving MCI, to the pursuit of a rich, thoughtful life. Dorm programs, staffing patterns, lifestyles and procedures are designed to carry out and support the educational mission and assure that learning takes place. So how can the boarding student best contribute to having a successful year?

- Get involved in the class, on the athletic fields, on the stage, in the studio, in clubs, in student government, and in the community.
- Feel free to ask questions of anyone on the campus.
- Become a self-advocate. Express your needs and desires.
- Get to know your dorm community, their names, their culture, their hobbies...then make friends with local students and their families.
- If English is your second language- practice, practice, practice
- Consider joining the host family program.

Residential Life Staff

In Loco Parentis

During the school year, with the exception of vacations or those weekends when boarding students are signed out, the residential life staff functions as parents. *In Loco Parentis*, a Latin term, describes this legal relationship. Residential life staff members have the key responsibility of ensuring that all students have a safe living environment that encourages personal and academic growth. The staff is charged with promoting and enforcing all school policies and state laws. There may even be situations in which the Dorm Supervisor or director may have concerns with permissions given by a student's parents. The Dorm Director will follow up with the parents. Because of the importance of these responsibilities, students are expected to cooperate with all Dorm Supervisors and directors in establishing and maintaining a healthy and safe living environment.

Telephone Information

School Phones - (207)-487-3355 or (207) 487-3356

Ms. Tamika Chisolm – Dorm Director Alumni Hall ext. 214

Mrs. Meg Thompson – Dorm Director Manson Hall ext. 224

Mrs. Roberta McGuire– Dorm Director - Rowe Hall ext. 213

OPEN - Dorm Director – Hurd Hall 416-2101

Duty Cell Phones

Alumni 416-2014

Rowe 416-2015

Manson 416-2016

Hurd 416-2101

Weekend Masters

Mr. Tom Bertrand – Dean of Student Life	416-8593
Ms. Heidi Cook – Dean of Academics	416-4478
Mr. John Dean – Director of Student Affairs	416-2098
Ms Karla Edney – Chief Financial Officer	416-2036
Mr. Christopher Hopkins – Headmaster	416-8598
Mr. Clint Williams – Director of Admissions	416-8607
Mr. Jim Leonard - Director of Athletics	416-4427
Mr. Tim Gillett - Director of Res. Life & Int. Programs	416-5277
OPEN – Director of Alumni and Dev.	416-4510

Phones in Dorms:

Manson: 487-6927 (1 st floor)	487-6867 (1 st floor)	487-6615 (2 nd floor)
Rowe: 487-3013 (basement)	487-3048 (1 st floor)	487-3248/3278(2 nd)
Alumni: 487-3543 (1 st floor)	487-3478 (basement)	487-3689 (basement)
Hurd: 487-3236 (front)	487-3296 (lounge)	

SCHEDULE

MONDAY THROUGH FRIDAY

- 7:45 a.m. – 2:45 p.m. – Classes
- 3:00 p.m. - 5:00 p.m. – Athletics, clubs, community service, academic help
- 5:00 p.m. - 6:30 p.m. – Dinner
- 7:00 p.m. – 8:30 p.m. – Study Hall
- 8:45 p.m. – 9:45 p.m. – Open Gym

Dorms will be locked from 7:30 a.m. until the lunch recess, then again after lunch until 2:45 p.m. Students are not allowed in the dorms during this time except with special permission from the Dorm Director.

SATURDAY AND SUNDAY

- 9:00 a.m. - 10:00 a.m. - Cold Breakfast
- 10:00 a.m. - 11:00 a.m. - Brunch
- 5:00 p.m. - 6:30 p.m. - Dinner

DORMS

Boarding students should have regard for both the spirit and the letter of dorm regulations designed to maintain the quiet conditions essential for study and sleep. Rowe Hall and Alumni Hall West will house younger students (primarily freshmen and sophomores) and Manson Hall and Alumni Hall East will house older students (primarily juniors, seniors, and post-graduates). Students will be placed accordingly and with the discretion of the administration and residential life staff.

Prefects

Students who have shown positive leadership, community behavior, and modeling have been given the opportunity to exhibit these skills as student leaders called “Prefects.” The main role of our prefects is to act as a student representative, mentor, and liaison for our boarding community. Students should seek out prefects with concerns or questions pertaining to student issues in the dorm.

Prefects are not substitutes for our residential life staff, so students should seek out a supervisor at any time if the situation involves safety, and also understand that prefects will be expected to communicate any safety issue to a staff member as well. Prefects can help mediate student issues, relay concerns to staff, and provide leadership by giving advice and answering questions for other boarding students. Prefects will monitor the dorms, in conjunction with the supervisor on duty, and be given extra responsibility pertaining to residential life.

It is expected that prefects be given the same consideration that anyone on duty would receive in terms of adhering to the expectations and rules of the dorms. Any abuse of the prefect system, whether by a prefect or not, may be considered a major offense. The residential life staff based on their written application and their reputation chooses prefects.

Weekend Absence from the Dorm

To obtain permission to be absent from the dorm for overnight, a boarding student must complete the following process:

- Obtain a weekend sign-out form from the Dorm Director by Wednesday.
- Obtain permission from:
 - Parents or guardians
 - An adult at your destination
 - The Dorm Director

Return the sign-out form to the Dorm Director **before dinner** on Thursday: All dorm directors will organize weekend sign out lists and return the completed lists to the International Student Program Coordinator. If you will need school transportation, forms must be turned in by dinner on Wednesday.

Disciplinary action may impact one’s permission to leave on a weekend (detention, dorm restriction).

Fraudulent or dishonest use of the sign-out procedure will be deemed a major offense.

Weekend overnights begin at departure and end no later than by 6:45 p.m. for Sunday evening study hall.

Students who are signed out for the weekend may not come and go from the hall without permission from the Dorm Supervisor on duty.

In the case of an emergency or change of weekend plans, the duty Dorm Supervisor should be contacted immediately. A boarding student wishing to leave the town of Pittsfield must obtain permission from the Dorm Supervisor on duty prior to departure.

Boarding students are not allowed to stay in a hotel unless accompanied by one of their parents or another approved adult. The Student Life Office and the Dorm Director must approve any exceptions to this rule in advance. Any student given hotel permission must have a stateside adult designee assigned through their parents as an emergency contact. This contact accepts the responsibility for going to the hotel should the student wish to checkout or handling any problems. The designated adult is responsible for all the students needs until their return to MCI.

Signing in and Signing out

Each time a student leaves his/her dorm, except for classes and meals, he/she must sign the sign-out book. This includes students attending any extracurricular activities. Destination and time must be noted in the sign-out book.

All students leaving Pittsfield must have permission from the supervisor on duty. Rowe Hall and Alumni Hall West students must return to their dorm every 2 hours after sign out. Manson hall and Alumni Hall East are asked to check in with the supervisor on duty every 2 hours.

Friday and Saturday nights, all students must on campus by 10:30 p.m. Rowe Hall and Alumni Hall West students must be in their dorms by 10:30 p.m. Manson Hall and Alumni Hall East students may visit other dorms until 11:30 p.m., at which time they must sign into their dorms. At 11:30 all student must be in their rooms. Lights out is 12:00 midnight. Quiet hours are in effect from 10:30 pm on.

Care of Rooms and Other School Property

Students are expected to keep their rooms, bathrooms, common areas, and other areas of the dorm neat and clean as part of their community responsibility. Each Dorm Director inspects rooms daily.

There are four major areas of emphasis during room inspection: bed made, room and desk clear of trash and clutter, clothes picked up and either put away in a closet or in a dirty clothes bag, and safety issues.

Students who do not adhere to those basic rules may be restricted to campus, receive detention, and/or have electronic equipment (e.g., stereos, TVs , computers) temporarily removed.

In order to comply with local and state fire and safety regulations and to keep general maintenance expenses to a minimum, the following regulations have been established by MCI:

1. Fire equipment such as extinguishers and sprinklers are located in dorms and any obstruction or misuse of this equipment is forbidden. It is imperative that this fire-fighting equipment is in top working order at all times.
2. Boarding students are encouraged to appropriately decorate their rooms in a respectable and comfortable fashion. Sexually exploitative and/or harassing comments, materials, or suggestions toward any persons or groups are not allowed. Nails or other attachments that will cause damage to school property are not allowed. No material of any kind is to be suspended from the ceilings. Vulgar, sexually explicit (fondling or overly suggestive of sexual activity), drug or alcohol related, or otherwise offensive decoration will not be permitted. At a minimum, persons in pictures should be attired in clothing which is acceptable on a public beach in the United States
3. Empty alcoholic beverage containers may not be displayed as decoration and will be considered the same as possession of alcohol.
4. A boarding student must help clean common areas of the hall, help with recycling, sweep or vacuum stairwells or hallways, etc.
5. Dorm Supervisors and administrators may enter boarding student rooms for inspection whenever it is appropriate and/or necessary. The administration reserves the right to search rooms.
6. Boarding students may have the following equipment in their rooms: clock radios, personal computers, small refrigerators, TVs, stereos, lamps (maximum 100 watt), and fire retardant curtains with spring rods are suggested as a way to create an improved "home-like" atmosphere in the dorm rooms.
7. Boarding students may **not** have any appliance with a heating element with the exception of an iron. Microwaves, coffeepots, rice cookers, hot plates, etc. are not allowed.
8. **Candles, incense, and any open flame are NEVER allowed.**
9. Appropriate use of televisions and stereos are allowed in boarding student rooms. However excessive volume, use during study hours, and use after bed check will result in loss of privilege and/or removal of equipment from the room.
10. All travel documents (i.e. passports; I-20's, etc.) must be given to the Dorm Director upon arrival. All documents will be kept in the dorm safe.

11. MCI is not responsible for lost personal items. Boarding students should keep expensive jewelry, large amounts of money, and important papers or documents in the Business Office or the dorm safe.
12. Loss of room keys should be reported to the supervisor immediately. Boarding students will be billed for replacement of locks and keys.
13. When departing MCI at year's end or upon withdrawal, boarding students are expected to leave their dorm rooms in the same condition they were found. Boarding students must complete a "Boarding Student Check Out Form." An "excessive cleaning" fee will be charged to each occupant for rooms left without being cleaned. The fee will be determined based on the assessment of the maintenance staff and is not limited to a specific amount.

Boarding students are to remain in the room assigned to them by the school. Any unauthorized moves will result in a disciplinary sanction. Boarding students may request room changes through the Dorm Director.

Room Keys, Business Office, and Security

For student safety, the dorms will be locked twenty four hours a day every day. You will be issued a pass key to enter their dorm, which will allow entrance only during permitted times. Students are not allowed in the dorms from 7:45 a.m. until 10:50 a.m. and from 12:55 p.m. until 2:45 p.m. on school days without special permission. You must have your pass key with you whenever leaving the dorm in order to gain access upon your return.

You will be issued a room key. Keep it with you at all times. Many of the students hang their key around their neck. Keep your room locked even when making a brief visit to another room. If your key is lost report the loss to your Dorm Director who will replace your key at your expense.

If you need access to another student's room when they are absent you will have to wait for that student to return. Residential life staff will not let students in another student's room.

Do not expose even small amounts of money openly in your room. Large amounts of money may be maintained either in the dorm safe or the business office in Founders Hall. Money can be withdrawn from the business office Monday through Friday before school, during lunch, or after school.

Safety

Jeopardizing the health and safety of fellow students is major offense. Jamming open a dorm door to allow access after curfew endangers all the boarding students. Smoking in a dorm is a far greater offense for the potential for fire puts everyone at risk. Blocking stairways and hallways

also pose serious problems during emergencies. Your room must be laid out in a manner that completely facilitates emergency exit or the entrance of emergency professionals.

Fire Drills

The safety of our boarding students is a very high priority. During the first three months of the school year will receive particular attention. Six to eight fire drills can be expected. Each dorm has fire drill procedures and a location to convene outside the building. Boarding students will receive instruction early in the year. When you hear the alarm, please respond promptly.

Student Telephones

Phones are available for student use until five minutes before lights out. The phones are available generally by 7 a.m. Students may also use personal cell phones in the dorm. Since the dorm pay phones may have people waiting, a 20-minute limit should be adhered to whenever others are waiting. Students should not use cell phones after lights out. If students wish to use their phones after lights out they should get permission from the person on duty prior to 10:00 p.m.

Visitors

MCI boarding students who wish to visit other dorms must sign their name and arrival/departure times in the sign-out book. All non-boarding visitors must check in with the supervisor on duty for permission to visit in the dorm. Visitors will be admitted at the discretion of the staff.

No visitors of the opposite sex are permitted in the boarding student's room or in the hallways at any time. This will be considered a major offense. Visitors are permitted in the common areas.

Non-boarding students are encouraged to visit the dorms from 12:00 - 5:00 p.m. and 7:00 - 11:30 p.m. on weekends. Students at appropriate levels in the privilege system can have guests from 3:00-5:00 on weekdays, as well. Any boarding student wishing to bring a guest to any meal must get permission from the supervisor on duty prior to going to the dining hall at the Trustee Memorial Student Center. Any requests for guests made in the dining hall will be denied. Students should not have guests for dinner on a regular basis.

Lounges

The dorm lounges are common areas for all boarding students and their guests to enjoy. Please show respect for your schoolmates and the lounge itself. The variation in hall layout and the presence of men and women in Alumni Hall may result in some variation in expectations between the dorms however some common expectations follow:

1. Respect others who are using the lounge. Do not disturb those watching TV. Maintain the TV and computer game volumes at respectful levels. Use English to communicate with others when in multicultural settings.
2. Use the lounge for quiet indoor activities. Physical activities and sports can go out to the front lawn or sports fields.
3. Affectionate behavior should be refined. Holding hands and sitting side by side is acceptable. Sitting on laps, kissing, or assuming prone positions are not.

4. Pick up after yourself (food wrappers, soda bottles, newspapers, etc.).

The same behavior is expected for those students using the student union.

Honors Dorm

Boarding students that have shown a commitment to academics, responsible behavior, and positive citizenship are given the opportunity to reside in the honors dorm. Students living in the honors hall are expected to behave in a mature fashion and exhibit leadership to the rest of the boarding community. Guests are allowed in the honors hall with the permission of the director of the hall. It is expected that boarding students of the honors hall and their guests will maintain an atmosphere that is conducive to studying at all times.

Damage to the Rooms and Common Area

The dorms serve as your homes while at MCI. As you would in your own home, you must avoid doing any damage to your room or any other area of the hall. Students should be aware of others doing damage to the halls and report it to the director immediately. Accidents will happen, and when they do, promptly alert the director. Damages not reported will be investigated and the appropriate parties will be held accountable for repairs. Any damages to rooms that are unreported and unaccounted for will be billed to the residents of that room. Any damages to the hall in general will be billed to the boarding students of that hall.

Laundry

Laundry is the boarding student's responsibility. Quarters may be available from the staff but you are safer keeping your own supply. Please empty the machines when the cycle completes and remove the laundry from the room once you have finished folding. All members of the dorm should help keep the laundry facilities clean and neat. Bedding must be changed and cleaned weekly.

Recycling

State law requires Pittsfield and the MCI community to recycle. Containers for glass, food cans, beverage containers, white paper, cardboard and newspaper are provided in the dorms.

Study Hall

Mandatory study hall will be held each night, Sunday through Thursday. Students will be in place by 7:00 p.m., ready for study hall to begin. Study hall may be in the dorm or a designated location depending on what the student has for grades. Grades will also determine lights out time and internet access. Citizenship will also play a role in determining those privileges but we will use the following as our criteria:

All Grades above 85:

- Bedtime/Lights Out/Internet on – 11:30 on weeknights
- Study Hall not required
- Allowed to be out of dorm/off campus during study hall time

All Grades above 70:

- Bedtime/Lights Out/Internet on – 10:30 on weeknights

- Study Hall in the dorm
 - May ask for lights out extension for academic reasons
- Any grades below 70:
- Bedtime/Lights Out/Internet on – 10:30 on weeknights
 - Study hall in dining hall
 - No lights out extension unless it is absolutely necessary
 - Must participate in an organized activity every day after school

Trustee Memorial Student Center Dining Room

Dress Code

In general the dress code for the dining room is the same as the school dress code during breakfast and lunch. Dinner, weekend meals, and non-school days have a more relaxed dress code. Sweat pants, wind pants, and appropriate length shorts are allowed, however any student wearing clothing deemed inappropriate by a staff member, will be asked to change. Footgear is always required. Sneakers, sandals, and flip-flops are acceptable.

Dining Room Duty

As part of our community life standards, all boarding students and staff will be expected to contribute to the care of the dining area after the evening meal. These duties include washing the tables, picking up clutter, and sweeping floors. Dorm Directors will assign these duties to the boarding students on a rotating basis. The supervisor from the duty dorm will supervise and participate in the clean up. The weekend master will participate in dining room duty on the weekends.

Sit Down Dinners

The boarding community gathers for a family style meal, called sit down dinner, on one evening every two weeks. The purpose of the sit down dinner is to promote interaction with other community members, celebrate and announce school related events, and learn social skills associated with being in such an environment. Sit down dinner provides a forum to celebrate student and staff achievement, diversity, and talents. Some dinners take on a theme associated with a holiday or other occasion, and often students provide musical and/or vocal performances.

School dress or themed dress is required for one sit down dinner and one sit down dinner per month will be designated as a formal meal. Dress for males at formal meal is button up shirt tucked in, necktie tied tightly, slacks, dress shoes, and dress socks worn appropriately. Dress for females is formal attire that adheres to the expectations of our dress code concerning fit and style. Students not dressed appropriately will not be allowed to participate in the dinner and will be subject to consequences as determined by the administration.

Seating is arranged in advance and English is the only language acceptable during the meal. **Sit down dinners are mandatory for all boarding students and residential life staff, and take precedence over all other events including rehearsals and practices, unless prior permission is granted by the administration.**

MCI Computer Network Access

MCI offers network hookup in all dorms. Every student room has either hard-wired access or wireless access. Computers must meet the security requirements as determined by the I.T. staff. Students must have a legal operating system as well as acceptable virus and spyware protection. Passwords must be provided to the staff and be able to be read in English. Upon arrival, all students who choose to connect to the MCI network will need to have their computer configured and deemed appropriate by the staff before access will be granted.

Open Gym and Intramurals

Parks Gym will be used for intramural sports, open gym, and any other supervised activities. Hours will be determined and announced at the beginning of the school year. The hours selected will depend on availability of facilities and staff, as well as scheduling of activities. MCI offers an intramural program for boarding students as well as day students thus providing an opportunity for interaction and exercise. All students in attendance are expected to actively participate. The programs and scheduling will be determined and posted in advance to allow everyone interested a chance to join.

Transportation

Personal Automobiles

Automobiles shall be used only for travel to and from the student's home. A Student arriving on campus must turn in keys immediately to the supervisor on duty. Failure to observe this policy will result in the removal of automobile privileges.

- A Student arriving on campus must turn in keys immediately to the supervisor on duty.
- Students will be asked to park in designated areas.
- Boarding students are not to drive any automobile other than their own.
- Each student must obtain a parking sticker from the Director of Student Affairs' Office in Weymouth Hall.
- Each student must get parental approval to ride in vehicles driven by other students and/or non-MCI staff.
- Use of skateboards, snowmobiles and ATV's are addressed in the Student Life section of the handbook.

Travel Arrangements

MCI will provide transportation to and from the Bangor International Airport and the Bangor and Waterville bus stations on designated departure and return. Students transported at times other than designated travel dates will be charged \$35.00 per trip to Waterville, Bangor or Augusta. It is the responsibility of the student and the

parents/guardian to coordinate travel arrangements with ground transportation provided by MCI. Bus services to and from Portland/Boston and beyond are available. MCI will transport to Portland (\$150.00) or Boston (\$250.00) in emergency situations at the discretion of the administration.

Students must inform the Dorm Director of travel plans, including all necessary permissions, (beginning/ending of school year or vacations) by the established deadlines below. Students who need to make travel arrangements should do so with the assistance of their Dorm Director. The deadlines for submitting travel plans each Dorm Director are as follows:

Dorms will be closed during school vacations. Refer to the school calendar for departure and return dates.

Students who leave early or return late from vacations or long weekends without prior permission will receive unexcused absences. Students may be granted special permission by the Student Life Office to miss school in the event of emergencies or unusual circumstances.

The rules, policies, dates, and times contained in this handbook may be subject to change as deemed necessary by the administration.

Boarding Curriculum

Being a boarding student at Maine Central Institute provides the opportunity for students to explore areas of their lives that are normally outside of their comfort zones. This happens in the dorms, in the community, and through a variety of interactions in many different environments. Students will be expected to participate in activities and learning experiences that are organized and facilitated by the school outside of the school day. Some of these experiences will be formal and in large, or small, groups. Some of these experiences will be less formal and individualized to each student's needs and will happen between the student and his/her advisor. Areas that we will focus on with our boarding curriculum are life skills, participation in activities, cultural awareness, and community involvement both on and off campus.

Because of its location and the dynamics of its surroundings, MCI offers a variety of opportunities to experience the culture and the environment that surround it. Boarding students will be offered an activity program including participation in athletic teams, intramural sports, a fitness program, participation in clubs and activities that pertain to wellness, Maine related and fine arts/cultural activities. Dorm advisors will oversee the program to ensure that students are exposed to as many activities as possible that enhance the students' awareness and interest in what the culture has to offer. Residential life staff will provide several options for students to choose from, and the student will be expected to participate in a number of activities. Students will be expected to meet the minimum hours of the community service requirement and are encouraged to achieve a higher level of distinction in this area by completing as many hours as possible. The intent of the boarding curriculum is to provide students with a well rounded education beyond the classroom that will benefit them after leaving Maine Central Institute. The

curriculum is not graded but students are expected to actively participate as determined by the advisor, director, and Student Life Office. Students who are unwilling to participate actively in the boarding curriculum will be recommended for a disciplinary hearing for insubordination.

Student Recognition

MCI enjoys celebrating the success of our boarding students. As noted the sit-down dinners are a focal point of publicly recognizing achievement on the playing field, in the classroom, and in the community.

Early in the year members of the student body performs a series of skits during Cultural Heritage Day. Many of the performers come from our international boarding community. Each year our students from overseas visit local elementary schools to teach the children about their cultures. The three dorms use bulletin boards to post newspaper articles and other forms of recognition. The boarding students are well represented on the honor role, sports awards, and positions of student leadership.

Dorm Council

Comprised of representatives from each of the three dorms, the Dorm Council is dedicated to making MCI's residential life the best that it can be. The Council works closely with staff member to develop acceptable policies and exciting weekend activities. Open communications and a sense of trust between students and staff is essential to a successful residential life program.

Discipline

In addition to the disciplinary sanctions outlined previously, students may be placed on restriction and/or probation when conduct is unsatisfactory. The school reserves the right to deny students continuation at MCI as a result of poor academic achievement, lack of effort, or continued social violations.

Disciplinary Restrictions

Disciplinary restrictions impose certain limitations upon a boarding student's activity as a result of violations of school policies.

- A. **Campus Restriction:** The student may not leave campus and may not attend extracurricular events.
- B. **Dorm Restriction:** The student may not leave his/her assigned dorm except to attend classes, meals and disciplinary requirements such as detention. Students may not have visitors when on this type of restriction.
- C. **Room Restriction:** The student must report to his/her room directly after class and remain there with the exception of attending

meals and meeting disciplinary requirements. Students may not have visitors when on this type of restriction.

- D. **Community Service:** The student may be required to fulfill an obligation of service to the hall or community.
- E. **Disciplinary Probation:** The student will be placed on a probationary contract, which will outline expectations and potential consequences associated with the nature of the discipline issue.

Loitering

Students are not permitted to loiter in the surrounding neighborhoods. Boarding students are also forbidden to be on the school grounds behind the Chuck and Helen Math and Science Center, Wright Gym and Manson Hall after dinner ends at 6:30 p.m. An exception is when there is a specific school event takes place after 6:30 p.m. such as a football game.

Personal Conduct

Good school conduct is expected in our neighboring community. Acts that may cause negative community relations or negatively impact the school's reputation may result in disciplinary action.

Academic Expectations

Students are expected to maintain good academic standing. Any academic grade that is incomplete or below 70 or any effort grade below C- will prompt a meeting with the student's advisor, Dorm Director, teacher, a member of the administration, or any combination of these people to develop a plan to improve the student's progress. Extra study time may be required and/or privileges may be revoked if deemed appropriate, in order to promote the atmosphere necessary for the student to improve their academic performance.

Infirmary

1. The school nurse is on duty from 7:30 a.m. to 3:30 p.m. Monday through Friday. Boarding students are required to check in with the nurse before their first period class begins if they are ill and are to be excused. Any student who comes from the nurse's office and is late to homeroom must first check in at the Main Office and get a pass from the Director of Student Affairs.
2. Students cannot remain in the dorm if sick. When ill during the academic day, students must stay in the infirmary.
3. Boarding students who have seen the nurse must bring a pass from her to the Director of Student Affairs' Office to be signed prior to going back to class.

4. Any boarding student who misses class, including Fridays, as a result of being ill must stay in the dorm after classes for the remainder of the day or until he/she is given permission to leave the dorm by the Dorm Supervisor.
5. Boarding students may not be excused from study hall at night for reasons of illness without permission from the nurse or at discretion of the Dorm Supervisor.
6. Boarding students who require further treatment or examination from the school physician will be scheduled through the nurse.
7. **There are to be no medications in the dorm rooms.** These are to be left with the nurse or her designee. Dorm duty rooms will be stocked with over the counter medications. Vitamins are not considered medication.

Upon arrival, International students who are taking medications must have with them a prescription that is written in English in order to continue taking the prescription here at MCI. Vitamin containers should be labeled in English to avoid confusion with medication.

Athletic Handbook

Message to the Parent(s)/Legal Guardian(s):

I am honored to be the Director of Athletics at Maine Central Institute. Working with our students, staff, administration, parents and community we hope to continuously enhance our athletic programs - and the athletic experience here at MCI.

We are committed to helping your child access and navigate these experiences.

Membership on an MCI athletic team is a *privilege*. Students are expected to follow the rules and policies set forth in this handbook and by their respective coaches. Please take the time to go over the Maine Central Institute Athletic Handbook with your child to ensure each of you clearly understands the commitment required for interscholastic athletic participation at MCI.

We ask MCI student/athletes and their parents and guardians to read this handbook thoroughly and complete all of the necessary paperwork at the end of the booklet. Once completed, this paperwork should be turned into the student/athlete's coach or the MCI Athletic Office (located on the first floor of Weymouth Hall).

If problems in a sport season arise, we ask you to take the following steps in finding a solution;

1. Please have your student/athlete discuss the situation with the coaches themselves.
*Self-Advocacy is one of life's most beneficial skills. **Discussions on playing time end at this step.***
2. If the issue remains unresolved, speak to your son's/daughter's coach regarding your concern. Discussions regarding playing time are solely the province of the coach/athlete relationship.
3. Speak to the athletic director if you feel the issue has still not been resolved.
4. Request a meeting of the athletic director and coach if the issue is still not addressed. Discussions regarding playing time are solely the province of the coach/athlete relationship and will not be addressed at this level.
5. Meet with the Head of School if you are still not satisfied. Discussions regarding playing time are solely the province of the coach/athlete relationship and will not be addressed at this level.

Through open communication, we can avoid unresolved issues and ensure a better experience for all of our student-athletes here at MCI.

Thank you,

Jim Leonard, □
Director of Athletics – Maine Central Institute
jleonard@mci-school.org

Objectives of the MCI Athletic Programs

Interscholastic athletic activities at Maine Central Institute are designed to provide a number of very important experiences for the participant. These activities act as a supplement to the school's academic programs and provide not only a means of diversion from the classroom, but also an extremely important vehicle of education.

The following objectives are emphasized during athletic participation in the quest to educate the whole individual:

1. **Work Ethic** - An important outcome of any activity is to teach young men and women that there is no substitute for hard work.
2. **Commitment** - Another objective of education through athletics is commitment. Maintaining the proper attitude with teammates and coaches, and attendance at all practices and games are vital components of commitment to a team/sport.
3. **Health and Physical Activity** - The teaching of the basics of a healthy lifestyle are important objectives of athletic programs. The student athlete will learn first-hand what the demands of physical activity are and how he/she can successfully meet these demands through proper nutrition, conditioning and rest.
4. **Sportsmanship (Acceptable Behavior)** - The many pressures of practices, games, and life in the community need to be met with emotional control in a measured and disciplined way. The student athlete will learn to make the proper responses to these pressure situations in the well-directed athletic program at MCI.
5. **Team Work** - The placing of team before self and the ability to work side-by-side with someone toward a common goal are other sources of benefits for the MCI co-curricular participant. Obviously, the objective of teaching individuals how to function with their peers is extremely important.

The major objectives listed above certainly are the focal points of worth for our athletic programs at MCI. There are other benefits that come from the programs which are perhaps more subtle than the ones listed above: loyalty; pride; self confidence; physical and mental maturity; a sense of accomplishment; and the feeling of belonging, to mention just a few. Regardless of the objectives and expectations of the program for the student athlete, it is critical for student/athletes to realize their participation in athletics is a privilege, not a right, and should be treated in that manner.

Things You Need to Join an Athletic Team...

1. Physical Exam - To bring our requirement in line with the State, we are now requiring students to get a complete physical examination before they take part in competitive athletics at the start of their freshman and junior years; if they are a new student; or have had any recent serious injury or illness. Since, in many cases, it is easier and more economical to have a physical exam through a person's family doctor, we have not set aside any specific dates for physicals with the school doctor.
2. Be registered on our online Sportsware database. Instructions for registering are included at the end of this booklet. All MCI student/athletes must be registered on this database by their parents or legal guardians. Information must be updated annually as necessary. Students *must* be registered in Sportsware in order to participate in practices or competitions. Please include all insurance information with the student's Sportsware registration. *All student-athletes must have medical insurance, and the insurance must be in force before any on-field/on-court participation of any kind takes place. If a student-athlete does not have medical insurance, MCI has information available in the athletic office on a student accident insurance plan that can be purchased at a discounted rate.* □
3. Athletic Agreement Form – Parents and student-athletes must sign the training & eligibility agreement statements acknowledging they have read the student-athlete handbook and are aware of the training and eligibility rules for both the MPA and MCI. We will check eligibility once the coach submits a list of names. *Remember...checking eligibility is our responsibility; being eligible is yours.*

The required forms and instructions on how to set up your child's Sportware account are included at the end of this booklet.

Certified Athletic Trainer

MCI employs a Certified Athletic Trainer (ATC) who is nationally board certified by the NATA-BOC. Student-athletes should see the ATC for all sport related injuries to insure appropriate first aid, evaluation (which may include referral to advanced care) and rehabilitation for a quick, safe return to play. It is extremely important that athletes use the ATC so that coaches, parents, athletes and administration can remain informed. *The ATC always has the athlete's best interest in mind and will make the final call on playing status.* If students do require more advanced care from a doctor, all paperwork should be copied and sent to the ATC so he may follow up and assist the athlete's return to play. The ATC can be found in his office located in Wright Gym in the morning before school, after school and at all home sporting events.

Office Hours: □AM Clinic:

7:15 am - 8:00 a.m. Evaluation of new injuries.

PM Clinic: 2:36 p.m. – 3:30 p.m. Rehabilitation and treatment

Academic Eligibility Rules

1. We recognize and abide by all Maine Principals' Association (MPA) eligibility rules and add the following academic requirements for Maine Central Institute. This policy applies to all interscholastic athletic offerings, instrumental jazz, vocal jazz, jazz combo and drama groups.
2. To be eligible to participate in extra-curricular activities, a student enrolled at MCI must:
 - a. be taking a minimum of six (6) academic courses. □
 - b. have achieved a minimum passing grade (60) in all courses.
3. Home school students attempting to participate in extra-curricular activities at MCI must complete the following steps before being granted permission to participate:
 - a. Submit a request in writing to the MCI Headmaster at least 30 days prior to the beginning of the school year.
 - b. Have their Homeschool Educational Plan approved by the MCI Headmaster.
 - c. Submit proof they are residents of one of the towns served by Maine Central Institute.
 - d. Agree to abide by all other policies and regulations governing extra-curricular participation at Maine Central Institute. The policies and regulations include, but are not limited to: academic eligibility, required paperwork and concussion testing requirements, transportation, and standards of conduct.
4. If a student is declared ineligible because of incomplete grade(s), the student will remain ineligible until the work has been made up and a passing grade has been officially recorded with the registrar and the athletic director.
5. A student who loses his/her eligibility because of failures in the final ranking period (quarter) of a given school year may still participate with respect to co-curricular activities until the mid-quarter grade check (approximately four [4] weeks into the school year). If, at that time, the student's grade are up to standard, the student will be able to continue to participate. If the student has not met the academic eligibility requirements by the four week point, then he/she will be suspended from co-curricular participation for the remainder of the first quarter.
6. An approved summer school course(s) may be used to restore eligibility lost during the final ranking period (quarter) of a school year. The approved summer school course(s) would be added to other earned credits of the immediately preceding ranking period (quarter).

Training Rules and Standards of Conduct

1. **Citizenship:** All participants in the athletic program should understand that as a member of any athletic team, the athlete is representing the school, his/her parents, his/her friends, his/her relatives, the community, his/her coaches, and himself/herself. The MCI Student/Athlete's actions should reflect this at all times, on and off the field/court. The use of inappropriate language, unwarranted behavior toward officials, other players or coaches could result in suspension or expulsion from the individual's team. Offenses will be dealt with on a case by case basis by School and Athletic Administration and Coaches.

2. **Dress Code:** □ All participants in the athletic program are expected to follow the dress code as designated by their coach when traveling to and from away games. Behavior and appearance when representing the school as a member of the traveling squad should always be of the highest caliber.
3. **Team Travel:** □ All participants must travel to and from all events with the coach and team in transportation provided by MCI. Any changes or requests for alternate travel must be made with the athletic director in writing prior to leaving MCI. Students will never be allowed to leave a game, match or competition of any kind with anyone other than their immediate parent(s)/guardian.
4. **MCI Drug/Alcohol Policy:** □ The MCI Campus is to be drug and alcohol free. MCI reserves the right to search a student, his/her possessions, locker and vehicle at any time based on reasonable suspicion. Any student who, while school is in session or at any school-sponsored event/function, is under the influence of, ingested, use, or in possession of drugs/alcohol/unauthorized prescription drugs, or drug paraphernalia will face harsh and immediate consequences. A student in residence at MCI is prohibited from using drugs/alcohol at any time. All MCI students participating in athletics are covered 24 hours a day while in season. MCI reserves the right to test a student for illegal substances. Tobacco and any electronic nicotine delivery system and associated substance are considered a drug under this policy.
5. **Violations of the Drug/Alcohol Policy will result in the following** (these are the athletic consequences for violation of the policy and do not include any consequences incurred as a result of an MCI Disciplinary Hearing for the same offense
 - a. First Violation: A 10-day suspension from the Interscholastic Activity (no practice, no games/competitions).
 - b. Second Violation: A second violation during the same school year will result in a suspension of athletic privileges for the remainder of that school year.
 - c. Subsequent Violations: Consequences for MCI student/athletes with two or more drug/alcohol policy violations during their time as MCI will be handled through the Hearing Process.
6. **Involvement with the Law:** □ When an MCI student/athlete is involved with the police due to illegal use or illegal involvement with alcohol or illicit drugs, the MCI Drug/Alcohol policy will apply. When an athlete is involved with the police in any other way, the Headmaster and Athletic Director will determine athletic eligibility. The Athletic Department policy and School policy are the same regarding involvement with the Law.
7. **Attendance and Participation:** □ Attendance at school is mandatory for any athlete who wants to participate in athletics on a regular basis. The following rules apply to all athletes at Maine Central Institute.
 - In order to participate in a practice/game, a student must be in school for at least a half day on the day of that practice/game. Excused absences due to medical appointments, family emergencies, etc. will be handled on a case-by-case basis.

- The Administration, upon consideration of the nature of the absence, may permit practice/game attendance and/or participation for a student absent on the day of a practice/game.
8. **Vacation Practice Policy:** □All athletic activities practice and play through school vacations and holidays. If student athletes are going to be absent during that time there may be a playing-time penalty when they return. The coach involved will outline the individual team policy prior to the start of the season. The usual equation is sitting out the number of games for practice days or practice games missed. Commitment to the team and fairness to the remaining squad members are the basic reasons for the policy.

Equipment: Policies and Procedures

There is a distinct need for all coaches and athletes to be aware of, and follow the policies and procedures for equipment and uniforms used for our athletic program in the areas of: issuance; use; care; cleaning; repair; return; inventory; and storage. A summary of equipment and/or uniforms issued to athletes should be given to the director of athletics prior to the first contest.

Each head coach must be responsible for the security of all the equipment and uniforms connected with his/her activity. All equipment and uniforms should be inventoried within one (1) week of the last game of the season, on forms provided by the director of athletics. This includes all equipment and uniforms whether issued or not. It is vital that the equipment inventory is accurate and up-to-date so that a budget can be built correctly and soundly.

1. Issue:

- a. The procedure for issuing equipment/uniforms will be guided by the “Equipment Issue Form” provided by the director of athletics. The coach will issue equipment/uniforms directly to his/her team members, who will then be responsible for the care and cleaning of the equipment/uniform.
- b. All names of athletes, as well as sizes and/or inventory numbers, will be recorded on these forms.

2. Care & Cleaning, Repair & Reconditioning:

- a. At the end of the season, each coach is to carefully evaluate the condition of his/her equipment. If he/she finds that it is in need of repair, cleaning, or reconditioning, he/she is to notify the athletic director, who will make arrangements for this to be done.

3. Lost Equipment: If or when any equipment/uniform is lost or not returned, the following will occur:

- a. All awards, grades and eligibility to participate will be withheld until all equipment has been returned or paid for.
- b. No further equipment, in any sport, will be issued until all equipment has been returned or paid for.

- c. Notices are to be mailed directly to the parents upon learning that the equipment is lost or not returned.

4. Return of Equipment:

- a. All equipment and uniforms will be returned promptly after the season. No coach is to allow his/her players to keep any equipment or uniforms beyond the season
- b. As each student/athlete returns equipment, it should be checked off against the “Equipment Issue Form” to be certain that the same equipment is turned in that was issued.
- c. **If the same equipment/uniform is not returned, then the procedure for lost equipment is to be followed.**

Awards

1. Letter/Certificate Requirements:

The first year that an athlete meets the requirements of the varsity sport in qualifying for a letter, he/she will be awarded a varsity letter and certificate. For every letter the athlete earns in his/her remaining high school years, in any sport, he/she will receive a varsity letter certificate. Thus, only one varsity letter will be awarded an athlete with a varsity certificate being awarded each time that athlete meets the requirements for earning a varsity letter. Following is a breakdown, by sport, of the recommendations for earning a varsity letter:

- A. Baseball: play one half of the total number of innings, except pitchers who pitch one-third total number of innings.
- B. Basketball (Boys and Girls): play one half the total number of quarters.
- C. Cheering: participate in one half of the total number of games.
- D. Cross Country: fulfill point system requirements.
- E. Field Hockey: play one half the total number of halves.
- F. Football: play one half the total number of quarters.
- G. Golf: participate in half the total number of matches.
- H. Skiing (Boys and Girls): participate in half the total number of meets.
- I. Rifle: participate in one half the total number of matches.
- J. Soccer: play in one half the total number of halves.
- K. Softball: play in one half the total number of innings.
- L. Tennis (Boys and Girls): participate in half the total number of matches.
- M. Track: fulfill point system requirements.
- N. Wrestling: participate in one half the total number of matches.

2. Managers Letters/Certificates: A manager can earn a varsity letter by managing a varsity team for two (2) years or for exceptional service to the team during a single season.

3. Senior Service Letter: A Senior Service letter may be awarded to any senior who is a member of a varsity team for three (3) years and has not earned a letter during this time.

4. Injuries: If an athlete is injured in the early season or if he/she is forced to miss part of the season due to illness and that athlete, in the judgment of the coach, would have met the requirements for earning a letter or certificate, that athlete may receive a letter or certificate if the coach so decides.

5. Policy Violations: Any athlete involved in Alcohol/Drug Policy violations, or major school policy violations, that do not finish the season in good standing with the team will not be considered for certificates or letters or season end or year end award.

*The following pages contain **REQUIRED** paperwork for all MCI Student/Athletes to fill out each year. Please read and complete the following forms in their **ENTIRETY**.*

Thank You.

**MAINE CENTRAL INSTITUTE ATHLETIC AGREEMENT
FORM**

2017-2018

NAME OF STUDENT: _____

(Please PRINT name neatly)

YEAR OF GRADUATION: _____

**PARENT/GUARDIAN TRAINING, ELIGIBILITY & RISK
AGREEMENT**

I understand that participation in athletics/activities and the travel involved with being on a team/club constitutes a risk of injury and will not hold Maine Central Institute or any employee of MCI responsible should an injury occur. Furthermore, I have read, understand and will support my son or daughter in abiding by the training and eligibility rules set forth for MCI for any athletic season, drama or music activity.

Signature of Parent/Legal Guardian

Date

STUDENT TRAINING & ELIGIBILITY AGREEMENT

I have answered all questions truthfully and to the best of my knowledge. I have read, understand and will abide by the training and eligibility rules set forth by Maine Central Institute.

(List ALL sports you plan to participate in this year at Maine Central Institute)

Signature of Student/Athlete

Date

A GUIDE TO USING SPORTSWARE

SportsWare Online Registration Instructions

Parents/Guardians,

We are happy to announce that MCI athletics will be transitioning to electronic registration. The new system will streamline the registration process and allow parents/guardians to register their students from anywhere with Internet access at anytime. Below you will find the instructions on how to register your student athlete. GO HUSKIES!!!!

10 EASY STEPS: A GUIDE TO USING SPORTSWARE

- 1) Got to: swol123.net
- 2) Click “Join SportsWare”
- 3) Enter in the school code: MCI1866 and click “Next.”
- 4) Fill in the required fields. **MAKE SURE TO ENTER THE EMAIL ADDRESS OF THE PARENT OR GUARDIAN.** If you are registering multiple student athletes repeat steps 1-4 for each student. You may use the same email, however each student profile will need a separate password. To login in the future you will enter your email and the password corresponding to the student-athletes profile you wish to access.
- 5) The athletic department will then confirm the creation of the new account. Once the account is confirmed you will receive an email from SportsWare. Open the email and select the link provided. A link will be provided for each student-athlete you have registered. Each of their profiles will need to be filled out independently
- 6) The link will bring you to a webpage where you will create your username (Email Address) and password. Take note of the password requirements at the bottom of the page. Save this password for future access. See Step-4 regarding registering multiple student athletes.
- 7) After clicking “Save” you will be redirected the SportsWare Log-in page. From here, enter your email and password and select “Login.”
- 8) From here you will be taken to the student-athletes profile. In the upper left hand corner select “My Info.” Fill out all of the fields under each of the tabs on the following page.

After clicking save you will be directed back to the student-athletes profile page. Select “Med History.” Fill out the form to the best of your ability using the drop- down menus provided. Finish by clicking “Save.”

9) After clicking “Save” you will be re-directed back to the student athletes profile. Logout of the profile.

10) CONGRATULATIONS! You have successfully registered your student athlete using SportWare. Simply login next year to update and make changes as needed!

MAINE CENTRAL INSTITUTE SPORTSWARE AUTHENTICATION FORM

I am the parent/legal guardian of :

(Print student’s name here)

My signature below indicates that I have registered/updated my child/ward in the MCI SportsWare™ database. I also attest that the information entered is complete, current and accurate.

(Signature of Parent/Legal Guardian)

(Date)

If changes occur in regard to your child’s health information (change of address, guardianship, physician, insurance providers, etc.) please update these changes in your child’s MCI SportsWare™ account immediately to allow MCI to best serve the well being of your child.

Permission to Treat:

I, parent/guardian of the above named student, certify that I have valid accident insurance coverage in force that will cover my child/ward should and accident occur. Furthermore in the event of illness or accident involving my child/ward, I hereby give permission to Maine Central Institute, its officials, and the athletic trainers, nurses, physicians, surgeons, and dentists retained by the School, to secure and furnish medical, dental or surgical care and treatment for him/her and to give, administer and render any treatment or aid including necessary immunizations, anesthetics, or surgery, as necessary to protect, preserve, and safeguard the life and/or health of my child/ward for the current school year.

(Signature of Parent/Legal Guardian)

(Date)

Release of Information:

I hereby give permission to Maine Central Institute, its officials, including the athletics staff and the athletic trainers, nurses, physicians, surgeons, and dentists retained by the School to release, disseminate and provide health information concerning my child's/ward's medical status, medical conditions, injuries, prognosis, diagnosis, and related personally identifiable health information to athletic training students and coaches. This information includes injuries or illnesses relevant to past, present, or future participation in athletics at Maine Central Institute.

MAINE CENTRAL INSTITUTE

Permission to Publish:

Child's name: _____ Class Year: _____

Photo/Publication Permission (Please Check One)

_____ Yes, Maine Central Institute has my permission to publish photographs/videos of my son/daughter and to identify my son/daughter by name on the MCI website and social media, in school publications, or in the local media (i.e. newspapers) for the purpose of promoting school news, activities and achievements.

_____ No, please do not publish my son/daughter's picture/video.

_____ **Date:** _____

Parent/Guardian

If you have any questions concerning this form, please contact Jennifer Beane, Director of Communications at (207) 487-5915.

This form must be filled out and returned to coaches with all other required paperwork

MAINE CENTRAL INSTITUTE ATHLETICS
STUDENT ATHLETE CHECK SHEET

The following items are required of all student/athletes who wish to participate in athletic programming at Maine Central Institute. Below is a check sheet for your convenience. Please ensure that all items are addressed BEFORE participating in athletic practices or competitions.

_____ Student is officially enrolled at Maine Central Institute.

_____ If transferring from another high school, the student must have MPA Transfer Waiver Paperwork completed from previous high school and MCI prior to participation. Incoming freshmen DO NOT have to fill out this form.

_____ Student has shown proof of a physical and is cleared to play (by a physician) within last two years. (all incoming freshmen must have proof of physical/cleared to play in the summer prior to coming to MCI).

_____ Student has had a Baseline IMPACT Concussion Evaluation administered by the MCI Athletic Trainer prior to reporting to first practice. For incoming freshman, three dates will be provided in which to take this evaluation – two in June of their 8th grade year and one in the week prior to the start of the fall sports season.

_____ Student has read, understood and signed all applicable paperwork in MCI Student Athletic Handbook. *All applicable forms at the back of this handbook must be filled out and signed COMPLETELY before the student will be allowed to participate. Some forms contain sections where the student and parent/guardian signatures are required.*

_____ Student is covered under an insurance policy (if not, student cannot practice until such coverage is obtained – low cost sport season policy information is available in athletic office).

_____ Student's parent or legal guardian has registered the student through the school's Sportsware database and the Sportsware Authentication form has been completed and signed.

If you have questions on any of these, please contact MCI Athletic Director Jim Leonard at jleonard@mci-school.org or by phone at 416-4427.

Athletic Coaches and Club / Activity Advisors
2017-2018

Sport or Activity	Coach or Advisor
Aomori Advisor	Brown, Sarah
Archery Club	TBA
Art Club	Farson, Jason
Athletic Trainer	Gilson, Kyle
Astronomy Club	Tyson, Jim
Baseball	Day, Eric
Baseball – Varsity	Bussell, Corey & Caldwell, Matt
Basketball – Boys Freshman	Peavey, Kyle
Basketball – Boys JV	Day, Eric
Basketball – Boys Varsity	Tardy, Joshua
Basketball – Girls JV	Morton, Jason
Basketball – Girls Varsity	Larly, Jordan
Book Club	Giallombardo, Abbie
Bowling Club	Brown, Ken & Elaine
Captains Club	Leonard, Jim
Cheering – Fall	Piatt, Lea
Cheering – Winter	Piatt, Lea
Choral Music Director	Wright, Gerry
Coding Club	Walden, Hannah
Creative Writing Club	Waite, Richard
Cross-Country	Cardenas, Jessica
Cultural Diversity Club	Fass, Artur
Destination Imagination	TBA
Diversity Coordinator	TBA
Dormitory Council Advisor	Thompson, Meg
Dorm Dir. - Alumni	Chisolm, Tamika
Dorm Master - Hurd	OPEN
Dorm Master - Manson	Thompson, Meg
Dorm Master - Rowe	McGuire, Roberta
Drama Club	Susi, Deborah
Fencing Club	Tyson, James
Field Hockey - JV	Reindeau, Amanda
Field Hockey – Varsity	Hughes, Nancy
Football – 1 st Asst	Harvey, Darren
Football – 2 nd Asst & JV Coach	Day, Eric
Football – 3 rd Asst. & JV Coach	Robinson, Lincoln
Football – Varsity	Bertrand, Tom
French Club	Glidden, Wendy
Freshmen Class Advisor	Brownell, Ethan

Freshman Class Advisor	Fitts, Erin
GSA	Susi, Deborah
Golf	TBA
History Club	Allen, Jason, & Waite, Richard
Intramurals	TBA
Junior Class Advisor	Hughes, Nancy
Junior Class Advisor	Libby, Jessica

Key Club Advisor	Giallombardo, Scott
Key Club Advisor	Hughes, Nancy
Kindness Krew	Libby, Jessica
Lacrosse - Boys	Pomeroy, Adam
Lacrosse - Boys	Hopkins, Chris
Lacrosse - Boys	Rowell, Eric
Manson Essays	Shorey, Kim
Masardis Advisor	Buys, John
Math Clinic	Cushing, Irma
Math Team Advisor	Tyson, James
Medical Club	Paradis, Beth
Model UN	Brownell, Ethan
Music, Band & Chorus	Neal, Dean
Music Assistant	TBA
National Honor Society	Shorey, Kim
Outdoor Adventure Club	Libby, Mike
Outdoor Adventure Club	Wagner, Emily
Paper Art Club	Cushing, Irma
Philanthropy Council	Giallombardo, Scott
Ping Pong Club	Beach, Andy
Poetry Out Loud	Shorey, Kim
Prize Speaking – Ella Night	Peterson, Steve
Puzzle Club	Brown, Ken
Recertification Coordinator	Cushing, Irma
Rifle Team	Bevis, George
Robotics Club	TBA
Role Playing Game Club	Tyson, Jim
Science & Outing Club	Brown, Sarah
Sewing Club	Glidden, Wendy
Senior Class Advisor	Robinson, Lincoln
Senior Class Advisor	TBA
Ski Club	Buys, John
Soccer - Boys	Emery, Slade
Soccer - Boys Varsity	Varney, Scott

Soccer - Girls	Erving, Stacy
Soccer - Girls Varsity	Pepin, Autumn
Softball	Stewart, Tony
Sophomore Class Advisor	Morton, Suzy
Sophomore Class Advisor	Buys, Johnny
Student Ambassadors	Ren, Maggie
Student Intervention Team Coordinator	Beach, Andy
Student Council Advisor	Kingsbury, Tanya
Student Leadership Committee	TBA
Tennis - Boys Varsity	Jordan, Gary
Tennis - Girls Varsity	Frey, Sonia
Track – Indoor	Allen, Jason
Track – Coach	Cardenas, Jessica
Track – Coach	Robinson, Lincoln
Track - Varsity	Allen, Jason
Winter Carnival	Miller, Ed
Wrestling	Kitchin, Stanley
Wrestling - Varsity	Libby, Mike
Writing Clinic	Shorey, Kim
Yearbook Advisor	Shorey, Kim

Athletic Team Key

Fall:

BS - Boys Soccer
 FB - Football
 GF - Golf
 GS - Girls Soccer
 FH - Field Hockey
 CC – Cross Country

Winter:

BB - Boys V and JV Basketball
 GB - Girls V and JV Basketball
 FBB - Freshman Basketball
 WR – Wrestling
 IT – Indoor Track

*** Winter and spring sports schedules unavailable at time of printing ***

WHOM DO I CONTACT WHEN I HAVE A QUESTION?

2017-2018

Administrative Directory

STUDENT ADVISOR PROGRAM

Questions involving your child's academic, athletic, social and other school activities are often best directed first to the advisor. Each student meets several times a week with his or her advisor and this teacher should be your first contact should questions or concerns arise. The school's goal for the Student Advisor Program is to ensure that every student has at least one adult in the school that is aware of his or her particular needs and concerns, and will provide support as needed. An advisor's role includes the following:

- primary liaison to parents (day students)
- monitors academic progress for each advisee
- attends IEPs for each advisee
- serves as an advocate for advisee disciplinary issues
- monitors attendance issues for advisees
- coordinates advisee group with class activities
- oversees advisor curriculum for his/her advisees
- coordinates college and career planning with the Academic Office

HEADMASTER'S OFFICE

Christopher Hopkins, Headmaster

Cianchette Math & Science Center, 487-3593 x108:

- responsible for total school program
- support and supervision of all school employees
- responsible for the use of all space in the academic buildings on campus
- community and public relations
- coordinates all Board of Trustee activities
- direct liaison to the executive director of the Bossov Ballet Theater in conjunction with DFO
- liaison to all trustee committees
- liaison to SAD #53 Board of Directors
- coordinates strategic planning
- coordinates the Administrative Team
- member of the Weekend Master Team
- clerk of the Board of Trustees
- reports to the Board of Trustees

ACADEMIC AND CAREER PLANNING OFFICE

Heidi Cook, Dean of Academics

Academic Office, Founders Hall, 487-4453, x162:

- coordinates curriculum and instruction
- responsible for issues concerning instruction
- coordinates Academic Department Heads Team
- supports and supervises of teaching faculty
- member of the Administrative Team
- oversees instructional practices
- represents administration at IEP meetings
- coordinates professional development programs for faculty
- coordinates Day Student Advisor Program
- member of the Weekend Master Team
- oversees the Academic Technology program
- oversees Library program

Scott Giallombardo, Director of College and Career Counseling, Director of Clubs & Activities

Academic Office, Founders Hall, 487-4453, x 190

- academic scheduling
- college and career planning
- MELMAC Grant Coordinator
- Community Service Coordinator
- college application process
- reports to the Dean of Academics
- Husky Time Coordinator
- Advisor Program Coordinator

Kirsten Pomeroy, Academic Counselor

Academic Office, Founders Hall, 487-4453, x 122

- academic scheduling
- college and career planning
- 9th Grade transition specialist
- college application process
- reports to the Dean of Academics

Emily Wagner, Academic Counselor

Academic Office, Founders Hall, 487-4453, x 124

- academic scheduling
- college and career planning
- SCTC Coordinator
- college application process
- reports to the Dean of Academics
- Alternative Education Liason

Donna Cray, Registrar and Student Data Coordinator

Academic Office, Founders Hall, 487-4453, x125:

- transcripts
- student database management
- student academic records
- grade reporting

- coordinates academic / attendance software
- enrolls and withdraws students
- reports to the Dean of Academics
- coordinates faculty grading / training

STUDENT LIFE AND WELLNESS OFFICES

Tom Bertrand, Dean of Student Life

Lorine Cummings Wellness Center, Weymouth Hall, 487-3355, x220:

- monitors all disciplinary issues
- member of the Administrative Team
- chairs disciplinary hearings
- member of the Wellness Team
- support and supervision of Director of Students Affairs, and International Student Program Coordinator
- support and supervision of Dorm Directors and supervisors
- coordinator and member of Weekend Master Team
- support and supervision of School Nurse and Personal Counselor
- monitors attendance for all students
- civil rights compliance officer
- reports to the Headmaster

John Dean, Director of Student Affairs

Weymouth Hall, 487-3355, x103:

- monitors all disciplinary issues during school day
- civil rights compliance officer
- monitors attendance for all students
- member of the Administrative Team
- member of the Wellness Team
- reports to the Dean of Student Life
- Member of the Weekend Master Team

Tim Gillett, Director of Residential Life and International Programs

Weymouth Hall, 487-3355, x174:

- support of Dorm Directors and supervisors
- member of the Wellness Team
- coordinates school vehicle schedule
- boards student disciplinary issues
- coordinates boarding student travel
- reports to the Dean of Student Life
- coordinates boarding student travel
- reports to the Dean of Student Life

Rebecca Geagan, School Nurse

Lorine Cummings Wellness Center, Weymouth Hall, 487-3355, x136:

- physical health issues
- student health records
- immunizations
- reports to the Dean of Student Life
- member of the Wellness Team
-

Mimi Sorg, Personal Counselor

Lorine Cummings Wellness Center, Weymouth Hall, 487-3355, x131:

- personal and social counseling issues
- reports to the Dean of Student Life
- member of the Wellness Team

Dorm Directors:

Tamika Chisolm—Alumni Hall, 487-3355, x214
Roberta McGuire—Rowe Hall, 487-3355, x213
Meg Thompson —Manson Hall, 487-3355, x224
Open —Hurd/Nye House, 487-3355, x174

- oversight of dorms and students
- ensures 24 hour/day dorm supervision
- supports, supervises and evaluates all boarding supervisors in conjunction with Dean of Student Life
- coordinates all boarding student travel
- coordinates Wellness Instruction Program to all boarding students
- coordinates Boarding Student Advisor Program
- coordinates all boarding student activities
- ensures boarding student fulfillment of boarding curriculum
- monitors all boarding student wellness plans
- member of the Wellness Team
- reports to the Dean of Student Life

ATHLETICS AND ACTIVITIES OFFICE**Jim Leonard, Directors of Athletics**

Lorine Cummings Wellness Center, Weymouth Hall, 487-4461,

- coordinate all athletic activities
- coordinate school transportation needs
- maintain and publish school calendar
- coordinate class activities
- coordinate the Wellness Team
- support and supervise coaching and advising faculty
- reports to the Dean of Academics
- member of the Weekend Master Team

FINANCIAL AFFAIRS / HUMAN RESOURCES OFFICE

Karla Edney, Director of Finance and Operations

Founders Hall, 487-4454, x117

- coordination of budgeting
- human resource issues related to benefits
- support and supervision of maintenance, food service and information systems departments
- support and supervision of the bookstore and business office
- payroll
- coordination of facility rental
- purchasing
- coordination of all mail
- liaison to the trustee Executive, Finance, Buildings and Grounds and Investment Committees
- member of the Administrative Team
- member of the Weekend Master Team
- reports to the Headmaster

Jenny Watson, Director of Technology

JR Cianchette Hall, 487-3355, x143:

- manages all technological resources campus-wide
- supervises all information systems personnel
- coordinates staff and faculty technology training
- reports to the Director of Finance and Operations

Edward Walker, Interim-Facilities Manager

Founders Hall, 487-3355, x163:

- manages the maintenance and care of the entire campus
- supervises all maintenance employees
- reports to the Director of Finance and Operations

Bill Carr, Director of Food Services

Rowe Dining Hall, 487-3355, x120:

- provides food service for all students
- supervises all food service employees
- coordinates food service for all special functions
- reports to the Director of Finance and Operations

ADMISSION OFFICE

Clint Williams, Director of Admission

Cianchette Alumni and Development Center, 487-2282, x128:

- admission information
- campus visits
- admission travel
- support and supervision of Admission personnel
- marketing
- admission application process
- financial aid awards
- member of the Administrative Team
- member of the Weekend Master Team
- reports to the Headmaster

INSTITUTIONAL ADVANCEMENT OFFICE

OPEN, Director of Alumni and Development

Cianchette Alumni and Development Center, 487-5915, x139:

- coordinates the Annual Fund and other fundraising initiatives
- alumni database management
- publications and marketing materials
- webmaster
- campus photographer
- media relations
- alumni reunions and events
- reports to the Headmaster

Joe Roberts, Associate Director of Advancement

Cianchette Alumni and Development Center, 487-5915, x144

- coordinates the Annual Fund in conjunction with the Director of Alumni Development
- liaison to Alumni Association Executive Committee
- Class Agent Program
- reports to the Director of Alumni and Development

Maine Central Institute reserves the right to use photos, video, audio and any other recordings or representations of its students and their work in its various publications, website, and news releases. If you need more information regarding this policy, or do not want your child's photos or videos used, please contact the Director of Communication at 487-3355 x139.