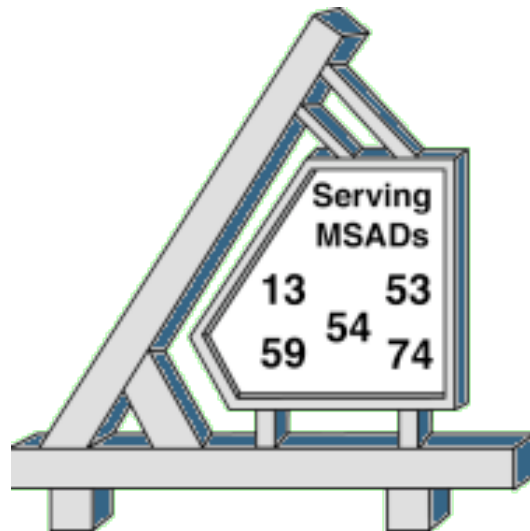


# SKOWHEGAN



REGIONAL VOCATIONAL  
CENTER

**STUDENT HANDBOOK**

2008 - 2009

“Learning to Work, Working to Learn in our Communities”

# **SKOWHEGAN REGIONAL VOCATIONAL CENTER**

## **PHILOSOPHY**

We believe that the mission of Skowhegan Regional Vocational Center is to provide students with programs and services that build upon academic skills to develop employment and career related competencies. We believe that curriculum and instruction must reflect our conviction that each person has unique abilities and interests that must be recognized and developed. We believe that our programs develop skills, positive attitudes, and work ethics that prepare students for careers and continued education.

## **ONGOING GOALS**

OUR SCHOOL WILL:

1. Develop the highest degree of occupational skill competency possible in each student.
2. Build self-esteem by teaching responsibility, to prepare students to confidently make sound decisions.
3. Instill in each student a sense of pride, quality of work and professionalism.
4. Provide instruction in effective, collaborative and cooperative work skills.
5. Integrate occupational, academic, and literacy skills while promote life-long learning.
6. Provide safety education and instill good work habits in students.
7. Provide quality instruction reflecting up-to-date industry standards and reinforcing the State's Learning Results in our curriculum.
8. Provide counseling and support to assist students with personal, educational and vocational development.
9. Provide equal opportunity for all students.
10. Involve students, faculty, administration, advisory board, parents and community in evaluation and planning at Skowhegan Regional Vocational Center.
11. Work cooperatively with area employers to keep our programs abreast with the technology and personnel needs of the local job market.
12. Conduct follow-up placement and employment surveys of our graduates.

# Programs and Personnel

<b>Automotive Technology</b>	William Longmuir
<b>Education Technician</b>	Michael Baker
<b>Carpentry</b>	Richard Tessier
<b>Education Technician</b>	Michael Jones
<b>Cooperative Education</b>	Rudy Charrier
	Kevin Withee
<b>Digital Graphic Arts</b>	Robert Gauvin
<b>Electrical Construction</b>	Eric Sylvain
<b>Food Service</b>	Lana Swett
<b>Education Technician</b>	Janelle Saucier
<b>Health Care Careers</b>	Alaine Roselle
<b>Clinical Supervisor</b>	Evelyn Chase
<b>Information Systems Technology</b>	Sharon Lambert
<b>Teacher Assistant</b>	Jon Hogate
<b>Outdoor Resources</b>	William Houston, Jr.

## ***Administration***

<b>Director</b>	David Keaton
<b>Secretary</b>	Janie Libby
<b>Student Services Coordinator</b>	Ann Thiboutot
<b>Custodian</b>	Dawn Magee

**AN INTEGRAL PART OF VOCATIONAL EDUCATION IS TO PROVIDE PROGRAMS THAT MODEL REAL WORKPLACE EXPERIENCES. ONE OF THE MOST REQUESTED CHARACTERISTICS OF AN EFFECTIVE EMPLOYEE IS THAT THEY BE DEPENDABLE. TO VALUE AND PROMOTE THIS IN OUR STUDENTS WE HAVE ESTABLISHED THE FOLLOWING EXPECTATIONS AND PROCEDURES.**

### **Definitions**

**Absent:** Not present for student day (see below).

**Attendance Day:** Student's home school is in session and students are bussed to the Center. The student's home school determines schedules for attendance and cancellation. This is determined by district calendars and situations that arise such as weather or special events that cause school day changes.

**Non-Attendance Day:** Days that the Center is open and the students home school does not send students.

**School Related Activity:** Students not in attendance due to field trips, sports or other events directly related to the school program provided the student gives the Vocational Program Instructor prior notice.

**Make Up:** Work required to compensate for being absent.

### **Dismissal and Arrival**

Upon arrival at the Center students are to report directly to their vocational program. When Instructors are not present, students arriving from Carrabec, Madison, MCI and Valley High Schools or awaiting departure during vocational instructor lunch 10:55 to 11:20 are to wait in the vocational lobby, the hallway adjacent to the Vocational Office or the conference room. Students are not allowed to leave the building or wander to the high school area without a pass and must conduct themselves in an orderly manner. Skowhegan Area High School students are to be in scheduled classes or lunch until reporting to class. Bus students are not dismissed from school until they arrive at their sending high school.

## **Early Dismissal and Late Arrival**

Students are expected to arrive and leave at scheduled times. Change from this requires prior documented permission from parents/guardians, high school and vocational administration. Upon late arrival or prior to early dismissal from vocational programs, students will provide the vocational instructor and the vocational office written permission. Emergency dismissal from vocational programs will require direct parent and/or high school contact and will be allowed in extreme cases only. Instructors will document early dismissal and late departures. Excessive incidents or time lost will result in disciplinary action.

## **Attendance Make Up Procedures**

Attendance and make up is the student's responsibility. Students will be expected to complete make up work for the day(s) missed. The Center will send letters of concern at the time students have failed to complete make up. Each separate program attempts to simulate the real work environment of that occupational area. Therefore there may be "set" expectations of class participation that are unique and independent of other programs. Each instructor will provide to their students written expectations as part of the course syllabus, which will lead to the student's success in their chosen career pathway. It is important for students to keep in mind that receiving a grade of 70 is minimal for credits but not a teacher recommendation. For employment, grades of 85 or better are the norm.

Since the Vocational Center and sending high schools operate on different day/block schedules, attendance and credit status issues may arise. Never give up talking to someone about any concerns. Your instructor, the Student Services Coordinator, and the SRVC director are all interested in your success.

## **Grading and Credits**

Students that fail to complete regular assignments and make up work for more than four dates absent may be assigned a failing grade for the marking quarter. The failing grade will be 55 if the home school's passing grade is 60 and 65 if the home school's passing grade is 70. Credits are awarded by the sending high schools based on grades reported to them from SRVC.

### **Student Recognition and Awards**

The SRVC staff is committed to expecting the best from its students. We believe that hard work, team work and positive attitudes should be promoted and recognized. During the course of the school year, deserving students are given certificates for the following:

Student Leadership – program representative

Program leader: Diligence

Resourcefulness

Dependability

Interpersonal Skills

Community Service

Time and Effort

Skills Showcase Participation/Demonstration

Competency Certificate upon completion of program

Scholarships and tool awards, and plaques for two-year perfect attendance are awarded upon completion of a program.

### **Student Portfolios**

The development of a career and employment preparation portfolio is an integral part of all SRVC programs. Student knowledge, skills, and work ethic are well documented. Notebooks, tabs, sheet protectors, certificates, and other supplies are purchased each year to assist our students in organizing their professional record of career development. Students will be expected to produce a product that will aid them in their career pursuits for years to come. A well-developed portfolio has been a source of pride for many students as they applied for employment or post-secondary education.

## **Student Rights**

Skowhegan Regional Vocational Center is a choice school. Many students have selected to attend the Center for the purpose of preparing for their future, by working and learning in specific occupational areas. Each and every student is entitled to work and learn in a class that is safe and free from disruptive and harassing behavior. If we are to work as a team, each of you has a responsibility to notify the Director or the Student Services Coordinator of any difficulties.

## **Behavior Expectations**

Students are expected to act in a mature and respectful manner at all times. A high level of respect for all people and property must be displayed by our students within and in association with our school. Students are to refrain from illegal, harmful or disruptive activity such as profanity, verbal abuse, harassment, violence, substance abuse, creating a disturbance, i.e. bomb threat, pulling a fire alarm, etc., possession of weapons, improper use of tools, equipment and motor vehicles. Incidents of unacceptable behavior will be addressed on both the educational and legal level. The appropriate authorities will be involved at all levels of addressing unacceptable behavior. Skowhegan Regional Vocational Center and MSAD #54 have a zero tolerance policy on firearms and other weapons. Possession of firearms on school property or bomb threats will result in expulsion by the Board of Directors. Costs incurred due to the closing of school will be pursued through legal channels.

## **Building Evacuations**

In the event that the Center must be evacuated, all students will be told (if possible) to take their coats and belongings and leave the building. All students must go as a class with their instructor/Center staff to the Community Center for further instructions. After attendance has been taken, all non-district students will report to Darcy, the SRVC secretary to prepare for bus transportation back to the sending school.

## **Discipline**

Discipline for improper behavior while attending Skowhegan Regional Vocational Center will be handled first by the instructor in the classroom then, if necessary, by the Vocational Director. Each program instructor will convey to their students the class/lab rules and expectations, which are conducive to learning and working together.

The level of response to a particular behavior will depend on the gravity of the situation.

**Minor Infractions** will be corrected with *verbal direction* to change behaviors and clarification of expectations. Repeated verbal corrections will be accompanied by *written documentation and communication* to parents and/or guardians and home school personnel.

Non response to verbal and written behavior correction will result in a *student, parent and school personnel* conference. The Center may call such a meeting at which time it is felt that the behaviors are having an adverse effect on the students' or others' experience at the Center.

Student/Parent/School Personnel conferences will result in a clear *performance agreement* for the student. The performance agreement will establish *probationary status and include a home school plan* to accommodate the student's removal from the Center Program.

## **Student Visitors**

Students who wish to sponsor a friend's visit to class must make prior arrangements with the Director's office. Instructors whose classes will be visited must be notified ahead of time; all such visits are subject to Instructor approval. Visitors and their sponsoring students should check in with the Director's office on the morning of the visit to confirm the visitor's schedule.

## **Insurance**

Individual accident insurance is the responsibility of each student and may be obtained either through the high school's "school insurance"

or through personal family insurance policies. Individual accident insurance is highly recommended due to the nature of the applied learning activities that occur at the Center.

### **Lockers/Valuables**

Lockers are the property of the school and as such, are available to proper authorities for inspection. Private locks are not to be used. The students are responsible for their personal property being lost, stolen or damaged.

### **Emergency Information Cards**

*Note to Parents and Guardians: If there is a court order that relates to the custody of your child, please provide a copy to the Vocational Director so that it can be included in your son's or daughter's file.*

The Center requires all students at the start of each year to complete and submit to the instructor an emergency card. These provide us with essential information about the student and methods to contact people when necessary. It is important that students maintain the accuracy of these cards. Changes in the information are to be provided to the Center office. Failure to complete and maintain the accuracy of all areas of the card submitted to the Center may result in the student being dismissed from the program.

### **Safety Equipment and Procedures**

Students are provided with proper training and equipment prior to performing any work or operation in vocational programs. Students are not to perform any work or operation without proper training provided by the program instructor. Appropriate safety equipment and procedures must be used at all times. Failure to demonstrate the ability to learn to properly use personal protective equipment and procedures will result in changes in the student's program. OSHA 1910.132(f)(1. through 4.)

## **Program Changes**

Occasionally students find it necessary to change their program and schedule. Changes are to be made with the assistance of the vocational instructor, high school guidance counselor and vocational student services personnel. Students are to continue with their current schedule until official changes have been made.

## **Transportation to and from the Center**

*Carrabec, Madison, MCI, Upper Kennebec Valley High School  
Students*

Students are to ride the bus from the home high school to and from the Center. Any change in this must meet the prior approval of the high school and the Vocational Center. Approval must be in writing and forms are available in the vocational office. Permission to use alternative transportation will be for the driver of the vehicle only. No students are allowed to be passengers in vehicles used as transportation to or from the Vocational Center.

## **Operating and Parking Vehicles on SAD #54 Property**

Cooperative Education, Health Occupations and occasionally other programs schedule work experience at sites other than the Vocational Center. When these sites are arranged for individuals and not the whole class the following conditions must be met. The student will provide and be responsible for their own transportation, the student will attend scheduled high school and vocational classes and will follow all workplace and school policies during the session. Failure to meet these requirements will result in termination of the off site schedule. When the work or visit site is an expectation of the whole class on a temporary basis the Instructor will arrange for transportation and monitor the work of the students.

## **Notification of Rights**

Maine School Administrative District #54 (MSAD #54) does not discriminate on the basis of race, color, national origin, disability, sex or age in admission to, access to, treatment in, or employment in its

services, programs and activities. The person(s) identified below has (have) been designated to address inquires regarding MSAD #54 Public School's nondiscrimination policies.

Andrew McAuliff  
Assistant Superintendent/Affirmative Action Coordinator  
MSAD #54  
196 West Front Street  
Skowhegan, ME 04976  
(207) 474-9508

Inquires concerning the application of MSAD #54's Public School's nondiscrimination policies may also be referred to the Maine Department of Education at 287-5841, or the US Department of Education, Office for Civil Rights (OCR), John W. McCormack Post Office and Court House, Boston, MA 02109-4557, telephone (617) 223-9662, TTY (617) 223-9695.

### **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Skowhegan Regional Vocational Center to amend a record that they believe is

inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request or amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without request to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the US Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
US Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605