

# J. OLIVA HUOT TECHNICAL CENTER STUDENT HANDBOOK 2024-2025

26 Dewey Street  
Laconia, NH 03246  
Tel: 528-8693 Fax: 524-5711

[www.huottech.org](http://www.huottech.org)



# Table of Contents

INTRODUCTION.....	3
TIME SCHEDULE .....	3
REGULAR TIME SCHEDULE .....	3
2 HOUR DELAYED OPENING (Snow Days) .....	3
ADMINISTRATION, OFFICE & SUPPORT SERVICES.....	4
STAFF DIRECTORY -Administration .....	4
STAFF DIRECTORY -Program Staff .....	4
ATTENDANCE POLICY .....	5
ANIMALS .....	6
AWARDS and RECOGNITION.....	6
AUTOMOTIVE TECHNOLOGY and STUDENT VEHICLES .....	6
BOOKS, MATERIALS, SUPPLIES, AND EQUIPMENT.....	6
BUS POLICY .....	6
CELL PHONES AND OTHER ELECTRONIC DEVICES .....	7
CHEATING .....	7
COMPUTERS and ACCOUNTS.....	7
CONTROLLED SUBSTANCES.....	7
DISCIPLINE.....	8
DISPLAYS OF AFFECTION .....	8
DRESS CODE .....	8
DROPPING COURSES .....	9
EMERGENCY DRILLS .....	9
FIGHTS, THREATS, AND/OR INTIMIDATION .....	9
FOOD and BEVERAGES.....	9
FUNDRAISING.....	9
GRADING SYSTEM .....	9
HONORS .....	11
IMMUNIZATIONS .....	11
INTERNET USE – ACCEPTABLE USE POLICY .....	11
INTERNSHIPS .....	12
LEAVING SCHOOL GROUNDS .....	12
LOCKER POLICY – ISSUANCE, INSPECTION AND CONTROL .....	12
MEDICATION .....	12
OUT OF SCHOOL SUSPENSIONS .....	12
PASSES.....	13
PEDICULOSIS (HEAD LICE) PROCEDURES.....	13
PLANNED ABSENCE .....	13

PORTRAIT OF A GRADUATE and PORTFOLIOS ..... 13

PROFANITY ..... 13

PROGRAM COMPLETION and CERTIFICATION ..... 13

PUPIL SAFETY AND VIOLENCE PREVENTION POLICY (BULLYING)..... 14

SEARCHES..... 15

SAFE SCHOOLS ..... 15

SECOND YEAR ENROLLMENT ..... 16

SEXUAL HARASSMENT ..... 16

SKATEBOARDS and BIKES ..... 16

STEALING..... 16

STUDENT RIGHTS AND RESPONSIBILITIES..... 16

REASSESSMENT OF SUMMATIVE ASSIGNMENTS..... 17

TARDY TO CLASS ..... 17

TOBACCO and/or TOBACCO PRODUCTS/E-CIGARETTES and/or VAPORISERS ..... 18

TRUANCY and MAKE UP WORK ..... 18

VANDALISM..... 18

VIDEO SURVELLIANCE ..... 18

VISITORS..... 18

WEAPONS ..... 18

NOTIFICATION OF RIGHTS UNDER FERPA LACONIA SCHOOL DISTRICT ..... 19

## 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, Newfound High School, Laconia High School, and Winnisquam Regional High School attend classes at the Center in Automotive Technology, Bio-Medical Technology, Building Construction, Business and Finance, Teacher Prep, Culinary Arts, Health Science, Manufacturing Engineering Technology, Digital Media Arts, Plumbing, Heating and HVAC, Pre-Engineering, Law Enforcement, and Emergency Services. 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.

## TIME SCHEDULE

### REGULAR TIME SCHEDULE

<b>Block 1</b>	Not used at HTC	
<b>Block 2</b>	9:00 – 10:30	First Class
<b>Block 3</b>	10:33 – 12:03	Second Class
<b>Period 3</b>	Lunch)	
<b>Block 4</b>	12:30 – 2:00	Third Class

### 2 HOUR DELAYED OPENING (Snow Days)

<b>Block 1</b>	9:30 – 10:29	
<b>Block 2</b>	10:32 - 11:31	First Class
<b>Block 3</b>	11:34 - 12:33	Second Class
<b>Period 3</b>	(Lunch)	
<b>Block 4</b>	1:04 – 2:00	Third Class

# ADMINISTRATION, OFFICE & SUPPORT SERVICES

[www.huotech.org](http://www.huotech.org)

Main Telephone: 528-8693

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

## STAFF DIRECTORY -Administration

Name	Ext #	Title
David Warrender	ext. 5001	Director (Administration)
Paul Robdau	ext. 5002	CTE Coordinator
Sharon De La Vergne	ext. 5003	Career and Work-Based Learning Specialist
Marie Bolduc	ext. 5000	Technical Center Administrative Assistant
Patty Colby	ext. 5011	CTE Student Support Liaison

## STAFF DIRECTORY -Program Staff

Name	Ext #	Title
Natasha LaPointe	ext. 5004	Culinary Arts Instructor
Alex Indeck	ext. 4836	Pre-Engineering Assistant
Tim Robbins	ext. 5009	Health Science Instructor
Stefanie Barkanic	ext. 4904	Bio-Medical Technology Instructor
Deb Andriski	ext. 5004	Program Assistant - Float
William Clary	ext. 5018	Law Enforcement Instructor
	ext. 4834	Automotive Assistant
Warren Hoffman	ext. 4832	Automotive Technology Instructor
Carolyn Lahey	ext. 5006	Pre-School Teacher
Megan Littlefield	ext. 5006	Pre-School Assistant
Ken Martin	ext. 4836	Pre-Engineering Instructor
Tracy Nudd-Homeyer	ext. 5007	Teacher Prep Instructor
David French	ext. 5019	Intro to Emergency Services
Cheryl O'Reilly	ext. 5009	Health Science Assistant
Elyse Pert	ext. 5021	Health Science Instructor
Peter Riendeau	ext. 5008	Business and Finance Instructor
Matt Towle	ext. 4826	Building Construction Instructor
Mike Schofield	ext. 4816	Plumbing, Heating and HVAC Instructor
Ray Sleeper	ext. 5010	Digital Media Arts Instructor

## ATTENDANCE POLICY

Absence from class has a negative effect on students and their grades. This is especially true in hands-on classes where making up learning experiences may require special tools and instruction. In addition to the specific actions listed below, excessive absenteeism may have the natural consequence of impacting a student's ability to perform certain tasks and reach mastery of core content. It is the responsibility of the student to reach out to their instructor and/or peers to reclaim missed content and assured that missed assignments are submitted within permitted time frames. **A student has two days to make up assignments missed due to excused or waived absences. Assignments missed due to unexcused absences (truancy) may not be made up and will receive a 0 grade.** Excessive absences may cause students to lose privileges and/or become ineligible for continuation in the program in addition to impacting their learning.

**Excessive absenteeism is defined as missing more than 7 days** in a semester for any purpose other than those listed below as **Waived Absences**. Students with excessive absenteeism may lose any or all of the following privileges.

1. Attending special events and celebrations
2. Eligibility for internships and off-site learning activities
3. Other privileges beyond the regular learning of the classroom
4. Students with very high absences may be removed from the program at the discretion of the center or the sending high school. Students will additionally be assumed to have dropped the course after 15 consecutive days of non-attendance with no communication from home to the school.

Excessive absenteeism is also considered when looking at applications for second-year status, when evaluating a student's POG and CCRS readiness, for scholarship eligibility and for National Technical Honor Society. **Please note that parental "excused" absences still count toward the total days missed unless they fall under one of the exceptions listed below.** As attendance codes and policies vary between districts families are required to contact the Huot Center directly to excuse their child for the day. This may be done via phone or email. Absences are recorded as unexcused until we receive notification from the parent. This call or email must be made within 24hrs of the absence in order for the student to make up missed work. Documentation to have an excused absence converted to a **waived** (exempt) absences as defined below must be made within ten days of the absence. Remember, both excused and unexcused days count towards our excessive absenteeism policy.

The following are considered **waived 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. The first three parental excused absences of each semester. After the first three days, a doctor's note is required for the day to be waived.
7. Doctor's mandated absences are always waived

Attendance issues can develop quickly and parents should regularly check our digital gradebook to monitor their child's progress and attendance.

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

## 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.

## 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 Huot Technical Center limits the use of cell phones and electronic devices on our campus as these devices can be a distraction to learning. Phones should not be used in class unless directed to do so by the teacher as part of a learning activity. **A student must always put their phone away or into a designated storage area if directed by the instructor to do so.** Students in programs that replicate scenarios with real world privacy (HIPAA, FERPA, etc...) or safety concerns may require students to surrender their phones when entering their program area.

Repeated violation of classroom cell phone expectations shall be referred to the office and the student may be required to surrender their device for the remainder of the block or day. Students with chronic misuse of cell phones or electronic devices may lose the privilege of having a phone on campus and face other disciplinary consequences. Refusal to surrender a phone or electronic device upon request is considered insubordination.

Cell phones should never be used for recording or taking images of our other students or staff unless part of a planned classroom activity. Cell phone usage in bathrooms and locker-rooms is prohibited to protect the privacy of all students.

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 including when the device is in the possession of the school.** Landline 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 603-528-8693.

## 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.

## COMPUTERS and ACCOUNTS

Students are allowed to use 1:1 devices provided by their school district within our classrooms provided those devices meet security requirements as may be set forth by the Laconia School District. Our district IT staff reserve the right to inspect any devices connecting to our network to assure they meet minimum security requirements.

At the start of the year, students enrolling in Huot programs will be assigned log-in credentials allowing them to access email, online storage and in some program's digital classrooms. Students may be required to complete assignments using these digital tools. It should be noted for sending school students that these log-ins will be different than those used at their home school. It is the responsibility of the student to assure that they are submitting assignments using the correct log-in identity. Students should use their Huot assigned idea for work in all Huot classes.

Students who have been issued 1:1 devices from their school should plan on bringing those devices every-day.

## 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 the following Laconia School District Policy (ADB-P, ADB, and GBEC):

- An informative and meaningful program wherein reasons for and results of substance addiction are a part of the school curriculum.
- Immediate action if controlled substances are suspected of being present (use or sale).
- Parent contact when a student is suspected of being under the influence of alcohol or drugs in school.



- Established emergency procedure in place for any accident in the case of coma.
- Counseling procedure for students who indicate a need for information and direction outside of the general curricular topic.
- Information and direction for parents and students in regard to counseling agencies available for professional assistance. This procedure will be considered standard in all cases.
- Police contact when suspect materials are found within the confines of the educational plant, the school grounds and or at a school sponsored function. Police will also be contacted in cases where suspect materials are being sold within the school plant or grounds.

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

It is impossible to prescribe dress regulations that cover every contingency. In the majority of cases, discretion and good taster should be guideline enough. In the event a particular dress style detracts from the educational process and/or atmosphere, promotes dangerous or illegal activity, constitutes a threat to the safety and health of self or others, promotes hate/intolerance or is in violation of lawful statutes, the school will take correct action.

The following will not be allowed: clothing which refers to or suggests anything considered vulgar, obscene or offensive, and/or tobacco, drug/alcohol or weapon related. Hats may be worn in the school building but individual teachers may request them to be taken off during class time. **Hoods and sunglasses are not permitted to be worn during the school day.** Students that violate these policies will be required to change their clothing or be sent home for the day. Shoes are required to be worn will on campus.

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.

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 arrangements 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 Huot Center, in conjunction with Laconia High School and local emergency services, conduct various drills to prepare for emergency situations. These may include fire drills, evacuation drills and other drills using the protocols taught in the ALICE system. All students are expected to participate in drills and follow the instructions of teachers and staff. Drills are not typically announced in advance.

## 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 BEVERAGES

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.

Students may not request delivery of food to campus by any friend, family member or vendor unless approved by the HTC Administration. Any such unapproved deliveries will be turned away and the Huot Center shall not be responsible for any expenses incurred by the student or their family.

## 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 the student’s home high -school four (4) times a year, after each quarter ends. Your HTC class should be on your regular high school progress report or report card. At this time, the Huot Center does not directly mail report

cards to students or families although a system to start sending HTC report cards is under development. It is the responsibility of the student to regularly monitor their academic standing in our student information system ALMA. Parent’s and guardians also have access to this system and should look to this as the primary vehicle for monitoring student progress.

Our grading system is as follows.

<b>A+</b>	97 - 100
<b>A</b>	93 - 96
<b>A-</b>	90 - 92
<b>B+</b>	87 – 89
<b>B</b>	83 – 86
<b>B-</b>	80 – 82
<b>C+</b>	77 - 79
<b>C</b>	73 - 76
<b>C-</b>	70 - 72
<b>D+</b>	67 - 69
<b>D</b>	65 - 66
<b>Below 65</b>	F
<b>I</b>	Incomplete (administrative)
<b>NC</b>	No Credit (attendance)

Also please note: 25% 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 and aligned to our district Portrait of a Graduate standards. You will receive a copy of this evaluation instrument at the beginning of the year and should become familiar with the expectations.

A final summative assessment of student learning occurs at the end of each semester where students are expected to demonstrate their skills and knowledge. At least 50% of any final assessment must be practical demonstration of skills/applied learning or a portfolio review which includes documentation of skills attainment aligned with approved state or local competencies.

<b>Weighting of Grades for Full Year HTC Courses</b>	<b>Weighting of Grades for Semester HTC Courses</b>
<b>Quarter One: 20%</b> <b>Quarter Two: 20%</b> <b>Semester One Exam: 10%</b> <b>Quarter Three: 20%</b> <b>Quarter Four: 20%</b> <b>Semester Two Exam: 10%</b>	<b>Quarter One: 40%</b> <b>Quarter Two: 40%</b> <b>Semester Exam: 20%</b>

## HONORS

Certain HTC courses are also offered for honors credit. Students should check with their sending school guidance department to assure their school recognizes honors credit for CTE courses.

## IMMUNIZATIONS

Immunizations By law, all schools are required to document a students' immunization status. Failure to comply with the required immunization schedule can result in exclusion from school. A complete list of required immunizations can be found at the State of NH Department of Health and Human Services web page.

It is assumed that students regularly attending a public high-school in New Hampshire have current immunization records on file at that school. Private or home-schooled students will be required to provide their immunization records to the LHS/HTC School Nurse in accordance with applicable state law and local policy.

\*Emergency information forms will be sent home early in the school year. It is important that these forms be completed and returned. Please notify the school if any of your information changes throughout the year so that we may update your form.

## INTERNET USE – ACCEPTABLE USE POLICY

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 are responsible 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.

## INTERSHIPS

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. This provision may be waived by the HTC Administration under extraordinary circumstances. Additional program specific eligibility requirements may apply.

## 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 and their sending school. 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.

Parents wishing to dismiss their learner from the Huot Center should follow the process below. This is required as we may not have current info on who is an approved person allowed to pick-up a student.

1. Call your learner's sending school and let them know when you plan to pick-up the student.
2. The sending school will call the Huot Center letting us know that this has been approved.
3. Sign-out your learner from the HTC main office located at 26 Dewey Street.

## 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.

## PASSES

Students are expected to be in class and must gain teacher permission to leave the class. Sign out books/boards are located in each Huot classroom and should be used anytime a student leaves class. Passes are required to visit the nurse, other programs, guidance, HTC office and any other location on campus. An exception is given to students using the bathrooms in the new Huot Building given the physical proximity of the bathrooms to the classroom. The student must still gain teacher permission and sign out in the appropriate location.

## 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.

## PORTRAIT OF A GRADUATE and PORTFOLIOS

The Laconia School District Portrait of a Graduate standards align closely with our mission in career and technical education and also our CCRS rubric. Students will work to demonstrate and grow these traits through their daily classwork and completion of a professional portfolio. **The portfolio is a requirement of all students.**

## 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

Students completing the full sequence of courses in their program area with a passing GPA are eligible to participate in our Celebration of Achievement and receive a certificate of completion from the Huot Center.

For reference, the term “completion” is also used by the NH DOE to designate students who have achieved proficiency in all program competencies. A student does not need to meet the NH DOE of “completion” to receive a Huot certificate provided they are receiving an overall passing grade.

## PUPIL SAFETY AND VIOLENCE PREVENTION POLICY (BULLYING)

- I. General Statement of Policy:
  - a. 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.
  - b. 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.
  - a. 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
  - a. 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:
    - i. Physically harms a pupil or damages a pupil’s property.
    - ii. Causes emotional distress to a pupil.
    - iii. Interferes with a pupil’s educational opportunities.
    - iv. Creates a hostile educational environment.
    - v. Substantially disrupts the orderly operation of the school.
  - b. 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.
  - c. 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.
  - d. Perpetrator means a pupil who engages in bullying or cyber-bullying.
  - e. School Property means all real property and all physical plant and equipment used for school purposes, including public or provide school buses or vans.
  - f. Victim means a pupil against whom bullying or cyber-bullying has been perpetrated.
- IV. Actionable incidents of Bullying or Cyber-Bullying
  1. Bullying or cyber-bullying shall occur when an action or communication as defined in the above “Definitions Section III”
  2. Occurs on or is delivered to school property or a school sponsored activity or event, on or off school property; or

3. 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. 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.
- b. 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 grants 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.
- c. 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 Department's standard form. Such reports shall not contain any personally identifiable information pertaining to the pupil.

#### VI. Investigation

- a. 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.
- b. 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

- a. 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.
- b. 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.

## SEARCHES

In some situations, it is necessary for the center administration to conduct searches of a student's belongings, vehicle or locker in accordance with district policies and applicable state laws. Given the potential safety risk associated with prohibited contraband, student refusing to allow such a search will be subject to disciplinary consequences up to and including 5 days of out-of-school suspension.

## 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) Have a grade of C+ or better in their first year HTC course.
- 2) recommendation by HTC staff based on program specific criteria
- 3) having demonstrated excellent attendance and personal conduct
- 4) completed their application by priority deadline

In the event that a level II class is over capacity, the criteria listed above will be calculated in a uniform manner to determine a rank order for placement. 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 Technical-Center. 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 ACAC; if appropriate, police notification.

## SKATEBOARDS and BIKES

Skateboards, bikes, scooters and similar equipment are not safe to have within our program areas. Bikes and scooters must be left outside the building. Skateboards may be dropped off in the HTC office but may not under any circumstances be brought to class with the student given the nature of our programs. Any other recreational or sporting equipment that causes as a distraction or safety concern is also prohibited on campus.

## 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 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.

## STUDENT SHOWCASE

All second-year students are required to participate in a demonstration of learning as a capstone experience. This event is typically in the evening and may include activities such as presentation of individual or group projects, hands-on demonstration and/or presentation of the student portfolio. Student who are unable to attend the Student Showcase event may propose an alternative method for public display and feedback on their work.

## REASSESSMENT OF SUMMATIVE ASSIGNMENTS

Reassessment is available to students who have failed a summative assessment. Students are required to meet with the teacher and request a reassessment plan within one week of the initial assessment. All reassessments must be completed prior to the end of the marking period in which the assessment was initially given. Students may be required to arrange time outside of the normal school day to complete reassessment. The score of the initial and reassessment will be averaged and entered into the grade book. In any case where the averaged score is not passing, the higher of the two scores will be recorded.

Due to time constraints, final exams may not be reassessed without special permission of the Huot Administration.

Examples:

Original Score 60	Reassessed Score 80 = Recorded Score 70
Original Score 60	Reassessed Score 65 = Recorded Score 65
Original Score 60	Reassessed Score 50 = Recorded Score 60

If the original score is less than 5 points from passing, the teacher may opt to allow an alternative assignment covering the missed/incorrect material to allow the student to earn the points needed for a passing score rather than using the reassessment contract. All timelines listed above must still be followed.

Note: A summative assessments is a culminating assessment at the end of a chapter or unit. This may include activities such as tests, projects and presentations. Homework, mini-quizzes, shop participation grades and similar activities are not considered summative for this policy.

## TARDY TO CLASS

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 and/or TOBACCO PRODUCTS/E-CIGARETTES and/or VAPORISERS

In accordance with the Laconia School District Policy (ADC), the possession or use of tobacco products, electronic cigarettes, and/or vaporizers by any person is prohibited in the Laconia School District buildings and/or on the grounds at any time, which includes all school events that occur outside of the regular school day. Tobacco products that are seen 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.

## 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 can be made up. It is the responsibility of the student to see that all work missed due to excused absences is made up. Missed laboratory assignments/participation may also be made up through alternative teacher approved assignments. Students are given two days for each day missed to make up an assignment.

## 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 SURVEILLANCE

Students and parents are reminded that video camera surveillance is used throughout 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. All visitors, adult and student, shall conform to HTC behavior expectations and avoid activities that may disrupt learning or otherwise effect the normal operations of campus. 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. Visitors may be as

## 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, and any knife.

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.

## 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 the District 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

## **NON-DISCRIMINATION**

The Laconia School District does not discriminate in its educational programs, activities, or employment practices on the basis of race, color, national origin, age, gender, handicap, religion, sexual orientation, marital status, pregnancy, or disability in compliance with the provisions of, but not limited to, Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act of 1975, NH Law Against Discrimination, and State Rule: Ed. 303.01 (i), (j), (k).

Any person having inquiries concerning Laconia School District's compliance with regulations implementing these laws may contact:

Steve Tucker, Superintendent of Schools, School Administrative Unit #30, 39 Harvard Street, Laconia, New Hampshire 03246 telephone number (603) 524-5710, District Human Rights Officer.

The District Title IX Coordinator is Amy Hinds, Assistant Superintendent of Schools, School Administrative Unit #30, 39 Harvard Street, Laconia, NH 03246 (603) 524-5710.

### **U.S. Department of Education Office of Civil Rights**

Lyndon Baines Johnson Department of Education Bldg. 400 Maryland Avenue  
SW Washington, DC 20202-1100  
[OCR@ed.gov](mailto:OCR@ed.gov)

### **New Hampshire Commission for Human Rights**

2 Industrial Park Drive, Bldg. One  
Concord, NH 03301  
(603) 271-2767  
[humanrights@nh.gov](mailto:humanrights@nh.gov)