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**STUDENT/PARENT HANDBOOK**

**2016-2017**

***Director:* David Warrender**

***CTE Coordinator:* Paul Robdau**

***Support Services Coordinator:* Tina Woodbury**

***Career Support Specialist:* Sharon De La Vergne**

**26 Dewey Street**

**Laconia, NH 03246**

**Tel: 528-8693 Fax: 524-5711**

**www.huottech.org**

Dear Student,

It is with great pleasure that we welcome you to the **Huot Technical Center**. You have chosen to take advantage of a tremendous opportunity that will develop your career and technical interests and abilities. We believe you will build a solid foundation to future success for the pursuit of both post-secondary opportunities and future employment.

We hope this guide will assist you to know and understand your career and technical center. It is important to take the time to read and review it thoroughly and periodically so that your participation will meet the standards expected of you from your fellow students, teachers and administration.

We ask that you become involved in the Center. Take the opportunity to be part of our activities and events. Participate in *Project Running Start* college courses if available. Become active with community service events.

We believe we can help you **LEAD THE WAY TO COLLEGE and CAREER SUCCESS** and make your experiences at the Huot Technical Center fulfilling so that they meet your career goals.

**INTRODUCTION**

The Huot Technical Center is open to students of the Lakes Region to provide career and technical education for students from many surrounding towns. Students from Belmont High School, Franklin High School, Gilford High School, Inter-Lakes High School, Laconia High School, and Winnisquam Regional High School attend classes at the Center in Automotive Technology, Bio-Medical Technology, Building Construction, Principles of Management, Careers in Education, Principles of Finance, Culinary Arts, Health Science & Technology, Manufacturing Engineering Technology, Digital Media Arts, Plumbing, Heating and HVAC, Pre-Engineering, Law Enforcement, and Hospitality and Marketing. Students taking career and technical education programs ordinarily make a two-year commitment to complete a program of study that will provide the basic experiences which provide entry into a highly competitive job market requiring technical skills, and help lead to successful post-secondary educational opportunities.

We strongly encourage and support your efforts to explore programs of interest, develop non-traditional career interests, and maximize your learning opportunity!

In addition to the policies set forth in this handbook, students are expected to follow all Laconia School District Policies.

REGULAR TIME SCHEDULE

Block 1 7:30 – 9:00

**Block 2**   **9:02 – 10:31**  **First Class**

**Block 3**  **10:34 – 12:03 Second Class**

Period 3 Lunch)

 **Block 4** **12:31 – 2:00 Third Class**

***2 HOUR DELAYED OPENING* (Snow Days)**

Block 1 9:30 – 10:29

**Block 2 10:32 - 11:31 First Class**

**Block 3 11:34 - 12:33 Second Class**

Period 3 (Lunch)

**Block 4 1:04 – 2:00 Third Class**

###### ADMINISTRATION, OFFICE & SUPPORT SERVICES

www.huottech.org

#### (Main Telephone: 528-8693)

**Note:** All emails follow the format of *(first initial and last name)@laconiaschools.org*

**David Warrender** ext. 5001 Director

**Paul Robdau** ext. 5002 CTE Coordinator

**Tina Woodbury** ext. 5011 Support Services Coordinator

**Sharon De La Vergne** ext. 5003 Career Support Specialist

**Marie Bolduc** ext. 5000 Technical Center Administrative Asst.

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| --- | --- |
| **Automotive Technology**Steve Clavett, ext. 4829Geremy Annis, ext. 4829**Bio-Medical Technology**Ivy Leavitt-Carlson, ext. 4904**Building Construction**Matt Towle, ext. 4826**Business and Finance**Jannine Farrar, ext. 5008**Careers in Education**Patti Hines, ext. 5008**Culinary Arts**Jack Aldrich, ext. 5004Kristen Chiodini | **Health Science Academy**Gina McGuire, ext. 5009Carolyn Muniz, ext. 5021Cheryl O’Reilly, ext. 5009**Law Enforcement**Capt. William Clary, ext. 5018**Digital Media Arts**Ray Sleeper, ext. 5010**Manufacturing Engineering Tech. Pre-Engineering**Ken Martin, ext. 4836Bill Giles, ext. 4836**Plumbing, Heating and HVAC**Mike Schofield, ext. 4816 |

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#### ATTENDANCE POLICY FOR CREDIT and GRADING

#### Absence from class has a negative effect on students and their grades and is VERY important to our programs. The absence limit for full year courses is sixteen days and for semester courses is eight days. After reaching the limit of absences for any course, the student will not receive credit for the course pending an appeal process. Both excused(parent called-in to sending high school) *and* unexcused absences count toward this limit.

The following are considered *waived* or *exempt* absences and will not count against the student in regard to the attendance policy. Other extenuating circumstances affecting attendance will be considered and approved on a case-by-case basis or at the appeal process:

1. Sending School Mandated Events – Any day a student is **required** to be out by their sending school. Sending school confirmation required.
2. Bereavement – Confirmed by a parent note or phone call.
3. Religious Requirements - Confirmed by a parent note or phone call.
4. Court Appointments – Confirmed by written court documentation.
5. Guidance and/or special education meetings- Confirmed by the counselor or case manager.
6. Doctor’s note for an absence
7. Optional Sending School Activities - Field trips, carnival days and similar optional activities will be waived for students currently passing their HTC program and who are not already over the attendance limit. Sending school confirmation required.

Absence Limit:Students who enroll in the Huot Center during the school year will have their absence limit made proportional to their time enrolled. Students at risk of losing credit will remain in class until the end of the semester/year and will be responsible for the same high expectations of behavior and academic performance. *Attendance is also taken into consideration when evaluating a student’s Career and College Readiness (30% of grade).*

**It is the student’s responsibility to request and make-up all work in a timely fashion.** Students who have exceeded the absence limit will also need to make up classroom time through the credit appeal process. Students who are unexcused tardy, cutting class or truant from school will not have the right to receive credit for missed work.

The Huot Center will make every effort to inform parents when their child is nearing the absence limit. However, attendance issues can develop quickly and parents should regularly check **our digital gradebook** to monitor their child’s progress and attendance. When a student nears the absence limit for a course, a formal letter will be sent home explaining the appeal process for regaining credit.

**Please contact the Huot Center office directly at 528-8693 should you move or change your phone number.**

*Appeal Process:**Students who exceed the absence limit will be notified by letter or verbally if no current mailing address is on file. It is the responsibility of the student to schedule an appeal meeting with HTC Administration within 15 days of receiving this notification. Only the administration has authority to award or deny course credit. Some students may be excluded from the attendance policy as a result of their individualized education plan (IEP) or 504-accommodation plan or having significant extenuating circumstances regarding their health or ability to attend school. Parents are encouraged to participate in the process.*

###### ANIMALS

Students are not allowed to bring animals of any kind to school without prior consent by the building Principal. Please refer to Laconia School District Policy IMG for further guidelines.

**AWARDS and RECOGNITION**

Students at the Huot Center are eligible for a variety of awards, recognitions and scholarships. In addition to our end-of-the-year awards and outside scholarships, students are eligible for the following recognitions each marking period.

**Student of the Marking Period:** An instructor may select one student each marking period for outstanding scholarship and work readiness.

**Perfect Attendance Awards:** Any student with perfect attendance for the quarter will receive a certificate of commendation. Any student with perfect attendance for the entire year will be eligible for the HTC Perfect Attendance Scholarship (pending donor support). If more than one student has perfect attendance than the award shall be given to the student with highest GPA in their HTC program. **All absences other than mandated school function count toward this total.**

**AUTOMOTIVE TECHNOLOGY and STUDENT VEHICLES**

Our automotive technology program is primarily a learning environment which also supports competency appropriate customer work. Often students will wish to have their vehicles worked on within the automotive shop. This is allowable under the following conditions:

1. That the work aligns with our state competencies
2. That work has been approved in advance by the automotive instructor
3. That work is of a reasonable scope. In general, work that will tie up a lift for more than one week is not appropriate.
4. That permission to drive has been filled out and approved IN ADVANCE.
5. That the student has a valid driver’s license on file with the Huot Center
6. That the student is passing their HTC course and not over the attendance limit

It should also be noted that any student who will be moving vehicles as part of the program must provide a photocopy of their current NH driver’s license.

###### BOOKS, MATERIALS, SUPPLIES, AND EQUIPMENT

Students are directly responsible for all school materials that they use. Students will be held financially accountable for any unnecessary damage that occurs to school equipment for which they are responsible. This includes, but is not limited to: textbooks (books are to be suitably covered), library books, shop equipment, family and consumer science equipment, laboratory equipment, business education equipment, desks, lockers, uniforms, physical education equipment and athletic equipment.

#### BUS POLICY

All students from the five (5) sending schools are required to take the provided bus transportation to and from the Center on a daily basis. Behavior expectations on the bus ride to and from the Huot Center are the same as those in class. A student may lose bus-riding privileges just as they would be suspended from class.

Any student who, because of unusual circumstance, needs to drive to the Technical Center must complete a ***Request to Drive* PRIOR** to driving their vehicle. This form must include written permission from parents, administration of the sending school, and the Technical Center Director or CTE Coordinator. Any student repeatedly driving to the Technical Center without proper permission may be suspended - parking is very limited and we are concerned about liability for the student. LHS students should park in the LHS student parking area.

Students should only park in designated areas. You will be provided with a parking pass and directions on to appropriate student parking locations.

Students, upon getting off the bus and waiting for their class to begin, are requested to wait in the hall-way areas adjacent to Building Construction and Pre-Engineering or, in the main HTC building, outside their program area. Please be respectful of classes that are in session to keep noise to a minimum.

###### CELL PHONES AND OTHER ELECTRONIC DEVICES

The Technical Center does not allow the use of cell phones in our programs unless part of a planned lesson. Phones are available in our classrooms for emergency calls to be made and received. **Parents needing to contact their child during the school day are asked to call the main Technical Center line at 528-8693.**

Any student bringing a cell phone or electronic device on campus does so at the risk of losing that device. The Huot Administration and staff will not be held liable for the loss or damage to any electronic device brought on campus. Students choosing to bring these devices on campus are asked to keep their cell phones out of sight during the class period. Learning to demonstrate self-control in use of electronic devices is an important job-readiness trait. If you do not feel that you can refrain from using your cellphone in class we ask that you place it in the designated cell phone storage container upon entering the room.

Repeated violation of the cell phone policy will result in a referral to the Huot Office. A student who repeatedly violates this policy will be required to surrender their phone when arriving on campus and could face other disciplinary actions.

*Students may* ***quietly*** *and* ***respectfully*** *use their phones, outside of the classroom, while waiting for their bus at the end of each block and during the transition period between blocks 2 and 3. Students will put their phone away if requested by any adult in the building regardless of the location or situation. Having a cell phone or electronic device on campus, whether it is being used or not, is a privilege and may be revoked by the administration at any time.*

Cell phones should never be used for recording or taking images of our other students or staff unless specifically directed to do so by a staff member.

###### CHEATING

Each incident of academic cheating will result in the student receiving a zero for the specific assignment, quiz, or test involved. Teachers will advise the administration of the incident and the student’s parents will be contacted whenever an incident of cheating is confirmed.

##### CONTROLLED SUBSTANCES

Substance abuse problems, unlike some other behavior problems, tend to extend over into the general population instead of remaining isolated and individual problems. It is necessary, therefore, to establish guidelines that will protect innocent students from exposure to alcohol and drug abuses and yet not violate the rights of student suspects. It is the responsibility of each staff member to immediately report suspicion of or occurrence of alcohol or drug use to the building Principal. The School Nurse should be contacted in an instance of emergency. It shall be the responsibility of the building principal to initiate parental contact and inform the Superintendent of all circumstances. Other specific regulations shall be at the discretion of and in concurrence with the Administration and school board. When a case or occurrence has been substantiated, the Administration will take corrective and/or punitive action as appropriate to each case, which may include, but not limited to, removal from class/building, loss of school privileges and/or suspension. To support this philosophy, the School Administration will direct its attention to Laconia School District Policy ADB-P.

Students in possession or under the influence of controlled substances of any kind shall be assigned a minimum of five days OSS and may be required to undergo a substance abuse assessment by a trained counselor. A certified substance abuse counselor is available at the school to provide these services if the parent and student choose to use this option. A parent may also seek private assistance if acceptable documentation is provided to the school.

###### DISCIPLINE

The Laconia School District Board expects the student to contribute to a productive learning climate. Individual rights are to be honored and protected in all instances; however, the rights of one individual shall not take precedence over those of another individual or group of students. All students shall have equal rights and equal responsibilities in the classroom or at any school sponsored activity. Students are expected to follow the expectations and procedures specified in each program. Disciplinary consequences, if necessary, will be assigned by administration and vary depending on the nature/frequency of the infraction(s) under a progressive discipline model. Major infractions such as stealing, insubordination, profanity, disrespect directed toward staff, and the defacing of school property are examples of infractions that can lead up to and include suspension from school.

The Laconia School District Board recognizes the right of each school to establish disciplinary procedures in accordance with RSA 193:13 and RSA 193-D through the development of administrative procedure which are approved by the Superintendent or his/her designee. Due process shall be afforded to any student involved in a proceeding, which may result in suspension, exclusion, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13. The Superintendent may modify expulsion requirements as provided in RSA 193:14,IV. Adopted: Revised: July 16, 2002.

###### DISPLAYS OF AFFECTION

Displays of Affection should be of a nature considered appropriate within a professional business environment

#### DRESS CODE

In order to maintain safety and professionalism in Technical Center programs, students are required to meet certain standards for dress and appearance to assure safety and appropriate demeanor. The dress requirements at the Technical Center may be more stringent than those of your home school. Technical Center dress requirements apply to both sending school and LHS students.

The standard for student dress at the Huot Technical Center allows, within a defined set of parameters, a choice in clothing. Generally speaking, each individual is allowed to dress according to his/her personal preference **provided that the execution of his/her selection does not interfere with the rights of others, cause disruption to the educational program, damage school property, or is considered a health or safety hazard.**

 The following are not appropriate for the Huot Technical Center’s programs:

* Pajamas or slippers
* Clothing or jewelry which refers to, mentions or suggests anything considered to be vulgar, obscene, offensive, or tobacco, drug or alcohol-related
* Clothing that does not cover the body from armpit to mid-thigh and all under garments
* Students are not allowed to wear hoods and sunglasses. Hats can be worn in the hallways but teacher can request to have them taken off while in class.

Most programs at the Huot Center also have a program specific dress code with stipulations above and beyond those mentioned above. These classroom specific dress requirements are important to understanding professional work expectations and carry the same weight as violating school-wide policy. As is with the real world, these expectations will vary from program to program and may be situational. For example, a higher level of dress may be required when going on internship than for a day spent in class.

These guidelines are presented so that clothing will not become a distraction to the learning of others. Students that violate this policy will be required to change their clothing. Repeated incidents of non-compliance will result in appropriate disciplinary consequences.

**Consequences** – As dress code is a frequent issue we feel it is appropriate to outline our standard disciplinary measures below.

1. First Offense – Verbal warning and change of attire if possible
2. Second Offense – Referral to Huot Administration and call to parent. Student will be asked to change clothing and will not be allowed to return to class until dressed appropriately.
3. Third Offense – Referral to Huot Administration with possible suspension.
4. The Huot Administration reserves the right to proceed directly to step 2 of this policy for flagrant violations or in situations where a student’s dress presents a safety concern.

***PLEASE NOTE***: Certain HTC programs have required uniforms or safety attire. *We do not want a lack of financial resources to be a barrier to participation in our programs if you feel you cannot afford the prescribed clothing. Please talk to your teacher and follow up with the Huot Technical Center Director so that we can make necessary arrangements*.

**DROPPING COURSES**

Students seeking to drop a Huot class must complete a drop form signed by both Huot and Sending School Administration. After the two-week drop period at the beginning of each year, students dropping an HTC class will have a “W” withdraw code added to their transcript. In extenuating circumstances, the HTC Administration may approve partial credit for students withdrawing part-way through a course provided the student is in good academic standing and is withdrawing with reasonable cause such as family-relocation or anticipated long-term medical absence.

Seats at the Huot Center are limited and should be reserved for students with a commitment to attending their program. Sending high schools, students and parents are asked to notify the center promptly if a student no longer plans to attend their HTC program. **A student who has missed more than 15 consecutive days of school and has not made contact with the Huot Administration will be assumed to have dropped the course and will be removed from our enrollment.** This policy may be waived in situations of documented medical emergency, school-sanctioned absence or with prior approval from the Huot Administration. Reasonable effort will be made to contact both student and parent prior to removal from enrollment assuming that the Huot Center has been provided accurate and up-to-date contact information. A student removed from enrollment may be considered for reinstatement at the sole discretion of the Huot Administration.

###### EMERGENCY DRILLS

The Laconia Fire Department and the School Administration conduct fire drills and other emergency practice procedures for the protection of the students and staff. When the fire alarm rings, students and staff are to quickly and quietly leave the building by the exits designated in each classroom. Students are to stand clear of the building in their assigned areas.

###### FIGHTS, THREATS, AND/OR INTIMIDATION

###### Fights between students are disruptive to the school and carry with them the potential for physical harm being done. When a student makes threats or intimidates other students, the effect is to disrupt the other student’s ability to be able to come to school and receive an education. Students involved in fighting, intimidating and/or threatening on school grounds will face appropriate disciplinary consequences, which may include suspension from school and police notification.

**FOOD and BEVREAGES**

The consumption of food and beverages in HTC programs is discouraged and limited to non-lab areas and only allowed with prior teacher permission. Food and beverages are never allowed when operating center equipment or when using computer workstations. Accessing the HTC culinary arts bakeshop for the purpose of purchasing food is a privilege and students will not be dismissed from class early for this purpose.

All food sold on campus, except that produced specifically for a culinary-arts program, must conform to federal nutrition standards. This includes food sold as part of a school fundraiser.

FUNDRAISING

Any and all fundraising requires prior consent by the CTE Director and be held in accordance with District fundraising policies and procedures.

##### GRADING SYSTEM

Grade reports are issued to students four (4) times a year, after each quarter ends. A numerical grade system is used. In addition to reporting a student’s grade in a course for each quarter, the report gives mid-year and final exam results and the final average for the course. Students also have an option to contract for honors-level course credit in certain course.

 A+ = 97 - 100 D+ = 67 - 69

 A = 93 - 96 D = 65-66

A- = 90-92 Below 65 = F

B+ = 87 – 89 I = Incomplete (administrative)

B = 83 – 86 NC = No Credit (attendance)

B- = 80 – 82

C+ = 77 - 79

C = 73 - 76

C- = 70 - 72

***Also please note: 30% of each quarter’s grades will be based upon an instructor evaluation of your College and Career Readiness Practices as defined in our state competencies. You will receive a copy of this evaluation instrument at the beginning of the year and should become familiar with the expectations.***

The mid-year and final exam, given in January and June, will be weighted and calculated to be 20% of each semester’s grades. The end-of-semester assessments will include projects, portfolios, and other indicators of progress. Seniors may be asked to do *Senior Projects* in place of a final exam in June.*Progress reports for all students in all classes will be issued by staff at the mid-way point of each quarter. Progress can also be checked regularly using our electronic grade-book.*

**HONORS**

Certain HTC courses can be taken for honors credit through the completion of a honors contract. All honors contracts are subject to approval by the program instructor, the HTC Administration and your sending school administration or guidance office.

###### INTERNET USE

All student Internet users will be introduced to the proper protocol regarding electronic communication. This includes:

* Respect for privacy.
* Dissemination of personal information.
* Confidentiality of information and passwords.
* Use of appropriate language.
* Use of appropriate sites, sites with violent themes or content, sexually explicit themes or content, sites that advocate hatred, intolerance or contain language unsuitable for a school setting are not appropriate.
* Proper adherence to applicable copyright laws.
* Reasonable limitations of file space use.

At the start of each school year, a list of students not permitted to use the Internet in the school setting will be generated and distributed to appropriate faculty and staff. These lists will be updated as needed.

The District will actively maintain and update filtering software to regulate appropriate use of the Internet. Staff members areresponsible for monitoring student use of the Internet, which will be consistent with the District’s educational mission. However, the responsibility for proper use of the Internet as outlined in this procedure rests with each student.

Any student who accidentally accesses inappropriate materials is to immediately notify the staff member in charge. If a student has any question about a site, the student has an obligation to ask the staff member in charge whether the site can be accessed. Chat rooms or similar sites are not to be accessed.

Computer ‘hacking’ in all forms is prohibited. District technology equipment is not to be used to gain unauthorized access to other computers, networks or technology systems. Anyone attempting to gain unauthorized access to the District’s computer systems or network(s) may be subject to legal prosecution.

Students or their parents are liable for damage to the District’s technology resources including all equipment, media and the District network. They are liable for vandalism, theft or destruction as well as any violation of copyright laws committed while using District technology resources. They are likewise liable for any damage caused to remote equipment from unauthorized access, willful misuse or ‘hacking’. Misuse of the Internet will result in disciplinary consequences and termination of use.

**INTERNSHIPS**

Students wishing to participate in an internship experience must first maintain all required coursework. In order to be placed on an internship a student must be earning a grade of 80 (B-) or better in their program area and stay within the HTC attendance policy.

**LEAVING SCHOOL GROUNDS**

As a regional school, it is important students stay on campus at all times unless participating in a teacher assigned activity such as an internship. As such, the Huot Technical Center is a closed campus. Students will only be dismissed with permission from their parents or guardians. LHS students with senior sign-out privileges must sign-out through the LHS Office and notify their HTC instructor if they will be missing an HTC class.

###### LOCKER POLICY – ISSUANCE, INSPECTION AND CONTROL

Lockers may be issued to students during the school year for the convenience of students. The lockers are and remain the property of the Laconia School District and are subject to inspection by the Administration upon a reasonable suspicion that illegal or prohibited items or substances are present. The Huot Administration reserves the right to remove locks from locker with reasonable suspicion of illegal or prohibited items.

**MEDICATION**

Due to safety concerns, all medication taken during the school day must be administered through the health office. Students are not allowed to carry prescription or over the counter medications with them on school grounds (this includes Tylenol, Ibuprofen, cough and cold medication, etc.). With written authorization by both the student’s parents and physician, a student may carry a metered dose inhaler for asthmatic symptoms and/or an epi-pen for severe allergic reactions. The health office stocks common over the counter medications which are available to students as needed. Each student will need to have an over the counter medication authorization form signed each school year by a parent or guardian prior to the administration of these medications. If a student requires a prescription medication during the school day it must be brought in by a parent or guardian. Students are not allowed to deliver their own medication. Medication must be in its original container and a written statement from the prescriber outlining the name of the medication, dosage and administration schedule is required. A release must then be signed by a parent or guardian prior to the administration of the medication.

###### OUT OF SCHOOL SUSPENSIONS

School administrators may suspend pupils from school for gross misconduct or refusal to conform to the

reasonable rules of the school. During the time of a suspension, the student is not allowed to be on campus for any reason. Students who choose to come onto the campus will be reported to the police and may face criminal trespassing charges. Students returning from suspension will have the opportunity to make up assignments not completed while on suspension upon their return to school. Students will have an equal number of days to make up assignments as they were suspended. Parents may request homework

from the school during the suspension by calling the student’s teacher or the HTC office.

###### PEDICULOSIS (HEAD LICE) PROCEDURES

Screening: The Laconia School District believes, based on recommendations from the American Academy of Pediatrics, that school-wide screening for nits is not an accurate way of predicting which children will become infested with head lice, and screening for live lice has not been proven to have a significant decrease on the incidence of head lice in a school community.

The school nurse will periodically provide information to families of all children on the diagnosis, treatment, and prevention of head lice. Parents are encouraged to check a student’s head if the student is demonstrating symptoms.

Management on the Day of Diagnosis**:** The Laconia School District recognizes that head lice infestation poses little risk to others and does not result in additional health problems. The management of pediculosis should proceed so as to not disrupt the education process. Nonetheless, any staff member who suspects a student has head lice will report this to the school nurse or Principal. Student’s known to have head lice will not remain in school. The Principal or school nurse will notify the parent/guardian by telephone or other available means of the head lice and the parent will come to school and take the child home. The parent will be given instructions on the recommended treatment that are consistent with the New Hampshire Department of Health and Human Services recommendations. District employees will act to ensure that student confidentiality is maintained so the child is not embarrassed. Based upon the school nurse’s recommendation, other children who were most likely to have had direct head-to-head contact with the assessed child may be checked or screened for head lice.

Criteria for Return to School: Students will be allowed to return to school after proper treatment as recommended by the school nurse. The Laconia School District recognizes that The American Academy of Pediatrics and the National Association of School Nurses discourage “no nits” policies. In alignment with these recommendations, no student will be excluded from attendance solely based on grounds that nits may be present. The school nurse may recheck a child’s head. In addition, the school nurse may offer extra help or information to families of children who are repeatedly or chronically infested.

**PLANNED ABSENCE**

Students who plan on being out for an extended period of time (vacation, college visits, etc…) are strongly encouraged to complete a planned absence form. This prior discussion may allow for alternative assignments that will avoid the need for a credit appeal. The Huot Administration may, at their discretion, waive some planned absences from the attendance total if there is a clear educational connection.

###### PROFANITY

The high school environment should be safe and comfortable for all students. Students who choose to use inappropriate language in their conversations in public areas will be held accountable through the progressive discipline program.

**PROGRAM COMPLETION and CERTIFICATION**

Upon completing two years in our program (1.5 for certain programs) students are eligible to receive one of the following certificates. Certificates are awarded at our Celebration of Achievement and are an important record of a student's work at the center.

**Certificate of Participation**: Students who have completed two years at the Huot Center and are passing receive certificates of participation. A student may receive a certificate even if they have attended two different programs.

**Certificate of Completion:** Students who have completed a full sequence in a particular program area and have mastered 90% or more of the state competencies receive Certificates of Completion and are registered in the NH DOE database as program completers. Students must be passing their class and be in good standard in terms of attendance.

***Career and College Certified:*** The highest level of distinction is to be CCR Certified. Students must meet all of the requirements listed for completion plus the following additional requirements:

1. Have an 85% or better average in their program area.

2. Have fewer than 12 absences for the year for **any reason** except approved school function, bereavement or serious documented medical illness.

3. Maintain a good disciplinary record.

4. Receive a recommendation from their instructor.

5. Have completed one of the following learning experiences:

 a. Running Start Course

b. Earned an Industry Recognized Credential

c. Completed a 20hr or more internship or job shadow

CCR Certified students will be considered first for Huot Scholarships and Academic Awards

**PUPIL SAFETY AND VIOLENCE PREVENTION POLICY (BULLYING)**

General Statement of Policy:

I. All pupils have the right to attend school and school sponsored activities that are safe secure and peaceful environments. Pupils should be protected from all forms of physical, emotional and psychological bullying and cyber-bullying. Bullying in schools has historically included actions shown to be motivated by a pupil’s actual or perceived race, color, religion, national origin, ancestry or ethnicity, sexual orientation, socioeconomic status, age, physical, mental, emotional or learning disabled, gender, gender identity and expression, obesity, or other distinguishing personal characteristics or based on association with any person identified in any of the above categories.

It is the intent of this policy to protect pupils from physical, emotional and psychological harm by addressing bullying and cyber-bullying of any kind in our district/school and to prevent the creation of a hostile educational environment. All pupils are protected under this policy, regardless of their legal status. While this policy applies to pupils only, school district employees, regular school volunteers, coaches and persons who have contact with pupils in connection with school classes, activities and programs have responsibilities for reporting incidents of bullying to school administration. Bullying or cyber-bullying outside of school activities or off school premises is subject to this policy as set forth herein.

II. Bullying, Cyber-Bullying and Retaliation Prohibited.

It shall be a violation of this policy to engage in, or influence others to engage in, the bullying or cyber-bullying of a pupil. It shall be a violation of this policy to engage in retaliation or false accusations against a victim, witness or anyone else who in good faith provides information about an act of bullying or cyber-bullying. There shall be disciplinary consequences or remediation or both for a person who commits an act of bullying or cyber-bullying, falsely accuses another of the same as a means of retaliation or reprisal, or otherwise violates this policy.

III. Definitions

Bullying means a single significant incident or pattern of incidents, involving a written, verbal or electronic communication or a physical act or gesture or any combination thereof, directed at another pupil which:

* 1. Physically harms a pupil or damages a pupil’s property.
	2. Causes emotional distress to a pupil.
	3. Interferes with a pupil’s educational opportunities.
	4. Creates a hostile educational environment.
	5. Substantially disrupts the orderly operation of the school.

Bullying shall include actions motivated by an imbalance of power based on a pupil’s actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil’s association with another person and based on the other person’s characteristics, behaviors or beliefs.

Cyber-Bullying means bullying undertaken through the use of electronic devices, Electronic devices include but are not limited to: telephones, cellular phones, computers, pagers, electronic email, instant messaging, text messaging and websites.

Perpetrator means a pupil who engages in bullying or cyber-bullying.

School Property means all real property and all physical plant and equipment used for school purposes, including public or provide school buses or vans.

Victim means a pupil against whom bullying or cyber-bullying has been perpetrated.

IV. Actionable incidents of Bullying or Cyber-Bullying

Bullying or cyber-bullying shall occur when an action or communication as defined in the above “definitions section.

1. Occurs on or is delivered to school property or a school sponsored activity or event, on or off school property; or
2. Occurs off of school property or outside of a school sponsored activity or event, if the conduct interferes with a pupil’s educational opportunities or substantially disrupts the orderly operations of the school or school sponsored activity or event.

V. Reporting Procedures

A pupil may report bullying or cyber-bullying to any school district employee or agent. Any school employee or contracted agent, who receives a complaint of bullying or cyber-bullying or is otherwise aware of such conduct must immediately report it to the principal.

The principal or designee must report the incident to the parents or guardians of both the alleged victim and perpetrator within 48 hours of the report, and in a manner that protects the child’s privacy rights, unless the superintendent grans the principal or his designee a parental notification waiver in writing after determining the waiver is in the best interests of either the alleged victim or perpetrator. The principal or designee must promptly report all substantiated incidents of bullying or cyber-bullying to the superintendent or designee.

The principal or designee shall provide a written communication to the parents or guardians of the victim and perpetrator of confirmed bullying incidents regarding the school’s remedies and actions within the boundaries of applicable law. The principal or designee shall provide an oral communication to the parents or guardians of students involved in alleged bullying cases not substantiated. The school district shall annually report substantiated incidents of bullying or cyber-bullying to the Department of Education using the Departments standard form. Such reports shall not contain any personally identifiable information pertaining to the pupil.

VI. Investigation

The principal or designee must initiate an investigation within five (5) school days of the reported incident of bullying or cyber-bullying. The investigation shall be completed within ten(10) days of the reported incident, and should include speaking with the alleged victim, alleged perpetrator known witnesses and reviewing other evidence available through reasonable good faith efforts. The results of the investigation shall be documented in writing and preserved in accordance with laws governing retention of educational records.

The superintendent or designee may grant in writing an extension of the time period for the investigation and documentation of reports for up to an additional seven (7) schools days if necessary. The superintendent or designee shall notify in writing all parties involved of the granting of the extension.

VII. Training

The school district shall provide annual training for school employees, regularly school volunteers or employees of company under contract to a school or school district who have significant contact with pupils for the purpose of preventing, identifying responding to and reporting incidents of bullying or cyber-bullying.

The school district shall provide educational programs for pupils and parents in preventing, identifying, responding to and reporting incidents of bullying or cyber-bullying. Programs for pupils shall be written and presented in age appropriate language.

###### SAFE SCHOOLS

The Laconia School District endorses the following principles of student conduct:

1. Respect for law and those given the authority to administer it shall be expected of all students. This includes conformity to school rules as well as to general provisions of the law regarding minors.
2. Respect for the rights of others, consideration of their privileges and cooperative citizenship shall be expected of all members of the school community.
3. Respect for the real and personal property, pride in one’s work, and exemplary personal standards of courtesy, decency, honesty and wholesome attitudes shall be maintained.
4. Respect for individual worth is the obligation of the school. Diligence and a desire to benefit from the opportunity is the obligation of the student.

**SECOND YEAR ENROLLMENT**

Students must apply in order to return for a second year at the Huot Center. In many cases second year slots are competitive. Review of applications begins shortly after the end of the first semester. Detailed, information will be provided at that time. In general, priority for enrollment goes to students who have:

1. achieved the highest grade in the first level course with the minimum expectation of a C+ or better
2. a personal interview with HTC Guidance and Administration
3. recommendation by HTC staff based on program specific criteria
4. having demonstrated excellent attendance and personal conduct
5. are passing all academic courses
6. completed their application by priority deadline

Further, program specific information, is available from your program instructor.

**SEXUAL HARASSMENT**

Harassment of any type, verbal or physical, will not be tolerated at The Huot TechnicalCenter. If a student feels that he/she has been harassed by any person in any way at Laconia High School, he/she is to report such action(s) immediately to a member of the administration, a guidance counselor, the teaching staff or the school nurse. Students who are found to be guilty of harassment or bullying will receive consequences according to Laconia School District policy; if appropriate, police notification.

###### STEALING

Any willful act of stealing or unauthorized taking of school property or property belonging to another person will result in disciplinary action by the Administration. Such action will include full restitution for property taken, notification of parent/guardian, and possible detention, suspension, notification of the police and/or expulsion as the incident warrants.

**STUDENT RELEASE FORMS FOR PARENTS/GUARDIANS**

Students who are 18 years of age assume personal and adult responsibility as it relates to school permissions. In order to for parents/guardians to continue receiving information from The Huot Technical Center, their child must sign a “Student Release Form” in the Guidance Office.

###### STUDENT RIGHTS AND RESPONSIBILITIES

The Huot Technical Center assumes the responsibility of providing educational development for all students who enroll in the programs of study. It is the right of the students in these programs to be treated fairly and equally, as assured by the rights granted by the U. S. Constitution and the State of New Hampshire.

It is the right of all students to be informed of the rules and regulations that govern the Huot Technical Center and all school-sponsored functions. The responsibility for these rules and regulations lies jointly with the Administration, the School Board, the teachers and the students.

It is the student’s responsibility to keep up with assigned work and request assistance when they do not understand that work. It is also the student’s responsibility to complete make up work within a reasonable amount of time. Failure to maintain this responsibility results in poor grades and loss of credit.

It is the responsibility of the student to conduct him/herself in a manner that will not interfere with the orderly and safe educational climate of the school. The Administration is responsible for maintaining discipline on school premises, during the school day, at school functions and on adjoining properties to the school while school is in session. The Administration has the authority to take necessary reasonable action to fulfill this responsibility.

The classroom teacher is responsible for maintaining discipline of students in the classroom and other supervised areas. The teacher also has the authority to take reasonable and just action to maintain this responsibility. In all matters of discipline, students are entitled to appropriate treatment within the bounds of legal rights and due process.

**REASSESSMENT**

Reassessment is offered and recommended for any student who earns less than a 70 on a summative assessment. Students are required to meet with the teacher and complete a reassessment contract outlining specific corrective actions and re-teaching necessary before reassessment. Students are expected to complete the reassessment within one week of the initial assessment, although an extension is available with teacher permission. Through reassessment, a student could increase their grade to as much as an 83. Students who earn between a 70 and an 82 may do reassessment at the discretion of the teacher with the same criteria listed above. **Since reassessment does not apply to final exams, students are not allowed to assess any final exams at Huot Technical Center.**

**TARDY TO CLASS/SCHOOL**

Being on time to school and class each day is critical to student success and real life experiences. Students need to arrive to each class on time and will be held accountable for being late in the following way(s):

Tardies:

• 3 Tardies: Student will earn a teacher detention.

• 6 Tardies: Student will earn a teacher detention and parent will be notified by the teacher and/or Guidance

Counselor.

• 9 Tardies: Student will earn an After School In School Suspension and the parent will be notified by Administration. A parent conference may be requested at this time.

###### TOBACCO PRODUCTS

Under RSA 78:12-C and Laconia School District Policy (JICG) no person under 18 years of age shall purchase, possess or use any tobacco product. Possession or use of tobacco products by any person is prohibited in Laconia High School/Huot Technical Center buildings or grounds at any time, which includes all school events that occur outside of the regular school day. If tobacco products are seen, they will be confiscated and destroyed, whether they are being used or not. Student possession or use of tobacco products will result in appropriate disciplinary action and police notification. The use of e-cigarettes/vapor devices, used for nicotine consumption or otherwise, are not allowed on school property and will be enforced according to our tobacco policy.

#### TRUANCY and MAKE UP WORK

Truancy is an *unexcused* absence from class. Work missed due to truancy, including summative tests, exams and projects, are not eligible for credit unless otherwise approved by the HTC Administration.

Work (test, quizzes, homework, etc.) missed due to an *excused* absence must be made up. It is the responsibility of the student to see that all worked missed due to excused absences is made up. Missed laboratory assignments/participation must also be made up through alternative teacher approved assignments. Students are given two days for each day missed to make up an assignment. This applies to assignments given during the student’s absence. If the assignment was given earlier than it is due upon the student’s return to school.

###### VANDALISM

Any willful act of defacing, damaging, or destroying school property or property belonging to another person, is an act of vandalism. Accidental damage to property that is not immediately reported to the office by the person causing the damage will also be considered vandalism. Vandalism will result in the Administration taking appropriate disciplinary action. Such action will include: full payment for damages, parental notification, possible repair and/or cleaning by the student and possible suspension. Repeated or serious acts of vandalism will result in police notification and a recommendation to the Superintendent of Schools and the School Board for expulsion.

**VIDEO SURVELLIANCE**

Students and parents are reminded that video camera surveillance is used throughout ~~Laconia High School~~ The Huot Technical Center and on school busses. School safety is enhanced through the use of video. Cameras are positioned in hallways, exterior doors and the parking lot areas as available.

###### VISITORS

All visitors must report to the Main Office or Huot Technical Center Office prior to going elsewhere in the building. If a student sees a person who is unfamiliar to them in the halls, please report to the office. Parents/visitors whose plans call for them to be in the building for a significant time will be requested to wear a visitor’s ID badge. Friends and former graduates should plan their visits for after school. Students who would like to have a relative or an out-of-town friend attend school must receive prior approval from the Director and check-in at the Huot Technical Center Office first. Prospective student visits must be arranged through guidance and approved in advance by the HTC Administration.

###### WEAPONS

Weapons are not permitted on school property at any time. Visitors, faculty, staff, and students are strictly prohibited from bringing any weapon, whether visible or concealed, into any school building, onto school property or a school bus, or to any school-sponsored event. The possession and/or use of a weapon (or any item utilized as a weapon) by students on school property is detrimental to the welfare and safety of other students, school personnel and the general public; therefore, it is the Policy of the District (JICI) that no students will be allowed to possess weapons on school property. Student possession and/or use of any dangerous or deadly weapon in any school buildings or on school grounds, in any school vehicle or at any school sponsored activity is prohibited. Such weapons include, but are not limited to, any pistol, revolver, rifle, shotgun, air gun, BB gun, spring gun, slingshot, bludgeon, brass knuckles, artificial knuckles of any kind, any knife that can be opened by a flick of a button or pressure on the handle or any pocketknife where the blade is carried in a partially opened position. A violation of this policy by any person will result in an immediate report to the principal, who shall in turn, notify the police. A violation of this policy will result in immediate confiscation of the weapon, suspension from school and parental notification. If the student violation involves a firearm, the School Board shall expel that student from school in accordance with the mandates of RSA 193:13 III.

Certain HTC programs use tools and equipment that, if used improperly, could cause serious harm or injury. Any student using HTC program equipment in a manner intended to harm another will face disciplinary consequences including suspension and possible removal from program.

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###### NOTIFICATION OF RIGHTS UNDER FERPA LACONIA SCHOOL DISTRICT

###### The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligibility students”) certain rights with respect to the student’s education records:

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 or eligible students should submit to the Principal or his designee a written request that identifies the records they wish to inspect. The Principal or his designee will make arrangements for access and notify the parent or eligible student of the time and place where 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 the Laconia School District to amend a record generated by the Laconia School District that they believe is inaccurate or misleading. They should write the Principal or his designee, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Laconia School District decides not to amend the record as requested by the parent or eligible student, the School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the eligible student when notified of the right to a hearing.
3. **The right to consent to disclosure 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 Laconia School District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement personnel); a person serving on the Laconia School District School Board; a person or company with whom the Laconia School District has contracted to perform a special task (such as an attorney, auditor, consultant, expert, or therapist); 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; or the Laconia School District’s insurance carrier. 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. Upon request, the Laconia School District discloses education records without consent to officials of a school district in which a student seeks or intends to enroll.
4. **The right to file a complaint with the U. S. Department of Education concerning alleged failures by theDistrict to comply with the requirements of FERPA.**The office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education Independent Ave SW, Washington, DC 20202-460

*The Laconia School Board and Huot Technical Center do not discriminate in the administration of our educational programs, activities, or employment practices on the basis of race, color, national/ethnic origin, age, gender, religion, disability, sexual orientation, or marital status, This statement is a reflection of the mission of the Laconia School District and refers to, but is not limited to, the provisions of the following laws:*

*\* Title VI and VII of the Civil Rights Act of 1964*

*\* The Age Discrimination in Employment Act of 1967*

*\* Title IX of the Education Amendment of 1972*

*\* Section 504 of the Rehabilitation Act of 1973*

*\* The Americans with Disabilities Act of 1975*

*\* NH Law Against Discrimination (RSA 354-A)*

*Inquiries regarding discrimination and Laconia School District’s compliance with regulations implementing these laws may be directed to: Amy Hinds, Assistant Superintendent, SAU 30, 39 Harvard Street, Laconia, NH 03246, telephone number (603) 524-5710 and acammack*@laconiaschools.org*. The Title IX Coordinators for the Huot Technical Center are Paul Robdau, CTE Coordinator (603) 528-5893 ext. 5002 or* *probdau@laconiaschools.org**, Tina Woodbury, Support Services Coordinator, (603) 528-8693 ext. 5011 or* *twoodbury@laconiaschools.org**, both of whom can be reached at the Huot Technical Center, 26 Dewey Street,, Laconia, NH 03246. The 504 Coordinator for the Huot Technical Center is Tina Woodbury, Support Services Coordinator, who can be reached at (603) 528-8693 ext. 5011 or* *twoodbury@laconiaschools.org* *.*

*Inquiries may also be directed to:*

**U.S. Department of Education \*** Office for Civil Rights \* 33 Arch Street, Suite 900 \* Boston , MA 02110-1491 (617-289-0111) \* TTY (877) 521-2172

**Equal Employment Opportunity Commission,** JFK Federal Building, Room 475, Government Center, Boston, MA 02201 (617-565-3200)

**NH Commission for Human Rights \*** 2 Chenell Drive \* Concord, NH 03301 (603-271-2767)

Rev: July, 2015



**NATIONAL TECHNICAL HONOR SOCIETY**

The purpose of the National Technical Honor Society organization shall be to:

* promote the ideals of honesty, service, leadership, and skill development among America’s future workforce;
* reward scholastic achievement in career and technical education;
* assist Society Members in their pursuit of career and educational goals;
* help to build and maintain a stronger, more positive image for career and technical students, programs and schools in the local community and throughout the nation;
* encourage the practice of high standards of personal and professional conduct and individual responsibility among the membership;

Individuals under consideration as candidates for the National Technical Honor Society shall be selected based upon the following characteristics which the candidate regularly exhibits and which have been observed by his/her teacher(s):

* scholastic achievement
* honesty
* dependability
* responsibility
* high quality task performance and pride in work performed
* cooperation and ability to work well with others
* interest in learning
* initiative
* leadership
* citizenship

The criteria for admission to the National Technical Honor Society are:

1. Have been enrolled in at least 2 semesters of a career and technical education program
2. Grade of at least an 87 in the program
3. Good overall academic standing of an average of a 75 for the previous 2 full semesters prior to application
4. No failing grades during this time
5. Review of recommendations from the guidance counselor, program teacher, and another non-CTE teacher or employer
6. Positive character development of the characteristics listed above

A Selection Committee representing teaching staff, support services, and administration reviews the individual’s qualifications for the NTHS, and recommends students for membership, reserving the right to make those determinations.