2013-2014

Student
Quick Reference Guide

Preparing Today's Students for Tomorrow's Technology

WRVC

Westbrook Regional
Vocational Center

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This School Agenda belongs to:

Name_____

Vocational Trade_____

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WELCOME TO WESTBROOK REGIONAL VOCATIONAL CENTER

HERE IS HOW TO HAVE A SUCCESSFUL EXPERIENCE AT WRVC

- Be here be on time, every day.
- Give your best effort. (Effort in = Effort out)
- Talk to us, we are here to listen.
- Always tell the truth. Honesty is the best policy.
- Always be respectful. This includes respecting yourself as well as others.
- Think twice, if it should not be in school, don't bring it to school.

SAFETY RULES

1. Your awareness and commitment to good safety habits is the first priority in your vocational program.

2. Rings, watches, necklaces and loose or torn clothing are all potentially dangerous and should not be worn where restricted. Please check with your instructor for appropriate attire.

3. Shops are not playgrounds. Activities such as running, shoving and general horseplay are STRICTLY FORBIDDEN.

4. Students enrolled in any program where safety glasses are needed will be provided with a pair of Industrial rated safety glasses. You are required to use them at appropriate times. NOTE: If you loose them or destroy them, you must replace them. **Loss of safety glasses is not an excuse for nonparticipation.**

5. You should never attempt to operate any machine or piece of equipment unless you have been instructed properly in its operation procedures and passed demonstration tests.

6. NO STUDENT is to operate power machinery, equipment or work in the shops without instructor supervision.

SAFETY STATEMENT

Many of the vocational programs involve the use of potentially dangerous equipment. Therefore, mature attitudes and proper procedure for operation will be taught to all persons participating in these vocational programs. Due to the nature of a vocational experience and the many unforeseen situations that could occur, it is necessary for the benefit of parent/guardian, student and the Center, that *every student attending the Center be covered by an appropriate accident insurance policy* while they are involved in their vocational technical program.

It is the recommendation of the Vocational Centers Administration that every student have either independent accident insurance or school insurance. It may be appropriate to have both in some cases while the student is enrolled in a Vocational Center Program. The standard school accident insurance policy covers school activities only. More information is available through your student's high school or Superintendent's office.

OUR PHILOSOPHY

The staff of Westbrook Regional Vocational Center believes Vocational Education prepares students for entry into the labor force and/or post-secondary education. We offer all interested students a hands-on, task-oriented method of instruction that develops knowledge, skills and attitudes for life and work. Our programs are designed to meet the community's changing technology-based labor demands and the student's need for quality, meaningful employment. WRVC has regular interaction with the community and industry through advisory committees, student organizations and service projects, which assist in keeping curriculum, methods and materials current and relevant.

Additionally, WRVC believes ALL students should have access to Vocational Education as a component of their secondary education. We recognize students as life-long learners and encourage early awareness of vocational and post-secondary opportunities. We enforce interdisciplinary learning in the student's regular educational setting and recognize Westbrook School Department's Vision Statement as a guiding document in creating a learning environment for our students.

WESTBROOK REGIONAL VOCATIONAL CENTERS' PHILOSOPHY IS SUPPORTED BY THE FOLLOWING GOALS:

- Provide equal access to Vocational Education for ALL students.
- Prepare graduates for entry-level employment into the labor force.
- Prepare graduates for post-secondary education.
- Maintain a safe, hands-on, task-oriented learning environment.
- Maintain a partnership with community and industry.
- Help students develop professional attitudes for success in life and work.
- Maintain current and relevant curriculum, methods and materials.
- Support and encourage life-long learning.
- Support and encourage interdisciplinary learning.
- Achieve program objectives in accordance with each student's individual abilities.
- Share the responsibility to create "the best education for all for life".
- Review and revise WRVC philosophy and goals annually.

AFFIRMATIVE ACTION / GENDER EQUITY

Westbrook Regional Vocational Center does not discriminate in its education and employment programs on the basis of religion; age; race; color; national origin; gender; marital or parental status and disability and complies with Title VI of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the American's with Disabilities Act (ADA) of 1990. Inquiries regarding Title VI, Title IX, 504 and ADA may be made to:

Martha Sumner, Human Resource Director/ AA Officer, Westbrook School Department, 2 York Street Westbrook, Maine 04092 or at 854-9105 ext 213

Individuals who are members of special populations will be provided with equal access to recruitment, enrollment and placement activities. Additional academic and other support services required for successful completion of the student's vocational program will be provided within reason.

STAFF DIRECTORY

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School to Work, Tech Start, Tech 3	Mrs. Carmela Barton	bartonc@westbrookschools.org
Web Page Design	Mr. David Field	Fieldsd@westbrookschools.org
Ed tech	Mrs. Karen Parlin	parlink@westbrookschools.org

SCHOOL CALENDAR
2013-2014

August	26-27	Teacher In-service days
	29	First day of classes
	30	No School
September	2	***No School*** – Labor Day
	11	Wednesday, Open House 5:30 – 7:00 P.M.
	18	Advisor Committee Welcoming Dinner 5:00 -7:00 P.M.
	25	1st Quarter Progress Reports issued
October	7	Columbus Day – No School
	9	PSAT testing day for ALL 10th Graders
		DECA fall Leadership conference
	18	Totally Trades Workshop
	25-26	Skills Leadership Conference
	24	End of 1st Quarter Grades close (CTE only)
	24	Parent Teacher conferences 12:00 to 7:00 (students dismissed @ 11:00)
	25	No School - Teacher In-service
November	1	College Fair 8 to 1
	4	Afternoon \ Evening Parent conferences 4:30 - 8:00
	15-18	DECA – NARCON Leadership Conference
	11	No School - Veteran's Day
	27	***No School***
	28-29	***No School*** – Thanksgiving recess
December	6	FAFSA presentation Culinary Dining Room
		6 P.M. to 8 P.M.
	11	2nd Quarter Progress Reports issued
	23-31	Holiday Break
January	1	***No School***
	20	***No School*** - Martin Luther King Day
	17	2nd Quarter Grades close
	21-24	Monday - Thursday, Mid Term Exams
	25	End of 1st semester
February	17-21	Winter break
March	3	3rd Quarter Progress Reports issued
	7-8	DECA State Conference
	10-12	FBLA State Leadership Conference
	14-15	Thursday & Friday Skills USA Competition
		Bangor
	27	3rd Quarter Grades close (CTE only)
	28	No School – Teacher Inservice

April	17	Thursday; National Technical Honor Society Induction Ceremony 7:00 p.m. Culinary Arts Dining room
	21 - 25	Spring break
	23-27	DECA National Conference
May	5	4th Quarter Progress Reports issued
	7	Wednesday, Advisor Committee Thank you dinner 5:30 -8:00 P.M.
	22	Thursday, WRVC Awards Ceremony 7:00 p.m. Westbrook High School Auditorium
May	26	***No School*** - Memorial Day -
June	9	Westbrook High School Graduation
	6,9,10,11	Final Exams
	12	Tentative Last day of School
	23-29	Skills USA National Competition

Westbrook School Department Polices

Can be found online at:

HTTP://WWW.WESTBROOKSCHOOLS.ORG/POLICIES/1POLICIES.HTM

Or

To request a printed copy of this and other Westbrook Student School Policies contact the Vocational Office at:

WRVC
125 Stroudwater Street
Westbrook, ME 04092
Or by calling
854-0820

Below is a partial list of Policies which impact students:

- Administering Medication to Students
- Employee / Volunteer – Student Relationships
- Student Discrimination and Harassment Complaint Procedure
- Internet Use Policy
- Questioning and Searches of Students
- Student E-Mail Accounts
- Students with Severe Food Allergies
- Video Surveillance on School Property
- Weapons, Violence and School Safety Policy
- Gender Equity- Nondiscrimination – Equal Opportunity and Affirmative Action
- Harassment and Sexual Harassment of Students.

STUDENT SERVICES

SPECIAL EDUCATION

WRVC provides equal opportunities for all students regardless of handicapping condition. The Assistant Director/ Student Services Coordinator is on hand to assure that students with special needs are appropriately placed into vocational programs and that all noted accommodations are being met. Individualized testing, audio text, etc., can be obtained by contacting, Sanford Peabody at 854-0820.

SECTION 504

WRVC supports and complies with Section 504 of the Rehabilitation Act of 1973. The Act prohibits recipients of federal funding from discriminating on the basis of disability. The Westbrook School Department Section 504 Coordinator is Mrs. Bonnie Violette. She can be reached at the following address**: Westbrook Superintendents Office, 117 Stroudwater Street, Westbrook, Maine 04092 or at 854-0850**

CRISIS INTERVENTION

Unfortunately, times are often difficult for today's students and their families. Sometimes accidents and incidents occur that prove detrimental to the learning environment. WRVC has established both a male and female staff member to serve on the Crisis Intervention Team. Should a student or staff member become aware of or be involved in any situation that could benefit from these services, we highly recommend they contact Carmela Barton, School to Work Instructor or Sanford Peabody, Assistant Director/Student Services Coordinator

GENERAL RULES, EXPECTATIONS, PROCEDURES

ACADEMIC ELIGIBILITY

Students must meet academic eligibility requirements to participate in extra-curricular activities, including field trips, Student Government, Officer standing in Vocational Organizations and Academic and/or Trade competitions.

Students must pass their Tech I vocational trade program with a 70 or better to be eligible to enter into the Tech II program.

Students must pass their Tech II vocational trade program with an 85 year-end average or better **and** have an instructor recommendation to be eligible to enter into the Tech III program.

Academic eligibility is defined as receiving a 70 or better within their trade area and meeting the academic eligibility rules set forth by their home school.

ACADEMIC DISTRACTIONS

Items meant for recreational activities such as “hackey sacs”, “kooshes” are not to be used in the Center or on the school grounds during the instructional day. Motorized or non-motorized scooters, skateboards, roller blades/skates etc. do not belong in the labs and are not to be used while school is in session. You may leave these items in the Vocational Center’s office to be picked up at the end of your class. Card playing and/or gambling is not permitted on school grounds at any time.

ACADEMIC HONESTY

Honesty in schoolwork requires that students do their own work. To be honest, students should give credit for any ideas, language, or thoughts, which are not their own. If they do not credit the source of the idea, it is plagiarism (academic dishonesty). It is dishonest, of course, to cheat on a test or to copy someone's homework. However, it is also dishonest to:

1. Copy from a book without acknowledgement.
2. Paraphrase (put in your own words) without giving credit to the source.
3. Use all or part of someone's paper word-for-word.
4. Rewrite someone's paper.
5. Use another person’s ideas, pretending that they are original.
6. Use an idea or a clever expression without crediting the original author.
7. Use of online translation programs in modern/classic language classes.
8. Give work to others.
9. Do the work for others.

Cheating of any sort is unacceptable. Students caught cheating will receive a grade of zero (0), which cannot be made up. Teachers will notify the Director or Assistant Director and parents/guardians any time cheating occurs. A second incident of cheating in the same class may warrant further disciplinary action. Plagiarism (taking credit for someone else’s work) is a blatant form of cheating.

ADD/DROP OF VOCATIONAL CLASSES

Any student wishing to add or drop a vocational class must get prior approval from both their home school guidance office and the Assistant Vocational Director.

ATTENDANCE

Attendance is the number one consideration of employers. WRVC also considers good attendance extremely important to your success. The Center strongly encourages regular attendance to maximize effective learning. Classroom instruction, demonstrations and discussions are an important part of each class. When classes are frequently missed that part of the missed instruction cannot be duplicated. A student’s absence will be verified with each sending schools administration on a daily basis. To assist us, students who are absent must bring a written excuse for our file before reporting to class. **The excuse note should be signed by your parent or legal guardian or by yourself if you are over 18 years of age and have formally declared your independence.**

The Vocational Office will determine the classification of an absence since it may have an effect on your grades. The Center will verify any excuse, which is felt to be questionable.

NOTE: Attendance at school is the primary responsibility of the student and parent/guardian.

State of Maine law *recognizes that a student's absence from school is justified in certain situations. The following circumstances constitute* ***"excusable absence"*** *as defined under Maine law:*

1. Personal illness
2. An appointment with a health care professional that must be made during the regular school day.
3. Observance of a recognized religious holiday when the observance is required during the regular school day.
4. A family emergency, or
5. A planned absence for a personal or educational purpose, which has been approved.

TYPES OF ABSENCES

EXCUSED - Illness when verified by a parent/guardian, physician, medical or dental appointments when verified, death or serious illness in the immediate family, d river examination, school related activities, (e.g. field trips, college visits for juniors and seniors, etc.) religious observances, in school suspension, *other reasons approved by the appropriate sending school office.*

PLEASE NOTE:

High School related absences (field trips, college visits for juniors and seniors, etc.) shall not count as being absent from the Vocational Center, provided that, the student notifies their vocational instructor of the activity. In addition, the student will be responsible for all schoolwork missed.

UNEXCUSED ABSENCE - Illness not verified by a physician, employment, oversleeping, staying home to do school work, transportation problems, out-of-school suspension and absence with parental/guardian permission for reasons unacceptable to the school administration.

TRUANCY – Is defined as absence without knowledge and permission of parents' or guardian (classified as an unexcused absence).

PLEASE NOTE:

- ***Each sending school has an attendance policy that affects student grades. Students should be aware of their home school's attendance policy.***

- ***Westbrook Regional Vocational Center requires that a failing grade be given to any student who has accumulated over 5 absences in one quarter without completing a makeup plan deemed satisfactory by their trade instructor. (All supplemental classes i.e. Math, Economics or School-to-Work = 3 days)***

DISMISSAL - The Attendance Procedure concerning absences will also apply to dismissals. If a student is to be dismissed from school, he/she should bring a written request stating the reason for

the dismissal signed by the parent(s)/guardian(s) before the class is to begin. Notification will also be given to the sending school that early dismissal has been approved.

***Please Note: Student cell phones should not be utilized to facilitate dismissal during the instructional day. Should an* illness be serious enough to send the student home the Vocational Office will contact the parent/ guardian and the student will be sent home. *A student will not be dismissed unless a parent or guardian can be contacted*.**

A student who leaves school property without advance permission will be referred to their home school for disciplinary action and/or receive in-school suspension for 3 days. Any subsequent offenses will result in an out of school suspension; the length of which will be determined between the Center and the home school administration.

ILLNESS AT SCHOOL - If a student becomes ill at school, permission must be requested from the teacher to report to the Vocational Office. If the illness is serious enough to send the student home, the Westbrook High school nurse or the Vocational Office will contact the parent/ guardian and the student will be sent home. *A student will not be dismissed unless a parent or guardian can be contacted*. Home schools will be promptly notified of the early dismissal. If a student does not follow this procedure prior to leaving the building, any classes missed will be considered class cuts.

CLASS START TIMES:

8:00 A.M. for Tech 1 or
10:50 A.M. for Tech 2
Or
arriving after your school's transportation (bus) has arrived at the Center.

TARDY TO CLASS – Students are expected to be in class on time. Being "on time" is defined as being inside the classroom when the bell to start class rings. Tardy to class of fifteen (15) minutes or more will be considered as a class cut and will result in the student being assigned a detention in the vocational office or at their respective sending school.

Car trouble, missing the bus, oversleeping, and similar issues are not excusable. Students who accumulate unexcused tardy to school will receive the following consequences during each quarter:

1st, 2nd, 3rd and 4th infraction—Warning
5th infraction - Office Detention, Parental contact, in addition to further administration action on individual basis, including loss of driving/parking privilege (if applicable).

HOMEWORK - Individual trade instructors determine homework assignments and grading. Students are encouraged to check with their instructors at the beginning of the school year to determine his or her policy on homework, late work, grading, etc.

REQUEST FOR HOMEWORK - Homework assignments will be requested from instructors only if the student will be absent from school for at least three (3) consecutive days. Parents

should make the request either via their home school guidance office or by calling the Vocational College Readiness Coordinator, Ralph Dean, at (854-0820).

MAKE UP OF MISSED WORK - All missed work due to absence, dismissal, tardiness or suspension is the student's responsibility to make up. It is also the responsibility of the student to make arrangements with the instructor to complete any appropriate substitute work as determined by the instructor.

All missed work due to absence, dismissal, tardiness or suspension will be made up as follows:

1. Students arriving late or being dismissed are expected to turn in all schoolwork that is due that day.
2. Upon returning to school after an absence or suspension, each student is responsible to contact, as soon as possible, their instructor.
3. Absence of:
   a) 1 to 3 days – work must be made up within three school days following the last day of absence.
   b) 4 to 10 days – work must be made up within six school days following the last day of absence.
   c) Over 10 days – schedule of make-up to be developed cooperatively with other teachers and guidance counselor.

Instructors will be considerate of the problems of make-up after a long period of absence but will insist that work missed be completed within a reasonable period of time.

Maximum allowable time for make-up work – four weeks.

PLEASE NOTE*:*

- **Work missed because of truancy or class cutting cannot be made up.**
- **Any students holding an incomplete grade at the end of the quarter due to absences will be given two weeks after the close of the quarter to complete the work when appropriate. The Vocational Director and/or Assistant Director must authorize additional time beyond the two week maximum. Work not completed within this timeline will result in the student receiving a zero on the incomplete assignments.**
- **Flagrant and/or ongoing cases of truancy may result in students receiving a zero for missed work.**

- **In the case of any absence, students will be expected to be prepared upon the day of their return with the**
- **assignments received on the last day attended. This holds true for long-term assignments as well. If a student is absent the day a long-term assignment is due, the next day the student is in class the assignment will be expected.**

- **Assignments not turned in or work not completed will be graded as incomplete.**

CAFETERIA

Regional students may access the cafeteria up to 7:45 A.M. and between 10:25 A.M. and 10:40 A.M. food and beverages may be purchased in the café but must be consumed in the student lounge located in the Center. Students are expected to clean up after themselves when finished. Additionally, if food or beverage is spilled in the hallway, the student should notify the vocational office.

CLOSED CAMPUS

The Vocational Center enforces a closed campus environment. This means that once you arrive on school grounds, you must immediately enter the building and you may not leave without prior administrative or instructor authorization.

CONDUCT of STUDENTS

The Westbrook School Committee recognizes that appropriate student conduct is best achieved by clear expectations that promote self-discipline, self-respect and respect for others. The administrative staff and faculty are responsible for developing and implementing behavior and discipline standards in the Center and for disseminating the standards to school staff, students and parents in accordance with established administrative procedures.
To that end, the administrative staff, in cooperation with the faculty, is charged with the responsibility of determining such standards of conduct, as they deem appropriate, together with the necessary means for their enforcement. In the development of these standards, the Committee recognizes the right of the teachers to take such reasonable action as any parent might take in securing compliance with the established code.

Teachers are the first level of discipline and have the right to impose such controls as:

- Issuing warnings
- Assigning teacher detentions
- Removing from the classroom the student who commits a serious offense.
- If necessary for safety reasons, restraining a student who is physically violent
- If warranted, denying specified privileges granted to other students
- Take cell phones or other electronic devices which are being used without permission.

Every individual who enters WRVC needs to understand, abide by and believe in the following student conduct code regardless of age or student standing:

As a student attending WRVC, I understand my educational opportunity and my responsibility to be a positive, courteous, safe, cooperative and active learner. I

agree to conduct myself throughout my vocational experience in such a manner that will display a receptive attitude toward effective learning for myself and those around me.

WRVC strives to provide every student the opportunity to receive the best possible education. The existence of the communities WRVC serves depends on the willingness of every member of those communities to follow certain expectations. With that in mind the Staff and Administration expect all students will choose to act responsibly with regard and respect for others. Students are expected to converse with and respond positively to reasonable requests from any member of the faculty/staff (to include: administrators, teachers, resource officers, secretaries, substitutes, educational technicians, custodians, bus drivers, and food service personnel) in a polite, respectful and compliant manner. Blatant disregard of reasonable requests or directives is an example of insubordination. This will result in removal from school and appropriate consequences based on the seriousness of that behavior relative to the offense.

The following guidelines are presented in a belief that students know what constitutes appropriate behavior and, if consequences are clearly defined and fairly applied, students will act appropriately or accept those consequences for their choices/actions. Should any student behavior continue or escalate, administration may increase the severity of any consequence, as appropriate; in an effort to not only curb the behavior which is negatively impacting the school environment, but to insure the safety of all students and staff.

DISCIPLINE

Every student enrolled in a program at WRVC is expected to participate in all facets of that program. Any student refusing to participate in any class assignment including, but not limited to, field trips, field experiences, homework and shop assignments will be subjected to disciplinary action.

CLASS CUTTING – Not going to class or leaving the building

DETENTION - In order to be consistent with all schools attending the Vocational Center, it should be noted that one detention is a 45-minute block of time. WRVC students will serve detentions with their respective vocational instructors whenever possible. If not possible, students will be referred to vocational administration for subsequent detention assignments at their home school. All detentions that are served at WRVC will begin promptly at 2:30 P.M. It needs to be noted that detentions take priority over work commitments and extracurricular school activities.

TEACHER DETENTION (S) - Is the result of problems arising in the classroom. Teachers observing inappropriate behavior in the hallways or on school grounds may also assign them. Teacher detentions will be served with the staff member assigning the detention. If students refuse to serve assigned “teacher” detentions they will be assigned an additional “office” detention by an administrator.

OFFICE DETENTION (S) - Are assigned by an administrator. “Office” detentions may be assigned whenever students are sent from class for inappropriate or repetitive poor behavior, for

breaking school rules, accumulating three (3) tardies, or for failing to serve "teacher" detentions. Office detentions will be served in the vocational office. Failure to serve an office detention will result in a day of in-school suspension at their home school.

IN-SCHOOL SUSPENSION - May be assigned for class cutting, refusal to serve detention(s), and other offenses.
During in-school suspension, a student will be required to complete program or academic assignments. Should the material missed be unable to be completed in the classroom setting, students are required to make arrangements with their trade instructor to complete all missed assignments after normal school hours. **In-school suspension at the student's home school is not considered an excuse for material missed.**

SUSPENSION - If a student is suspended from his/her home school, the student is reciprocally suspended from WRVC and visa versa. Suspension can be either in school or out of school at the discretion of the Vocational Director and/or Assistant Director.

Out-of-school suspension *is a significant form of consequence. To that end, it is used to convey a message to students and their parents/guardians that the school cannot accept or tolerate the type of behavior, which prompted the suspension. Its effectiveness depends on the concern and follow-up by student/parents/guardians.*

Please Note:

- *Out-of school suspension requires that the student be prohibited from attending school for a specified period of time up to ten (10) school days.*
- ***<u>During suspension the student may not be on school grounds or in the building unless given permission by the Director or Assistant Director.</u>***
- *Violators will face further disciplinary/civil action. Schoolwork missed during suspension may be made up for credit using the make-up guidelines, and the student will be held responsible for the material covered in subsequent assignments and tests.*
- **A person suspended out-of-school is also suspended from participation in any school-sponsored activities (on or off campus) while under suspension.**

Suspension Procedures

1. Suspension is the responsibility of the Director/Assistant Director. Prior to suspension an administrator must:
   a. Inform the student either orally or in writing of the charge against him/her.
   b. Inform the student of the basis of the charge
   c. The student will be given an opportunity to explain his/her response to any/all charges
   d. When a student is suspended, his/her parents are to be notified in writing by mail and by telephone, if possible
2. If the presence of the student in the school poses a continuing danger to persons or property or an on-going threat of disrupting the academic process, an administrator may:
   a. Suspend the student immediately for ten (10) days or less, and
   b. Comply with 1a, b, c, and d, above as soon as possible.

APPEAL - Suspensions may be appealed solely to the Director of WRVC. Once an appeal has been requested, suspension will not commence until after the appeal has been heard. *<u>In all cases of appeal, the decision of the Director is final.</u>* Exceptions to the appeal process

are drug and alcohol incidents, acts of violence, possession of weapons and other serious offenses where, following due process, suspension will be imposed immediately without regard to appeal.

DRESS CODE

Appropriate attire and grooming are an important component to the educational and workplace setting. Students are expected to
take pride in their personal appearance; students are to be clean, neat and dressed in proper clothing to conform to acceptable school and employment standards with the goal of sustaining dignity and supporting an environment conducive to learning for all.

Student attire will not disrupt the educational process or constitute a possible threat to the safety and health of the student or his/her peers. Appropriate attire will be worn to all school activities at all times. Students are permitted to wear shorts and skirts of moderate (mid-thigh) length. Hats or any type of head covering must be removed immediately when entering the building at any time. Boxer shorts as exterior wear and bicycle/spandex shorts are not permitted during the instructional day.

The school administration will make the final determination as to what constitutes proper attire.

1. **Safety Glasses are to be worn by all persons when in the trade shop areas where designated.**
2. Shoes must be worn at all times.
3. Certain programs may require or deny specific clothing or equipment for reasons of safety and/or appropriateness. (Including but not limited to hard hats, chef's hats, etc.)

The following items <u>do not</u> constitute appropriate school attire

4. Articles displaying indecent writing, pictures and slogans. Clothing with pictures/writing that has a double meaning – one being inappropriate and/or disrespectful.
5. Articles that could cause damage to school property or that may be used as a weapon; i.e. chains and cleats.
6. Bare feet.
7. Jewelry that may pose a safety hazard will be removed at the request of the instructor.
8. Headwear such as caps, bandanas, hats, hoods, kerchiefs or "do-rags" may not be worn at any time in the building. *The exception would be headwear serving religious purposes.* Repeated offenses by students violating this clause will result in confiscation of the headwear and possible additional consequences deemed necessary by administration.
9. Clothing, footwear, insignia, or accessories that are intended to identify the wearer as a member of any group, gang, organization or adherent of a philosophy which advocates hatred, violence, oppression of others, or disruption of the school's educational program.
10. Any type of attire that advertises or promotes drugs, alcohol, tobacco, vulgarity, harassment or sex.
11. Inappropriately exposing flesh or undergarments due to style or condition is not permitted. Bare midriffs, bare stomachs, low cut or unduly revealing tops are unacceptable, not permitted and will not be allowed.

12. Shirts with “spaghetti straps”, open back tops, halter tops, tube tops or any top less than sleeveless.
13. Sunglasses are not to be worn in the building during the instructional day.
14. The school dress code will be effective during school hours and school-sponsored activities, unless students are given permission to wear something different (i.e. spirit week dress up).
15. Continued noncompliance will result in removal from shop area.
16. Coats shall only be allowed when working in the shop areas.

Students who choose to violate the dress code policy can expect to receive the following consequences:

1. Required to change their clothing to meet the school’s expectations.
2. Contact parent or guardian and sent home to change their clothing.
3. If the clothing cannot be changed to meet the school standards, the student will be sent to in-school suspension or sent home for the remainder of the day.
4. Further consequences if necessary.

ELECTRONIC DEVICES (*to include cell phones*)

The Westbrook School Committee believes that students learn best in classrooms free of unnecessary disruptions and that the school climate must remain conducive to learning. Devices that may interrupt the teacher and other students have no place in the classroom and are prohibited, unless for legitimate educational purposes expressly permitted or directly assigned by the classroom teacher. Examples of such articles include but are not limited to the following: cell phones, CD players, pagers, laser pointers, digital messaging devices, and other electronic devices with similar capabilities.

The following guidelines apply to possession and use of electronic devices:

A. Electronic devices may not be used in any unethical or illegal manner;
B. Electronic devices may not be used to harass, intimidate, or bully another person or to invade and violate another person’s privacy or copyright;
C. Camera devices may not be used to photograph another person in any locker room, restroom, or any other place where others have reasonable expectation of privacy;
D. Electronic devices are prohibited during class time; and
E. The use of electronic devices is authorized during passing time, all lunches and at the discretion of the teacher.

When it has been established that a student has failed to follow the above stated guidelines, the school may take any or all of the following actions:

A. The teacher may give a warning to the student to put the electronic device in a locker, backpack / purse, or other secured location during classroom instructional time;
B. The teacher or administration may confiscate the device and release it to the student at the end of the regular school day.
C. The principal(s) or designee may confiscate the device and release it only to a parent / guardian. At the discretion of the principal(s) or designee, the student may be prohibited from possessing a personal electronic device on school property or at any school-sponsored activity for such a period of time as the principal or designee deems reasonable;
D. The student will be subject to disciplinary consequences up to and including expulsion

when and where appropriate. If needed, law enforcement may be contacted for extenuating circumstances.

FUNDRAISING

Any type of club or classroom fundraising connected to WRVC requires prior administrative approval. Contact with the high school activities coordinator must also be made to secure dates and particulars. All fundraising must be in compliance with Westbrook School Board Policy.

GENDER EQUITY- NONDISCRIMINATION – EQUAL OPPORTUNITY and AFFIRMATIVE ACTION

(How to access this policy and other Westbrook School Department Policies can be found on page 2)

The Westbrook School Committee and WRVC recognize the right of each employee and student to a working and learning atmosphere, which is free of discrimination, intimidation, hostility, unwelcome sexual advances and offensiveness. In order to ensure such an atmosphere, employees and students are not to engage in harassment of any person. Acts of harassment based upon race, color, sex, religion, age, national origin, sexual orientation or disability are not only a violation of this policy, but also constitute illegal discrimination under state and federal laws and City of Westbrook ordinance.

Discrimination against and harassment of school employees because of race, color, sex, religion, ancestry or national origin, age, or disability are prohibited. Discrimination against and harassment of students because of race, color, sex, religion, ancestry or national origin, or disability are prohibited. The School Committee directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students and individuals with disabilities having access rights to school premises and activities. The Westbrook School Department Affirmative Action Plan will include designation of an Affirmative Action Officer who will be responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination. The Affirmative Action Officer will be a person with direct access to the Superintendent.

The School Committee directs the administration to provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

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The School Committee directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students and individuals with disabilities having access rights to school premises and activities. The Westbrook School Department Affirmative Action Plan will include designation of an
Affirmative Action Officer who will be responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination. The Affirmative Action Officer will be a person with direct access to the Superintendent.

The School Committee directs the administration to provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

The School Department will require all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school unit to subscribe to all applicable federal and state laws pertaining to contract compliance.

Inquiries concerning the above statement should be directed to:

Martha Sumner
Human Resources Director /AA Officer
Westbrook School Department
2 York Street
Westbrook, Maine 04092
Telephone (207) 854-9105 ext. 213

Or

The Maine Human Rights Commission
State House Station #51
Augusta, Maine 04333
Telephone (207) 624-6050

This Affirmative Action Plan is a continuing, positive, pro-active program within the system and will be reviewed annually.

Westbrook School Department Affirmative Action

Student and Parent Handbook

Inquiries may be made to:

Martha Sumner
Human Resources Director
Affirmative Action Officer
Westbrook School Department
2 York Street
Westbrook, Maine 04092

(207) 854-9105 ext. 213

The Westbrook School Department AA/EEO brochures and policies are currently being reviewed by the Human Resources Department and will be redistributed as soon as the updated versions are reviewed and approved by the Westbrook School Department Policy Committee."

Civility Code

Students are prohibited from making insulting, vulgar or debasing remarks to fellow students, regardless of the reason. Intentional cruelty is not permitted in student interactions in school or school sponsored events.

Harassment of any kind is unacceptable in the workplace.

Examples of harassment include but are not limited to:

- Unwelcome sexual advances, gestures, comments or contact
- Threats
- Offensive jokes
- Ridicule, slurs, derogatory action or remarks
- Basing academic decisions or practices on submission to harassment

Sexual Harassment

What is it? Simply put, sexual harassment is: Severe, persistent and pervasive behavior or words of a sexual or gender-demeaning nature that are not welcome which pressure or intimidate you or make you feel uncomfortable at school or school activities and affect your education in a negative way.

Examples of sexual harassment include but are not limited to:

- Verbal harassment or abuse
- Sexual name calling
- Spreading rumors
- Offensive jokes or gestures
- Unwelcome touching
- Written harassment such as notes, graffiti, or sexually explicit pictures

Students who experience this form of harassment should discuss their concern with the appropriate teacher, principal, counselor, supervisor or the affirmative action officer.

What You Can Do

In order to provide a method of prompt and equitable resolution of both student and employee complaints of gender, minority, and disability discrimination within the Westbrook School Department, these procedures have been adopted and followed. At any time this procedure may be bypassed and grievances may be directed to:

The Maine Human Rights Commission
State House Station #51
Augusta, ME 04333
(207) 624-6050

Grievance Procedure

Any student having a grievance concerning gender or other unlawful minority discrimination may seek relief of said grievance through informal or formal grievance procedures with the Affirmative Action Officer who shall act within ten (10) business days of the initial discussion. The goal of this procedure is to resolve the alleged grievance at the lowest level.

Informal Procedure

If a student feels he or she has a grievance, he or she may first discuss the matter with guidance counselor, teacher or principal. If the two parties are unable to resolve the problem the aggrieved may choose to contact the Affirmative Action Officer to initiate a formal grievance procedure.

Formal Procedure

Affirmative Action Officer

(1) If the aggrieved student is not satisfied with the informal procedure or chooses not to proceed with the informal procedure, he or she may bring the complaint to the Affirmative Action Officer.

(2) The Affirmative Action Officer shall, within ten (10) working days after receipt of the grievance, meet with the aggrieved student and discuss the matter. The Affirmative Action Officer may call witnesses and shall allow the aggrieved student to present witnesses.

(3) Parents of the aggrieved (and accused when applicable) will be notified of such a grievance within 24 hours of receipt of the formal complaint. Parents will be notified of their individual rights and responsibilities in regard to the grievance procedure.

(4) The student(s) may have a parent and/or advocate present during any and all interview sessions.

(5) The Affirmative Action Officer shall investigate thoroughly all claims of discrimination. Notification that a claim has been made and that an investigation will be underway will be given to the Assistant Superintendent immediately and building principal within 24 hours. This investigation will be conducted with strict confidentiality and within reasonable time limits. Upon completion of an investigation of the complaint, the Affirmative Action Officer will produce a report of the findings with a recommended action. This report will be given to the Assistant Superintendent and building principal. Disciplinary action, when justified, will be the responsibility of the building principal.

(6) The building principal or designee shall within ten (10) working days after receiving the final report, enter his or her decision and the reason therefore in writing to the aggrieved person.

References:
Westbrook School Department Policies: ACAB, ACAB-R, ACAD & GBEEB

NEA Adult-Student Boundaries

Revised: August 2013

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The School Department will require all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school unit to subscribe to all applicable federal and state laws pertaining to contract compliance.

Copies of the district's Nondiscrimination Policy and grievance procedures are available in each school and at the Superintendent's Office. **Martha Sumner, Human Resource Director/ AA Officer, Westbrook School Department, 2 York Street Westbrook, Maine 04092 or at 854-9105 ext 213** (All disciplinary actions resulting from infractions of rules and regulations shall apply equally to all students. Minimum due process requires that you be told of the specific charge against you, and that you attend an informal meeting with the disciplinarian.)

HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS

The Westbrook School Committee recognizes the right of each employee and student to a working and learning atmosphere, which is free of discrimination, intimidation, hostility, unwelcome sexual advances and offensiveness. In order to ensure such an atmosphere, employees and students are not to engage in harassment of any other person. Acts of harassment based upon race, color, sex, religion, age, national origin, sexual orientation or disability are not only a violation of this policy, but also constitute illegal discrimination under state and federal laws and City of Westbrook ordinance.

Harassment includes but is not limited to verbal abuse based on race, color, sex, religion, ancestry or national origin, sexual orientation or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the School Committee policy JICIA – Weapons, Violence and School Safety.
Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct
that is gender-based that interferes with a student's education. This includes threats or offensive jokes. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

It is expressly against school department policy for any employee / student to make unwelcome sexual advancements or requests for sexual favors, or to engage in any other physical or verbal conduct of a sexual nature when: (1) submission to such conduct is made to express or implicit condition of employment or grading decisions; (2) submission to or rejection of such conduct is used as basis for employment / grading decision affecting the individual who submits or rejects; or (3) such conduct has the purpose or effect of interfering with a student's work performance or creates an intimidating, hostile or offensive working environment. Conduct that is harassing to other employees / students will not be tolerated.

Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.

Employees/students should also be advised of the importance of informing the harasser that his/her behavior is unwelcome, offensive, in poor taste or inappropriate. However, if a student feels uncomfortable confronting the harasser, or the harasser does not stop their behavior, the student should bring such acts or conduct to the prompt attention of a supervisor, teacher, administrator and/or Affirmative Action Officer.
The Affirmative Action Officer will investigate complaints of harassment in accordance with the Student Harassment Complaint Procedure. School employees, students and parents shall be informed of this policy / procedure through handbooks and / or other means selected by the Center's administration. The AA officer is; **Martha Sumner, Human Resource Director/ AA Officer, Westbrook School Department, 2 York Street Westbrook, Maine 04092 or at 854-9105 ext 213**

GRADING

All secondary students and post-graduates at WRVC will receive their grades on report cards given out at their home school. This is done four times per year. WRVC will report quarter grades, mid-term and final exam scores, as well as semester averages.
The Progress/Deficiency Reports is a general assessment of how the student is performing in their vocational program up to that time. Progress/Deficiency reports are sent to the Guidance Office at the student's home school half way through each quarter. Should a student become in danger of failing beyond this halfway mark, a call home by the instructor to the parent will be made.

The Reported Grades are a final record of learning achieved at a specific point in time. Grades are issued at the end of each quarter, or nine-week sessions using the following numeric grades:

93–100= A
85–92= B
77–84= C
70–76= D
0–69 = F
Withdrawn = W
Incomplete = I

GRADUATION REQUIREMENTS

With the implementation of Maine's system of Learning Results, local assessment systems to measure student progress toward achievement of the content standards of the Learning Results, the phasing in of standards-based diploma requirements, and heightened community expectations for student learning, the Westbrook Regional Vocational Center works in collaboration with each of the five communities accessing our Center. Each School Committee recognizes the need to establish minimum standards for the awarding of a high school diploma that are consistent with State law and regulations and with community educational values and expectations. Students, parents, and staff need to know the standards for attaining a high school diploma in order to plan an appropriate, sequential, educational program to meet that goal. The Superintendent of each district, through the high school principal or other designee, shall be responsible for making accurate information concerning diploma requirements available to incoming students and their parents prior to the start of their ninth grade school year. Please contact your individual school district to learn about their graduation policy requirements.

LOCKERS

Lockers are the property of Westbrook Regional Vocational Center. Lockers may be assigned to each student. WRVC will provide students with a combination lock for their lockers to prevent vandalism of personal items. The school is not responsible for any stolen property – whether personal or school issued. At no time does WRVC relinquish its exclusive control over lockers provided for the convenience of our students. *School authorities may conduct locker inspections for any reason at any time*

MESSAGES

Students receiving non-emergency messages will be notified prior to the beginning or end of the school day. Please inform your employer, family and friends of this policy. Please take care of appointment times, rides, etc. at home before coming to school.

NURSE'S OFFICE

If it becomes necessary to see the nurse, student appointments must be made through the vocational office.

PARENT CONFERENCES, PROGRESS REPORTS AND REPORT CARDS

Students/Parents and Guardians are encouraged to regularly access progress reports and student grades on line via the *Infinite Campus* website:

https://maine.infinitecampus.org/campus/portal/westbrook.jsp

This is *confidentia*l information specific to each student. Log in and password information to access this website can be obtained through contacting the Vocational Office at (207) 854-0820 additionally, during open house and parent teacher conferences, assistance will be available to help parents to initially access, log in and reset their password to the web site. You can also e-mail peabodys@westbrookschools.org if you need additional assistance.

All WRVC teachers are required to update the information on Infinite Campus, each week thereby ensuring accurate and up to date data on every student. Utilizing this system's information, progress reports will be printed and handed out to students once per mid quarter. Additionally, progress reports and report card grades are forwarded to each student's home school guidance department for placement in the student's record, awarding of credit and distribution.

POSSESSION

Tobacco Products:

The use, possession, sale, dispensing or distribution of tobacco products by students is prohibited. This policy applies to any student who is on school property, who is in attendance at school or at any school-sponsored activity or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

Tobacco products include cigarettes, cigars, chewing or any other form of tobacco, and any device used in smoking, or any form of tobacco consumption including, but not limited to cigarette papers, and pipes, or their facsimiles.

First Infraction

a. Parent/Guardian is notified immediately and a conference is held with the student, parent/guardian and administration**.**
b. Tobacco products are confiscated. The Westbrook **Police Department is notified if** the student is less than eighteen years of age.
c. The student will be assigned to Reflection (formerly in-school suspension) for the remainder of the school day.
d. An appointment will be made for the following day with the Substance Counselor for a tobacco education program assignment, which the student will be required to complete. Both the student and his/her parent/guardian will attend. This will be followed by an assessment with the student and the Substance Counselor. Recommendations will be shared with the student and his/her parent/guardian.
e. A three-day in-school consequence will be assigned, reduced to one day if the student agrees to meet with the Substance Counselor and makes a commitment to participate in a tobacco education program. Reflection begins on the school day immediately following the infraction. At this time, assessment will occur with the student.

Second Infraction

a. Parent/Guardian is notified immediately and a conference is held with the student parent/guardian and the building Principal.
b**.** Tobacco products are confiscated. The Westbrook Police Department is notified.
c. The student leaves school with his/her parent/guardian.
d. An appointment will be made for the following day with the Substance Counselor for a tobacco education program assignment, which the student will be required to complete. Both the student and his/her parent/guardian will attend. This will be followed by an assessment with the student and the Substance Counselor. Recommendations will be shared with the student and his/her parent/guardian**.**
e. A five-day in-school consequence will be assigned, reduced to three days if the student agrees to meet with the Substance Counselor and makes a commitment to participate in a tobacco education program. Reflection will begin on the school day following the infraction.

Third Infraction

a. Parent/Guardian is notified immediately and a conference is held with the student, parent/guardian and the building Principal.
b. Tobacco products are confiscated. The Westbrook Police Department is notified.
c. The student leaves school with his/her parent/guardian.

d. An appointment will be made for the following day with the Substance Counselor for a tobacco education program assignment, which the student will be required to complete. Both the student and his/her parent/guardian will attend. This will be followed by an assessment with the student and the Substance Counselor. Recommendations will be shared with the student and his/her parent/guardian.

e. A ten-day in-school consequence will be assigned, reduced to five days if the student makes a commitment to participate in a tobacco education program arranged through the Substance Counselor. The in-school consequence begins on the school day immediately following the day of the infraction.

Subsequent Infractions

a. The student and his/her parent/guardian will meet with the Principal and Superintendent. A ten-day out-of-school suspension will be assigned and a recommendation for expulsion may be considered.
b. Tobacco products are confiscated. The Westbrook Police Department is notified.
c. Additional tobacco education and support services will be offered to the student and parent/guardian through the Substance Counselor.

Alcohol and Drugs:

The use, possession, dispensing, sale or distribution of any mood-altering substance by students is prohibited. No student shall manufacture, be under the influence of any substance, legal or illegal, or have within their possession any paraphernalia associated with the same. Possession of prescription or non-prescription drugs without prior approval of the administration or the school nurse shall be considered part of this policy as well as the possession of any look-alike substance.

This policy applies to any student who is on school property, who is in attendance at school or at any school-sponsored activity or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

The goal of this policy is to create a safe, substance free environment, conducive to learning and to assist students in abstaining from the use of alcohol and other drugs. This policy provides for intervention when use is detected, consequences when necessary and support as appropriate.

Use and Possession of Alcohol, Other Drugs, and Drug Paraphernalia

First Infraction

The Westbrook Police Department is notified immediately when appropriate. All drugs and drug paraphernalia will be confiscated and turned over to law enforcement.

Parent/Guardian will be notified and a conference is held with the student, parent/guardian and administration.

The student leaves school with his/her parent/guardian unless the Police Department requires a different procedure.

An appointment will be made for the following day with the Substance Counselor for a drug/alcohol education program assignment, which the student will be required to complete. Both the student and his/her parent/guardian will attend. This will be followed by an assessment with the student and the Substance Counselor. Recommendations will be shared with the student and his/her parent guardian.

A seven-day in-school consequence will be assigned, reduced to five days if the student agrees to meet with the Substance Counselor for three sessions. The in-school consequence begins on the school day immediately following the infraction.

Second Infraction

The Westbrook Police Department is notified immediately when appropriate. All drugs and drug paraphernalia will be confiscated and turned over to law enforcement.

Parent/Guardian will be notified and a conference is held with the student, parent/guardian and administration.

The student leaves school with his/her parent/guardian unless the Police Department requires a different procedure.

An appointment will be made for the following day with the Substance Counselor for a drug/alcohol education program assignment, which the student will be required to complete. Both the student and his/her parent/guardian will attend. This will be followed by an assessment with the student and the Substance Counselor. Recommendations will be shared with the student and his/her parent guardian.

A ten-day out-of-school suspension will be assigned, reduced to five days of out-of-school suspension if the student agrees to meet with the Substance Counselor for a minimum of three sessions and complete 30 hours of community service. The suspension begins on the school day immediately following the infraction. The community service option will be reflected in a contract between the student, the school and any outside agencies, which is developed by the substance abuse counselor and overseen by an administrator.

Third Infraction

The Westbrook Police Department is notified immediately when appropriate. All drugs and drug paraphernalia will be confiscated and turned over to law enforcement.

Parent/Guardian will be notified and a conference is held with the student, parent/guardian and administration.

The student leaves school with his/her parent/guardian unless the Police Department requires a different procedure.

An appointment will be made for the following day with the Substance Counselor for a drug/alcohol education program assignment, which the student will be required to complete. Both the student and his/her parent/guardian will attend. This will be followed by an assessment with the student and the Substance Counselor. Recommendations will be shared with the student and his/her parent guardian.

A ten-day out-of-school suspension will be assigned. The suspension begins on the school day immediately following the infraction. As the natural consequence to this third infraction, the Principal may recommend to the Superintendent that an expulsion hearing before the School Board be initiated.

Distributing or Selling Alcohol and Other Drugs

The Westbrook Police Department will be notified immediately when appropriate. All drugs and drug paraphernalia will be confiscated and turned over to law enforcement.

Parent/Guardian will be notified and a conference is held with the student, parent/guardian and administration.

The student leaves school with his/her parent/guardian unless the Police Department requires a different procedure.

An appointment will be made for the following day with the Substance Counselor for an assessment. A developmental educational component will be assigned. Both the student and his/her parent/guardian will attend.

A ten-day out-of-school suspension will be assigned. The Principal may recommend to the Superintendent that an expulsion hearing before the School Board be initiated. The suspension begins on the school day immediately following the infraction.

Distribution or selling unlawful drugs or alcohol (*or substances represented to be such*) on school grounds, in the building, or at school-sponsored activities and trips will result immediately in out-of-school suspension and the initiation of expulsion procedures. Possession of prescription or non-prescription drugs, without prior permission of the administration or school nurse, is prohibited and is subject to the same consequences listed above.

RESTROOMS

Restrooms are provided in or near each vocational area. Students are to use the closest restroom available.

SCHOOL CANCELLATION

WRVC school cancellation is upon the discretion of the Westbrook School Superintendent. Cancellation will be televised as well as broadcast on local radio stations and posted on the Districts website: http://westbrookschools.org

Sign Up for email notification from the Westbrook School Department when schools are closed or closing early In an effort to keep parents / guardians apprised of school updates, closings and cancellations, we will be setting up an email system to notify parents / guardians of these occurrences. If you would like email notification, you will need to send an email to wsd@westbrookschools.org indicating the email address(es) that you would like to receive notification at. Should your email address(es) change or if you no longer wish to receive email, please let us know.

STUDENT CONDUCT and DISCIPLINE

ASSAULT - A physical assault on a staff member will result in an out of school suspension of ten (10) days and possible recommendation to the Superintendent of Schools and School Committee that the student be expelled.

A. Physical assault on another student will result in up to ten (10) days out-of-school suspension and possible recommendation for expulsion.

BOMB THREAT - The Westbrook School Department strongly disapproves of any action by any person that seriously disrupts the educational process. Particularly reprehensible is making a threat that a bomb has been placed in the school. Any student who makes, or assists others in promoting, a bomb threat (real or hoax) will be immediately suspended for ten (10) days (out of school) pending an expulsion recommendation to the School Committee.

CLASS CUTTING - Sending schools will be notified of student's class cutting activities. Students will be dealt with according to individual sending school policy.

CIVILITY CODE - Students are prohibited from making insulting, vulgar or debasing remarks to faculty, staff and/or fellow students, regardless of the reason. Intentional cruelty is not permitted in school or school sponsored activities.

FIGHTING, HAZING, INTIMIDATING, THREATENING, HARASSMENT OR DISCRIMINATING BEHAVIORS toward other students or staff ***will not be tolerated under any circumstances*** and will result in the following consequences - Immediate disciplinary action will be taken against individuals who participate in a fight. Fighting includes any type
of physical confrontation with a staff member or student. Intimidating, hazing, threatening or harassing staff or fellow students will result in the same consequences as fighting:

A. First involvement – up to five (5) days out-of-school suspension.
B. Second involvement – up to ten (10) days out-of-school suspension.
C. Third involvement – Further disciplinary consequences to include the possible initiation of a recommendation for expulsion initiation of expulsion procedures
D. In all cases, more severe consequences may be merited.

INAPPROPRIATE LANGUAGE - Using inappropriate, obscene or vulgar language and/or gestures directed at or used in conversation *(oral or written*) with students, teachers, administrators or other staff or the flagrant, intentional use of such language is unacceptable and may result in the following consequences:

A. First incident – up to three (3) days of suspension
B. Second incident – up to ten (10) days of suspension
C. Third incident – Mandatory meeting with the Director/parent/guardian and possible recommendation for removal from the program.

INTERPERSONAL RELATIONSHIPS - All students are expected to conduct themselves appropriately at all times. Inappropriate displays of affection and closeness are embarrassing, for both students and faculty, as well as being a distraction from an environment conducive to learning. Faculty and Administrators will remind students concerning the inappropriate behavior. Those who continue to ignore this expectation will be referred to the school administration for counseling and possible disciplinary consequences. In addition, parents/guardians will be contacted for informational purposes and support.

NON-COMPLIANCE - Any student who refuses the request, instruction, direction or demand of any school official can be suspended for up to three days (3) (out of school) provided the student has not violated any other school rule.

OTHER OFFENSES - The offenses listed here do not cover all incidents that may result in disciplinary action. Student behavior, including insubordination, which violates general norms of student conduct, will result in disciplinary action based on the seriousness of the behavior relative to the offenses listed above. Any student who refuses the request, instruction or direction of any school official will be disciplined accordingly.

Violation of some school rules are also violations of the law and under most circumstances will be referred to the Westbrook Police Department, e.g. theft, drugs, alcohol, tobacco (if under eighteen), traffic offenses.

THEFT - Students apprehended for theft will be suspended from their vocational program for a period of up to ten (10) days; a second offense will result in recommendation for removal from the program. Additionally, any student disciplined for theft may be referred to the Westbrook Police Department for further investigation/action.

VANDALISM - Acts of vandalism on or lack of respect, misuse or flagrant mishandling of Vocational property and/or equipment including personal property or school property including banners or signs on buildings, writing on the surfaces of buildings, walkways,

COMPUTER HACKING OR SIMILAR ACTS WILL RESULT IN THEFOLLOWINGDISCIPLINARY CONSEQUENCES:

A. First incident – up to five (5) days of out of school suspension from the vocational program and sending school, re-admittance only after retributions determined by an administrator have been made or arranged and parent conference held.
B. Second incident – up to ten (10) days out of school suspension and possible expulsion procedures from program being initiated.

STUDENT PROGRAM CONTRACTS

A Student Program Contract is an important agreement made between the student, parents and WRVC. This contract is the final step toward achieving positive behavioral and/or academic changes before a student is asked to leave their vocational program. It should be understood clearly that if the contract were not followed, the student would risk immediate removal from the Vocational Center with loss of all credits earned during that quarter/semester.

If a student under contract is asked to leave the Center, that student may be able to re-enter at a future date when and if it is deemed appropriate for him/her to do so. At the discretion of the

Vocational Director and/or Assistant Director, a student can be placed on a specific Student Program Contract at any time during their vocational experience at Westbrook Regional Vocational Center. This contract must be signed and agreed upon by the Vocational Director and/or Assistant Director, the student, the instructor, if the student is under 18 years of age, their parent or guardian. The student's guidance counselor, special education counselor and/or special services coordinator will be made privy to the information contained within the contract when applicable. Questions concerning behavioral or academic student program contracts should be addressed to either the Vocational Director or Assistant Director by calling the Vocational Center office at 854-0820.

STUDENT USE OF ELECTRONIC DEVICES

The Westbrook School Committee believes that students learn best in classrooms free of unnecessary disruptions and that the school climate must remain conducive to learning. Devices that may interrupt the teacher and other students have no place in the classroom and are prohibited, unless for legitimate educational purposes expressly permitted or directly assigned by the classroom teacher. Examples of such articles include but are not limited to the following: cell phones, CD players, pagers, laser pointers, digital messaging devices, and other electronic devices with similar capabilities.

The following guidelines apply to possession and use of electronic devices:

A. Electronic devices may not be used in any unethical or illegal manner;

B. Electronic devices may not be used to harass, intimidate, or bully another person or to invade and violate another person's privacy or copyright;

C. Camera devices may not be used to photograph another person in any locker room, restroom, or any other place where others have reasonable expectation of privacy;

D. Electronic devices are prohibited during class time ; and

E. The use of electronic devices is authorized during passing time, all lunches and at the discretion of the teacher.

Consequences

1. First Incident
    a. Confiscate device
    b. Warn student
    c. Notify parent/guardian by telephone or in writing
    d. Return device to student at the end of the school day

2. Second Incident
    a. Confiscate device
    b. Office detention
    c. Return device to parent/guardian

3. Third Incident
    a. Confiscate device

b. In-school suspension up to three days
c. Return device to parent/guardian at end of school year

Violations beyond the third incident shall be referred to the Superintendent for appropriate disciplinary measures.

STUDENT WORK PROJECTS

Students are often given the opportunity to complete individual work projects, which may contribute to vocational skill enhancement. Safety of these projects is the responsibility of the student as well as any direct cost involved.

TEXTBOOKS & TOOLS

All textbooks and tools remain the property of WRVC and must be accounted for at the end of the period of use. ***Covering of textbooks is required***. A student who loses a book or piece of equipment will be financially responsible for it. Books that are damaged beyond reuse will also become the financial obligation of the student.
Several vocational trade areas require tool deposits on the equipment that is assigned at the beginning of the school year. Tool deposits range from $20.00 - $50.00 ***Students will not be permitted to use these tools nor attend training in the shop area until tool deposits are made***. All tool deposits and reimbursements of tool deposits are made though the vocational office. Tool deposits may be held at year-end if books/tools are not returned or are returned in an unusable fashion. (Special arrangements can be made for students with financial needs.)

TRANSPORTATION, CARS and PARKING

Each sending school provides transportation for their students to and from the Vocational Center. Students are **GENERALLY NOT** permitted to drive to and from the Center due to limited parking. For the 2012-13 the following changes will be in effect.

Parking spaces will be allocated by those schools allowing students to drive after the following conditions have been met.

- Tech 1 & Tech 2 - student must maintain an 85 average to continue to drive each quarter.
- Tech 1- eligibility to be determined when progress reports for 1st quarter are issued.
- Prior approval from the Director/Assistant Director to drive must be given for;
    - Working on personal vehicles in Auto
    - Fulfilling before or after school driving time for CDL
    - Before or after school make-up

When a student meets the eligibility requirement, they must also comply with the following:
1. Students who drive a motor vehicle must submit written documentation from their sending school confirming their eligibility to drive.
2. WRVC also requires that all student drivers complete a vehicle identification form, which can be obtained in the main office.
3. ***Students who drive cars on school property are expected to obey all rules of traffic safety while on school property and when entering or leaving school grounds.*** Violators will lose

their privilege of driving cars to school when reported to the school administration. (***Speed limit on school grounds is 10 mph)***

4. Parking spaces will be assigned to regional students behind the vocational building. ***There will be absolutely no student parking along Vocational Drive or in the parking lot nearest the Credit Union***. All automobiles pending repair from the Automotive Technology program will be issued an identification tag. Vehicles will not be allowed to remain behind the building all day for auto repairs. Students who disregard this policy will be refused future permission to bring their vehicle to school and will face disciplinary action.

Any violation of these rules will result in the loss of driving privileges for a minimum of 1 week (first offense) and two weeks (second offense). Severe and/or repetitive driving or parking violations may result in disciplinary consequences for insubordination and the vehicle being towed at the owner's/operator's expense.

5. Students who drive are expected to be at WRVC for tech 1 at 7:50 A.M and Tech 2 for 10:40. Students arriving after 8:00 will receive an unexcused tardy. After 3 unexcused tardies:
   First offense - the student will lose permission to drive for 5 school days.
   Second offense - (6 accumulative unexcused tardies) 10 school days,
   Third offense - (9 accumulated unexcused tardies) no driving to WRVC for the remainder of the year.

Please note:
The privilege of driving a vehicle to the Center may be revoked at anytime.

STUDENT PASSENGERS

Any student riding to or from WRVC with a student driver must obtain a RIDER PASS. To obtain a RIDER PASS the driver and rider must complete required WRVC and sending school parent permission forms and submit them to the WRVC office to receive a RIDER PASS.

VISITORS

Visitors are welcome at Westbrook Regional Vocational Center. Students must obtain permission from the school administration at least two full school days in advance. All pre-approved visitors are required to sign in and out at the WRVC office upon arrival and departure. Please do not embarrass your guest by bringing anyone to school unannounced/without administrative approval. Students are responsible for their guest's behavior at all times. Visitors on campus without administrative approval will be required to leave the premises immediately.

STUDENT ORGANIZATIONS

SKILLS USA

The WRVC Chapter of the Skills USA is the Center's largest vocational youth organization. Membership is open to students from all trade areas and School-To-Work. Skills USA is a national student organization, which develops leadership, career awareness and professional development skills. Members are involved in several leadership events and skill competitions held locally, statewide and nationally. The club officers and adult advisors set meeting dates and times. Civic and fundraising opportunities take place throughout the course of the year. Listen for details regarding Skills USA in your trade classroom or ask your instructor for more information. The State competition will be held March 14-15, 2013. Advisor: Darlene Bruns.

DECA

Participation in the Westbrook Chapter of the former National Distributive Education Clubs of America, now known as An Association of Marketing Students, is required of all students enrolled in the Marketing Education Program. This club has classroom activities and group activities with other State Chapters to improve knowledge, skills and attitudes needed to succeed in the workplace. State and National competitions take place in the spring. Meetings take place in class as needed. The State competition will be held March 7-8, 2013. Advisor: Robert Radley.

FBLA

FBLA-PBL is the largest business career student organization in the world. The high school division has 215,000 members. Through state-based competition at the spring State Leadership Conferences, students compete in events testing their business knowledge and skills. Advisor: Brenda Dolloff
The goals of this student organization are:

- Develop competent, aggressive business leadership.
- Strengthen the confidence of students in themselves and their work.
- Create more interest in and understanding of American business enterprise.
- Encourage members in the development of individual projects that contribute to the improvement of home, business, and community.
- Develop character, prepare for useful citizenship, and foster patriotism.
- Encourage and practice efficient money management.
- Encourage scholarship and promote school loyalty.
- Assist students in the establishment of occupational goals.
- Facilitate the transition from school to work.

STUDENT AMBASSADOR'S

This group was established to give students the opportunity for positive input and participation in promoting the Center. Students represent their class and the Center for promotion and recruitment. Students attend regular meetings to develop skills as student ambassadors. Act as conduit between administration, staff and the student body to improve the visitation process. Participation gives students direct influence for making positive change at our Center.
Advisors: Carmela Barton and Sanford Peabody

DIRECTOR'S ADVISORY COMMITTEE

Is a committee comprised of representatives from each program and the chapter president from each student organization. The committee meets informally on a monthly basis with the Director of the Vocational Center and a designee. During these meetings, students as well as the Director have the opportunity to discuss issues that arise and to develop a better understanding as to the needs of students attending WRVC. Advisors: Todd Fields and Carmela Barton

WRVC TIME SCHEDULE 2013-2014

-	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Tech 1	8:00 - 10:10	8:00 - 10:10	8:00 - 10:10	8:00 - 10:10	8:00 - 10:10
Lunch	10:15-10:45	10:34-10:45	10:30-10:45	10:30-10:45	10:34-10:45
Tech 2	10:50 - 12:50	10:50 - 12:50	10:50 - 12:50	10:50 - 12:50	10:50 - 12:50
Tech Start	1:30 - 2:20	1:30 - 2:20	***Early Dismissal No Class***	1:30 - 2:20	1:30 - 2:20

Classes at Westbrook Regional Vocational will be open to students at 7:50 A.M.
All Students will be expected in class for;
Tech 1 at 7:55
Tech 2 at 10:45