

***LAKE REGION
VOCATIONAL CENTER***



2017-2018

**Student & Parent
Handbook**

**LRVC IS AN EQUAL OPPORTUNITY AND
AFFIRMATIVE ACTION INSTITUTION AND EMPLOYER**

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DIRECTOR'S MESSAGE

WELCOME to Lake Region Vocational Center!!!

Welcome to the 2017-2018 school year at Lake Region Vocational Center. The staff is ready to assist you in developing skills and attitudes which will help you enter your chosen career or move on to further education or training.

While you are a student at Lake Region Vocational Center, you will have the opportunity to:

- learn new and exciting skills
- meet students from three sending schools
- choose to join a Vocational Student Organization
- develop leadership skills
- gain employability skills
- learn through hands-on application
- try out new technology
- complete real-life projects
- develop problem-solving skills
- earn industry certifications
- earn college credit

Most importantly, you will have the opportunity to learn and have fun at the same time!

The policies and information outlined in this handbook are designed to promote the general welfare of the entire student body. This handbook is not meant to be an all inclusive list concerning a student's code of conduct.

LRVC students may be subject to all applicable rules and regulations of the sending school in addition to what is described within.

VOCATIONAL CENTER SCHEDULE

AM Session 8:15 — 10:30 AM

PM Session 11:15 — 2:00 PM

SCHOOL CANCELLATION NOTIFICATION

There is no school at Lake Region Vocational Center if sending schools (MSAD 55, MSAD 61, and MSAD 72) have cancelled classes.

LAKE REGION VOCATIONAL CENTER
1879 Roosevelt Trail (Route 302)
Naples, Me 04055

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Staff email: (firstname).(lastname)[@lakeregionschools.org](mailto:firstname.lastname@lakeregionschools.org)
For example: david.morse@lakeregionschools.org
Website: www.lakeregion.maine.cte.org

STAFF

Director	David Morse
Administrative Assistant	Lega Medcalf
Head Teacher	John Mayo
Student Services Coordinator	Walter Ridlon
<u>Teachers</u>	
Automotive Technology	Steven Christy, Instructor
Business Management	John Mayo, Instructor
Construction Technology	Russell Moores, Instructor
Cooperative Education	Colleen Nobert, Instructor
Culinary Arts	Eric Botka, Instructor
Diversified Occupations	
Sandy Arris, Lead Instructor	Robert Jensen, Ed. Tech.
Joanne Eaton, Instructor	Kevin Judkins, Ed. Tech.
Denice LeBlanc, Instructor	Shawn Rock, Ed. Tech.
	Larry Stevenson, Jr., Ed. Tech.
	Brian Woodson, Ed. Tech.
Emergency Medical Services	Allison Ross, Instructor Jason Ross, Instructor
Fire Science	Rick Shepard, Instructor
Health Occupations	Kathiann Shorey, R.N. Instructor
Law Enforcement	Shawn McDermott, Instructor
PLATO Lab	Joanne Eaton, Coordinator Brian Woodson, Facilitator

LAKE REGION VOCATIONAL CENTER

STATEMENT OF PURPOSE

Lake Region Vocational Center will provide students applied learning opportunities in their chosen occupation using a variety of teaching strategies to accommodate a wide range of learning styles. The Vocational Center is dedicated to maintaining quality programs to reflect the current needs of industry and the community. Students are encouraged to utilize their vocational education to gain immediate employment or to pursue post-secondary education/training.

The Vocational Center will:

1. Through the use of curriculum developed to business and industry standards, provide opportunities for students to achieve a high degree of competency in his/her chosen vocational program.
2. Provide leadership development opportunities for student through vocational student organizations, industry competitions, certification, and licensure.
3. Integrate occupational skills with academic knowledge and promote life-long learning through program curricula.
4. Require students to work cooperatively with classmates and co-workers to equal the norms of industry.
5. Coordinate with area industry/business to keep curriculum current with area employment needs and technological advancements through the utilization of program advisory committees.
6. Provide safety education and promote good work habits throughout the curriculum.
7. Provide opportunities for faculty, administration, parents, students, and community to participate in the planning, operation and evaluation of vocational education through advisory committees, parent conferences, open houses, and staff meetings.
8. Provide equal education opportunities to all students with emphasis placed on gender equity and the non-traditional student through special activities.
9. Strive to provide state of the art technology and equipment for our staff and students.

Adopted by SAD#61 School Board -- October, 1995

Last Revised – February, 2016

ACCIDENTS

Any accident or injury occurring during a school activity must be reported immediately to the staff member in charge. The school officials assume no responsibility for student accidents or injury. Student accident insurance is available to all students.

ADVISORY COMMITTEES

All vocational programs at LRVC utilize an Advisory Committee made up of area business people for the purpose of bringing up-to-date information and industry standards into the classroom.

AFFIRMATIVE ACTION PLAN

The Lake Region Vocational Center will comply with Title VI of the Civil Rights Act of 1964; Title IX of the 1972 Educational Amendments; Section 504 of the Rehabilitation Act of 1973; and the Vocational Amendments of 1976 (P.L. 94-482). It intends not to discriminate on the basis of race, sex, color, national origin, religion, or handicap in any of its policies providing for educational opportunities. The Affirmative Action Officer is Kirsten Goff, 939-2917.

ANIMALS IN SCHOOL

No animals will be allowed in school unless special permission is obtained from the vocational director as per MSAD61 School Board Policy.

ATTENDANCE POLICY

Lake Region Vocational Center believes that it is the joint responsibility of the school and the home to assist students in the development of responsible habits of punctuality and attendance. A student's participation in classroom activities is a vital part of his/her general education and contributes in a positive way to the learning of others. Therefore, in accordance with Maine law, the following procedures regarding attendance will be adhered to at each sending school:

Each instructor will clearly outline the program attendance policy and the consequences of not fulfilling attendance responsibilities.

I. EXCUSED ABSENCES

A. Excusable absences include the following:

1. Personal illness
2. Family emergencies
3. Professional health appointments which cannot be scheduled outside of the regular school day
4. Observance of recognized religious holidays
5. Planned absences for personal or educational purposes which have been approved in advance by the principal

B. Students who are absent from school without an excusable reason will be considered truant.

II. MAKE UP OF WORK

- A. It is the responsibility of the student who has been absent to arrange with teachers for missed work to be made up.
- B. All work must be completed by a deadline assigned by the teacher and no later than two weeks after the close of the quarter in which the absences occurred.
- C. Flagrant and or ongoing cases of class truancy will result in students receiving a zero for the work missed.

AUTOMOBILE RULES

Permission to operate and park a vehicle on school property is a privilege granted by the school authorities. To bring your vehicle, you must get a permit sticker from the Vocational office. You are to observe a 15 MPH speed limit, observe all signs and directions, and park only in an authorized student parking area designated by the vocational director. Those of you who bring a car to school must park immediately upon arrival at school.

Sacopee Valley HS and Fryeburg Academy Student Drivers

Students from Sacopee Valley and Fryeburg Academy requesting permission to drive to LRVC must:

- bring in written permission from parents and sending school officials.
- have permission to allow passengers in his/her vehicle.
- have written parental permission to ride with others.

All written permission must be on file in the Vocational Office and all vehicles must display a parking sticker in the **lower right corner of the rear window**. This sticker may be obtained through the vocational office. Any violation will result in loss of driving privileges to the center.

Lake Region High School sending students must obtain parking stickers from the LRHS assistant principal's office, and park their vehicles at the LRHS end of the facility.

The new parking lot in the front of the building is for staff, visitors, and for student drop off ONLY. The original driveway, along the front of the building, is for buses ONLY. If a student is being dropped off or picked up, please use the new driveway.

Any student who does not follow student driver rules or is observed as driving unsafely will be subject to loss of his/her driving privilege.

AWARDS

A variety of academic and vocational awards are given by Lake Region Vocational Center. Individual teachers determine the recipients of the award given by the Center. These awards will be presented at a special awards ceremony at the end of the school year.

BULLYING

Lake Region Vocational Center believes that all students have a right to a safe and healthy school environment that promotes respect. A student shall not make threats, spread rumors, attack someone physically or verbally, or exclude someone from a group on purpose.

BUS ARRIVAL AND DEPARTURE AREAS

If you arrive early for class or are waiting for the bus to return to your home school, wait in your vocational classroom if the teacher is present, in the vocational front lobby, or in the area adjacent to the Director's office. You must have permission from instructors to go to other areas of the Vocational Center or attached High School.

BUS REGULATIONS

Students attending the Center will abide by the regulations of the sending school providing bus transportation. All students should familiarize themselves with these regulations.

CELL PHONES

Cell phones/pagers are to be shut off during class time to avoid any interruptions in instruction. Failure to comply will result in confiscation of the phone.

If an administrator has reasonable suspicion that a student's computer, personal phone, or any personal electronic device contains nudity and/or pornography, he or she does have the right to confiscate and view that electronic device. Please note that school administrators do not have the same restrictions as law enforcement in these situations. Should illegal material be discovered during such an investigation, law enforcement officials will be notified.

CHANGING YOUR SCHEDULE

If you wish to change your schedule, you will need to make an appointment with your sending school guidance office.

COURSE CREDIT

All courses must be successfully completed before any credit can be awarded. **No partial credit will be granted unless approved by the instructor and administration prior to the commencement of the course.**

DIGITAL CITIZENSHIP

MSAD 61's computers, network, and internet services are provided for educational purposes and research consistent with the District's educational mission whether on or off school property. Students may not access or post abusive, vulgar, sexually explicit or suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages. Students may not copy, download, or share any type of copyrighted material without the owner or Technology Coordinator's permission. Violators will lose technology privileges which may result in dismissal from Lake Region Vocational Center.

DRESS CODE

The Appropriate Dress Policy is an important component of learning in M.S.A.D. #61. It will prepare students to successfully enter the work force and/or continue their education. Inappropriate attire that is prohibited includes, but is not limited to, the following:

- Clothing that distracts from the learning process or educational environment.
- Midriffs, spaghetti straps and halter tops.
- Clothing that does not cover undergarments when standing, sitting, or bending.
- Clothing that promotes or encourages profanity, drugs, alcohol or tobacco, violence, pornography or racial intolerance.
- Large, heavy chains.
- Hats/caps/sunglasses worn inside buildings except where there are specific instructional, safety, religious, or medical reasons.

A student with inappropriate clothing will be directed to change and parents/guardians will be notified. Students refusing to comply will be considered insubordinate and disciplined accordingly.

DRUGS AND ALCOHOL

Lake Region Vocational Center recognizes that the use of alcohol and drugs is a significant health and safety problem and results in negative effects on behavior, learning, and general development. The use, possession, and trafficking of alcohol, drugs and drug paraphernalia by any one on school property or during a school sponsored activity is prohibited.

EMERGENCY RESPONSE PLAN

SAD#61 has a coordinated Emergency Response Plan in place to cover emergency situations. Periodically throughout the school year, practice drills will be held in both building evacuation and lockdown situations.

EXIT PROCEDURE IN CASE OF EMERGENCY

Soon after school starts, each student will learn the emergency exit procedures which will be posted in every room. Should it become necessary to evacuate the building, students should stay a safe distance from the building and out of the way of emergency vehicles. After evacuation, notification by the public address system will explain the nature of the alert and give any necessary instructions. Quiet and orderly conduct is a must for all drills. When the fire alarm sounds, **EVERYONE MUST LEAVE THE BUILDING** and remain with their class until instructed otherwise. The signal to return will be three rings of the bell.

EXTRA HELP

Lake Region Vocational Center teachers will be available for extra help any day of the week when prior arrangements have been made. It is the student's responsibility to arrange for help with specific teachers.

FBLA - Future Business Leaders of America

Future Business Leaders of America (FBLA) is a Vocational Student Organization for students enrolled in a business education course. Students will develop leadership skills while participating in chapter activities and competitions.

FIELD TRIPS

Students may occasionally participate in field trips. These trips will be arranged by the Lake Region Vocational Center staff and will be supervised. Any parent who does not want their child participating in field trips needs to notify the school in writing.

GRADING SYSTEM

The school year is divided into four quarters of approximately nine or ten weeks each. At the end of the quarter, rank cards are issued for the purpose of informing you and your parents/guardian of the progress being made in each subject. Your grade will be determined using industry standards.

Lake Region Vocational Center uses a numerical grading system with grades of 0-100. For purposes of comparison to a letter grade system, the following standards apply:

A - 93-100	I - Incomplete
B - 85-92	P - Passing
C - 76-84	WF - Withdrew Failing
D - 70-75	WP - Withdrew Passing
F - Below 70	

GUESTS

Students are required to obtain prior permission (at least one day in advance) from the vocational office and instructor in order to have guests visit school.

GUIDANCE SERVICES

Guidance services are available to all students through his/her sending school guidance department.

ILLEGAL STUDENT ACTIVITY

All students should be aware that any illegal actions on their part will result in the information and the individual being turned over to the police with a request for court action. The school officials will take very serious disciplinary action against those students involved in illegal activities.

INSURANCE

It is recommended that all students carry the student insurance or have a comparable type. The accident coverage, while not complete in coverage, gives substantial aid in injury cases. All accidents and injuries must be reported immediately to the teacher in charge.

INTERNET ACCESS

Before students may access the Internet on any LRVC computer, an Internet Access Form must be signed by the student and the student's parent. Forms are available with each instructor. Privileges may be revoked as per school board policy for failure to comply to the rules.

ISSUED EQUIPMENT

You may be issued tools/equipment for use in class for a specified period of time. You will be responsible for maintaining these items in the same condition as when received. All equipment is to be returned upon notice by the teacher. You will be charged for lost or damaged tools/equipment.

LIBRARY

The Lake Region High School Library has a large collection of books and periodicals of all types and subjects and is available to all LRVC students. In order to visit the library, students must obtain permission from the teacher to whom they are assigned. Each vocational program has a collection of related books and periodicals in the classroom that your teacher may sign out to you.

LOCKERS

Students may be assigned a locker in the vocational classroom and will be held responsible for that locker during the school year. Combination locks are part of each locker. Only school locks are to be placed on the lockers. There are to be no decals pasted on the lockers. Students will be assessed for any damage. All lockers must be emptied each year before the close of school.

Students arriving by bus may request a locker for coats and belongings separate from the classroom with the vocational center secretary.

The school reserves the right to inspect any locker if necessary to maintain the integrity of the school environment and to protect the other students.

LOITERING

There is to be no loitering in the corridors during the school day. Special permission must be obtained to remain in the school building after school hours unless you are scheduled for an extra curricular activity or extra help and/or makeup.

LOST AND FOUND

Found articles will be turned in to the Vocational Office for students to claim. Articles found on the buses will be kept in the transportation supervisor's office.

NO SCHOOL ANNOUNCEMENT

The "No School" decision is made at the discretion of the SAD#61 Superintendent of Schools and is announced electronically to the contact information on file with LRVC and on local television and radio stations in the morning. If your home school has no school due to weather conditions, no transportation to LRVC will be provided.

NON-DISCRIMINATION POLICY

It is the policy of Lake Region Vocational Center not to discriminate unlawfully on the basis of race, religion, national origin, sex or handicap and to comply with Section 504 of the Rehabilitation Act of 1973. Programs and procedures shall be reviewed regularly to assure that equal access and equal opportunity are afforded to students, employees, parents, and the general public (see our website's home page www.lakeregion.maine.cte.org for the entire policy).

PERSONAL ELECTRONIC DEVICES

The use of personal electronic devices in the classroom will be at the discretion of the teacher. These devices include but are not limited to: IPODs, MP3 Players, CD Players or other devices attached to ear devices.

PERSONAL PROPERTY

Students should be aware that LRVC takes no responsibility for personal property that is brought to school by students. Please take proper precautions to see that your locker is locked (if provided) and that only you have the combination.

POST-GRADUATE STUDENTS

Post-graduate students' enrollment at LRVC is based on the availability of space.

PROGRESS REPORTS

Progress reports will be sent home at the mid-point of each quarter or at other appropriate times. These reports are to inform you and your parents of your progress in your vocational program.

REPORT CARDS

Report cards will be issued quarterly. The report card does not need to be returned.

RESTROOM ETIQUETTE

While attending LRVC you are welcome to use the restrooms as you would in any business environment. This means, before class, during breaks and after class.

SAFETY STANDARDS

Students at LRVC must follow safety standards that are in keeping with cleanliness, neatness, hygiene and attire which are appropriate for classroom activity and also meet industry standards.

SENDING SCHOOLS

LRVC serves students from: Sacopec Valley High School -- SAD#55; Lake Region High School -- SAD#61; Fryeburg Academy -- SAD#72.

SCHOLARSHIPS

LRVC is able to offer a variety of scholarships upon graduation. Most are for general distribution, but some are awarded to specific vocations, according to the benefactor's guidelines. We encourage all LRVC seniors to apply for these funds.

SCHOOL AND STUDENT PROPERTY

Defacing school property will not be tolerated. An accurate record of the condition of all textbooks and tools issued is maintained and you will be assessed the cost of replacement if destroyed or lost. Please respect other people's property.

SCHOOL RECORDS

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

SkillsUSA

SkillsUSA is a national organization for students in the trade, industrial, technical and health occupations programs in vocational schools and colleges. The club is designed to give students the tools for developing good leadership skills, competition awareness, and to bridge the gap between vocational students and industry.

SMOKING REGULATIONS

The SAD#61 School Board forbids student smoking or carrying tobacco products on school property at any time. Students found using or in possession of tobacco products on school property will be subject to disciplinary action and if under the age of eighteen, will be reported to the appropriate law enforcement agency.

STUDENT BEHAVIOR

One purpose of LRVC is to teach professional work ethic, to ensure successful employment after graduation. Students are expected to dress, act and speak in a manner appropriate to the work place of their chosen vocation.

STUDENT OF THE MONTH

Each month the LRVC staff selects a Student of the Month, chosen from students nominated by their instructors. The SOM will be presented with a savings bond at a dinner held in their honor, as well as a SOM poster displayed in the LRVC "Hall of Fame", and the LRVC web site. Every June, a Student of the Year is chosen from the students of the month for that year. This award is sponsored by the local Masons Organization.

STUDENT ORGANIZATIONS

All students at LRVC are encouraged to join a student organization. These organizations include:

- FBLA -- Future Business Leaders of America
- SkillsUSA

TELEPHONE

A telephone is available in the Office and may be used with permission of the vocational director or secretary.

TEXTBOOKS

Students may be issued a textbook in good condition in their vocational class. The student is **responsible** for maintaining the book in the same condition as when received. All textbooks should be covered as soon as possible. Books are to be returned at the end of the course.

VISITORS

All visitors to the school **MUST** check in at the Vocational Director's Office and receive permission to enter a program area.

VSAT (Vocational Student Assistance Team)

The VSAT is a group of concerned school staff committed to offering support and recommending alternatives and resources for students who are identified as being "at risk." As a group, they will provide resources that will enable students to better manage their lives and make our school and community a healthier place to learn.

"At risk" issues include: absenteeism and truancy; student alcohol/drug use, abuse and dependency; parental alcohol/drug abuse; and self-destructive behaviors such as self injuries and injury to others.

WEAPONS

Students are prohibited from possessing and/or using articles commonly used or designed to inflict bodily harm and/or threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to firearms, metal knuckles, daggers, spring blade knives, air guns, stun guns, and devices intended to injure a person by an electric shock.