

# **Student & Parent Handbook**



## **LAKE REGION VOCATIONAL CENTER**

**2019-2020**

**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 2019-2020 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.

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### **VOCATIONAL CENTER SCHEDULE**

AM Session 8:15 — 10:30 AM

PM Session 11:15 — 2:00 PM

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### **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**

**Telephone: 207-693-3864 (Direct Line)**  
**693-6221-Ext. 244 or 647-3581-Ext. 244**  
**Fax: 207-647-9602**

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

**STAFF**

**Director**

David Morse

**Administrative Assistant**

Lega Medcalf

**Student Services Coordinator**

Walter Ridlon

**Instructors**

**Advanced Technologies**

David Rathbone, Instructor

**Automotive Technology**

Steven Christy, Instructor

**Construction Technology**

Russell Moores, Instructor

**Cooperative Education**

Colleen Nobert, Instructor

**Culinary Arts**

Eric Botka, Instructor

**Diversified Occupations**

Sandy Arris, Lead Instructor  
Ralph Caron, Instructor  
Joanne Eaton, Instructor

Robert Jensen, Ed. Tech.  
Kevin Judkins, Ed. Tech.  
Ed Rock, Ed. Tech.  
Shawn Rock, Ed. Tech.  
Larry Stevenson, Jr., Ed. Tech.  
Brian Woodson, Ed. Tech.

**Early Childhood Occupations**

Pam Caron, 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 Madelyn Litz, 627-4291.

## **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. Performance in the classroom and lab is a vital component of each student's program and is very difficult to make up. Therefore, the following procedures will be adhered to:

1. Unexcused absences (includes suspensions) will impact the student's grade. Either one point will be deducted from the quarter grade for each absence, or a grade of zero will be averaged in to a daily grade, depending on which program the student is enrolled in. Excused absences will not impact a student's grade.
2. Students who are absent (whether excused or unexcused) more than three class periods in a quarter will be dismissed from the program.
  - a. Students may make-up a missed day by making arrangements with their teacher to either complete missed work, or to stay after school to catch-up, or to complete a home or community assignment.
  - b. Students may make-up a maximum of six days per school year, and they must be completed before missing the third day of a quarter.
  - c. It is the student's responsibility to approach teachers to make-up days. This is not the teacher's or the school's responsibility.

Excused Absences (no impact to student's grade):

1. Personal illness
2. Appointment with a health professional that cannot be scheduled outside the school day
3. Observance of recognized religious holidays
4. Family emergency
5. Planned absence for a personal or educational purpose that has been approved by the principal.

We realize planned family vacations can be of educational value, and the absences can be considered excused (no impact to student's grade) if the following conditions are met:

Option 1:

1. The parent/guardian explains the educational value of the trip
2. Evidence of the learning is presented upon returning to school. Suggestions for evidence include: written and/or visual journal, brochures from a museum, national park, historic site, monument, etc.

Option 2:

1. The parent/guardian explains the educational value of the trip
2. Student collects assignments from teachers prior to vacation
3. Student turns in all work to teachers within two days of their return to school.

These two options can count towards a student making-up missed days.

We ask parents to schedule these trips during the three vacation weeks provided in the school calendar. Parents/guardians wishing to take their children on a vacation when school is in session must complete the Student Vacation Form, which is available on the school and district websites and in the Vocational Center main office.

\*Please note that the Health Occupations and Co-op programs have attendance requirements that supercede this attendance policy.

### **AUTOMOBILE RULES**

Permission to operate and park a vehicle on school property is a privilege granted by the school authorities. 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.

**To drive your vehicle, you must have a permit sticker** that is displayed in the lower right corner of the rear window.

If you are a [Lake Region High School](#) student driver, get your permit sticker from Lake Region High School's Athletic Office and park at the LRHS end of the building.

If you are driving from [Sacopec High School](#) or [Fryeburg Academy](#) you must pick-up a LRVC application from the LRVC Office and bring in the LRVC application with signatures of parent/guardian and sending school official.

Sending schools are ultimately responsible for providing safe transportation of students to the Vocational Center. LRVC does not permit students to drive to the Vocational Center or to ride with other students unless students first obtain permission through their sending school. Sending schools will be notified of students who drive to LRVC without permission, as LRVC staff learn of such situations.

### **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 or in the vocational front lobby. 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.

- Midribs, 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.

### **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	

### **GRIEVANCE**

Decisions made by school personnel which students believe are either unfair, or are in violation of their rights or school policy, may be appealed. The appeal procedure will include appropriate lines of communication, adherence to a time line, and procedural steps.

### **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 classroom and will be held responsible for that locker during the school year. Only school locks are to be placed on the lockers. There are to be no decals pasted on the lockers. All lockers must be emptied each year before the close of school. The school reserves the right to inspect any locker to maintain the safety of the school environment and to protect 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.

## **MEDICAL ISSUES**

Parents/Guardians are asked to notify the nurse or school when their student has a specific and ongoing medical issue (asthma, diabetes, allergic reactions, bee sting allergies, etc.), so that a specific plan can be established for safety.

Temporary medical concerns such as head lice, chicken pox, and incidence of communicable (contagious) diseases must be reported as well.

## **MEDICATION**

Whenever possible, medication should be administered at home before and after school hours. For the protection of students and staff, administering medication at school by the nurse is only allowed when it is part of a physician's/dentist's plan of care and when there is no satisfactory alternative. Students shall not be permitted to carry or self-administer prescription or over-the-counter medication except under special circumstances as requested and prescribed by the student's physician (such as in the case of responsible, adequately instructed asthmatic/allergic student given permission to carry an inhaler and self-medicate). If medication is to be administered during school hours, the parent/guardian must make an appointment to meet with the school nurse in person.

## **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](http://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 and 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 are mailed home each quarter. 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: Sacopee Valley High School; Lake Region High School; Fryeburg Academy; Sacopee Valley Middle School; Lake Region Middle School; Molly Ockett Middle School.

### **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.

### **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 twenty-one, will be reported to the appropriate law enforcement agency.

### **STUDENT BEHAVIOR**

One purpose of LRVC is to teach professional work ethic and 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. This award is sponsored by the local Masons organization.

### **STUDENT ORGANIZATIONS-SkillsUSA**

All students at LRVC are encouraged to join 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.

### **TELEPHONES**

A Telephone are available in the office and may be used with the permission of the vocational director, secretary, or instructor.

### **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.