

# SEACOAST SCHOOL OF TECHNOLOGY

## Advisory Committees

Effective Career and Technical Education programs must be an integral part of the community in which they exist and they should reflect the day-to-day occupational life of the community. If this reflection is to be accurate, close cooperation between the schools and local business and industry is essential. Therefore, each program at the Seacoast School of Technology has an Advisory Committee made up of representatives from business and industry that are interested in Technology Education and the career field represented by the program area. The committee identifies skill needs, provides information for keeping instructional content meaningful and current, and assists in job placement of graduates, obtaining equipment and building respect and prestige for the school's programs. The Seacoast School of Technology Governing Board oversees the work of the individual advisory committees and serves as the communication link with all the regional school boards.

## SST GOVERNING BOARD

Barbara Munsey: Superintendent, Epping High School  
Michael Morgan: Superintendent, Exeter High School  
Mark LaRoach: Superintendent, Newmarket High School  
Dr. Jean Richards: Superintendent, Raymond High School  
Dr. Keith Pfeifer: Superintendent, Sanborn Reg. High School  
James Gaylord: Superintendent, Winnacunnet High School

Susan Kimball: School Board, Epping  
Tomasen Madden-Carey: School Board, ERCSD  
Chet Jablonski: School Board, Newmarket  
Maurice Titcomb: School Board, Raymond  
Kurt Baitz: School Board, Sanborn  
Richard Goodman: School Board, Winnacunnet

## SAU #16/Seacoast School of Technology Title VI, VII and IX Compliance

SAU #16/Seacoast School of Technology does not discriminate in the administration of its admissions and educational programs, activities or employment practice on the basis of race, color, religion, national origin, age, sex, handicap, sexual orientation or marital status. This statement is a reflection of the mission of SAU #16 and refers to, but is not limited to, the provisions of the following laws: Title VI & VII of the Civil Rights Act of 1964; The Age Discrimination Act of 1967; Title IX of the Educational Amendments of 1972; section 504 of the rehabilitation act of 1973; The Americans with Disabilities Act of 1975; NH Law Against Discrimination (RSA 354-A) and State Rule: Ed. 303.01 (i), (j), (k). Inquiries regarding discrimination may be directed to Laura Nelson, Assistant Superintendent, SAU #16, 30 Linden Street, Exeter, NH 03833 – Telephone: 603-775-8655.

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# TABLE OF CONTENTS

<b>Calendar</b>	<b>3</b>
<b>Staff Directory</b>	<b>4</b>
<b>Daily SST Schedule</b>	<b>5</b>
Early Arrivals	5
Delayed Openings	5
Early Release/Dismissal	5
Emergency Procedures	5
ID Badges	6
<b>Attendance Policy</b>	<b>6</b>
<b>Transportation</b>	<b>6-8</b>
Bus	6
Driving Policy/Privileges	7-8
<b>Student Services</b>	<b>8</b>
Support Staff	8
Course Changes	8
Parent Portal/Power School	8
Evaluation/Competency Profiles	8-9
Grade Reports	9
Exam Policies	9-10
College Credit	10
NTHS	10
<b>Student Conduct and Discipline</b>	<b>10-14</b>
General Expectations	11
Dress Code Policy	11-12
Textbooks, Fees, Lockers & Personal Property, Valuables, Tools, Equipment	12
Field Trips	13
Visitors, Youth Organizations, Fundraising/Sales, Health Services, Evacuations	13-14
<b>Health &amp; Safety Guidelines</b>	<b>14</b>
<b>Discipline Standards/Procedures</b>	<b>15-16</b>
Suspension Policies	15-16
<b>Exeter Co-op District Policies</b>	<b>16-18</b>
Sexual Harassment and Sexual Violence Policy (Summarized)	17
Appropriate and Acceptable Computer Network And Internet Use (Summarized)	17
School Policy Prohibiting Weapons	17-18
<b>Dangerous Weapons on School Property</b>	<b>19</b>
<b>SAU #16 Attendance, Tardiness and Truancy Policy</b>	<b>20-22</b>
<b>Appropriate and Acceptable Computer, Network &amp; Internet Use</b>	<b>23-25</b>
<b>Pupil Safety and Violence Prevention</b>	<b>26-28</b>



## SEACOAST SCHOOL OF TECHNOLOGY STAFF DIRECTORY

Superintendent	Michael Morgan	775-8653
Associate Superintendent	Paul Flynn	775-8652
Assistant Superintendent	Laura Nelson	775-8655
Business Administrator	Walter Pierce	775-8670
Chief Financial Officer	Nathan Lunney	775-8669
Special Education Director	Patricia Dowey	775-8646
Principal	Margaret Callahan	775-8958
Student Services Counselor	Samuel Bruno	775-8464
Teacher Resource Counselor	Patricia Brinkley	775-8467
Career Advisor	Marilyn Kellogg	775-8466
Technology Coordinator	Gary Sinden	775-8101
Administrative Assistants	Laurie Eldridge	775-8462
	Brenda Schrempf	775-8461
Teacher Assistants	Doug Cowie	775-8526
	Deb Gray	775-8473
	Tom Lanctot	775-8593
	Barbara Samulka	775-8472
	Susan Smylie	775-8472
	James Walsh	775-8462
	Elaine Willett	775-8472
Animal & Plant Science	Anne DeMarco	775-8519
Automotive Technologies	Robert Nienhouse	775-8593
	TBA	775-8526
Biotechnology	Bruce Van Dyke	775-8580
Building Construction Technology	Jim Klingensmith	775-8465
Computer Programming	Norm Messa	775-8623
	Vaso Partinoudi	775-8603
	Meg Prescott	775-8623
Culinary Arts	James Collins	775-8473
Digital Communications	Kristine Groleau	775-8226
Early Childhood Education	Janel Holmes	775-8545
	Stacey Jordan	775-8545
	Carla Ranks	775-8474
Health Sciences & Technologies	Linda Cutler	775-8516
Marketing Education	Sandra Flannigan	775-8468
Pre-Engineering	Norm Messa	775-8623
	Vaso Partinoudi	775-8603
Technology Careers	Richard Andersen	775-8471
Welding Technologies	Jonathan Theberge	775-8736

FOR STAFF E-MAILS, PLEASE VISIT [SEACOASTTECH.COM](http://SEACOASTTECH.COM)

### PARTICIPATING HIGH SCHOOLS

Epping High School	Barbara Munsey, Superintendent	Dixie Tremblay, Principal
Exeter High School	Michael Morgan, Superintendent	Victor Sokul, Principal
Newmarket High School	Mark LaRoach, Superintendent	Chris Andriski, Principal
Raymond High School	Dr. Jean Richards, Superintendent	Kirk Beitler, Principal
Sanborn Reg. High School	Dr. Keith Pfeifer, Superintendent	Gail Sudduth, Principal
Winnacunnet High School	James Gaylord, Superintendent	Randy Zito, Principal

## DAILY SST SCHEDULE

7:40 A.M.	Labs Open
7:42 A.M.	AM Session begins – Level I
9:12 A.M.	AM Session ends
9:30 A.M.	Mid Session begins – Level I
11:00 A.M.	Mid Session ends

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12:15 P.M.	Labs Open
12:20 P.M.	PM Session begins – Level II
1:50 P.M.	PM Session ends

## EARLY ARRIVALS

Prior to the first bell students must remain in the SST lobby – unless they have a pass from the teacher they are going to see.

## DELAYED OPENINGS

When school has a delayed start due to inclement weather, the AM and Mid sessions are cancelled. The PM session will begin at 12:20 PM. Announcements will be made on TV Channel 9 WMUR and radio station WERZ 107.1.

## EARLY RELEASE

There will be three (3) early release afternoons for teacher professional development. They are: 10/10, 1/30 and 5/15. On those days, the PM session will be cancelled.

## EARLY DISMISSAL

Students who need to be dismissed while they are at SST must bring a note from home to the SST main office at the beginning of the session. **Students cannot be dismissed from SST without parent/guardian approval in writing. Students being dismissed early must sign out in the SST office.**

## EMERGENCY PROCEDURES

- ◆ In the event of an emergency at SST during the school day, the sending schools will be notified as quickly as possible.
- ◆ Students will be sent back to the sending schools on buses as soon as arrangements can be made.
- ◆ Parents are asked not to call SST during an emergency – LINES MUST BE KEPT OPEN.
- ◆ Parents should not come to SST – WAIT FOR INFORMATION or watch Channel 9, WMUR.
- ◆ If parents are unable to reach the school, students will be cared for.

## ID BADGES

All SST students will be issued ID badges. Students must wear their SST badges at all times while at SST and on field trips. A \$5.00 fee will be charged to replace lost ID badges.

## ATTENDANCE POLICY

SST will follow guidelines established in conjunction with Exeter Region Cooperative School Board (ERCSD) policies. Its intent is to promote a positive attitude towards attendance, which will make students more successful employees.

- A. When a student returns to school after being absent, he or she shall be required to present a note of explanation (containing pupil's name, date of absence, reason for absence and parent's signature).
- B. It is the student's responsibility to notify his or her SST teacher when he or she will miss a class due to a field trip. Notification should be given in a timely manner.
- C. An attendance failure will be assigned to students who have 4 or more unexcused absences during any quarter grading period.
- D. **Students are responsible for all material missed during ANY absence, and they are responsible for making arrangements to make-up missed assignments.** In the case of a student's unapproved absence from school, make-up work should be requested from the teacher within a reasonable amount of time (1 day for each day absent). Make up work is required for all absences, excused and unexcused, including those due to sending school activities (exam days, spirit days, assemblies).
- E. The number of hours students attend SST classes will be recorded on their competency certificates, presented at the end of their senior or second-year program.

## TRANSPORTATION

### BUS TRANSPORTATION

Bus transportation will be provided to all students by their sending school to and from the Seacoast School of Technology. Students are expected to be responsible and cooperative with the bus driver. Students should not create any condition on the bus that will distract the driver. Because the driver is responsible for the bus, students must obey the driver's instructions. Students will remain in their seats when the bus is in motion. Conduct on buses will be governed by the rules of the sending school. Bus drivers will report any infraction of the rules for disciplinary action. Bus privileges may be revoked in the interest of safety.

The Exeter Region Cooperative School District values safety as the most important aspect of the student transportation program. In support of this priority, camera equipment (video and audio) may be installed on the school bus to monitor student behavior and assure safety for all students. A notice will be posted on all buses that reads "this bus uses video and audio equipment to monitor student behavior."

If a student misses the bus to SST for a legitimate reason, the student must get approval from a sending school administrator and a parent to use alternate means of transportation. The student must then call SST for approval from the Principal. If a parent wants to bring a student directly from home, the parent should call SST and the sending school office to inform them.

### TRANSPORTATION DURING SST CLASS SESSION OR RELATED TRIPS

Conduct on buses (used as part of SST classes) will be governed by the Exeter Region Cooperative School District Policies. Infractions of rules will result in disciplinary action. Students are responsible for any damage done to the bus.

SEACOAST SCHOOL OF TECHNOLOGY  
DRIVING POLICY

All sending school districts provide bus transportation for their students to the Seacoast School of Technology (SST).

Students are permitted to bring private vehicles to SST under the following circumstances:

1. The student and parent must sign a Vehicle Consent and Release Form.
2. The student must be in good standing in the areas of attendance and classroom performance.
3. The student must receive written permission from SST's principal and sending school district.
4. The student must obtain an SST parking permit. Since parking permits are limited, priority will be given to students who: (1) are on the Attendance Honor Roll; (2) maintain Honor Roll Grade Point averages; (3) other students with appropriate reasons.
5. The student must provide verification of a valid driver's license from the State of New Hampshire appropriate for the vehicle to be used.
6. The vehicle to be used must be equipped with a current New Hampshire motor vehicle registration and vehicle inspection sticker.
7. All vehicles must have insurance and fulfill the NH S.R. Financial Responsibility Law.
- 8. The student cannot transport other passengers in the vehicle.**
9. The student must travel directly to and from SST and the sending school.
- 10. The student must park the vehicle in student parking areas only and display the SST parking permit on the lower driver side window. Vehicles improperly parked will be towed at the student/parent's expense.**
11. Vehicles are subject to search by school authorities.
12. The student must give pedestrians and buses the right of way.
13. The student must wear a seat belt.
14. All state laws and town ordinances apply when students are driving on the school campus, which includes the former Annex property. State law prohibits passing a school bus with flashing red lights on or off school property. The student must at all times comply with all traffic regulations.
15. The campus speed limit is 10 miles per hour. The student shall not drive in a careless or reckless manner.
16. The student is responsible for any damage or injury caused by the student. SST assumes no responsibility for any damage to or theft of a student vehicle or any belongings therein. The student, parent and owner of the vehicle acknowledge that if the student is involved in an accident, the liability insurance policy for the vehicle provides the primary insurance coverage on the vehicle and its occupants.
17. The student must report to the SST principal any suspensions of the student's license or change in insurance status which occur.

**18. Any student who violates this Policy will be subject to discipline which includes, but is not limited to, revocation of parking privileges, suspension or expulsion from school. The following minimum penalties apply:**

**A. Any student who parks a vehicle without an SST permit may have the vehicle towed at the student and parent's expense and the student will receive a three-day in-school suspension.**

**B. Any student who drives to SST without all the required permissions or who transport passengers will receive a three-day in-school suspension.**

### **ONE-DAY DRIVING PRIVILEGES**

Students are permitted to bring vehicles to SST for one day only for attendance at an approved SST activity that requires a private vehicle. The student must complete and have approved a Vehicle Permission Form two days in advance.

The student must follow all rules as stated in the Seacoast School of Technology Driving Policy on pages 7-8.

**Students who violate the driving rules will receive a three-day in-school suspension for the first offense.**

## **STUDENT SERVICES**

### **SUPPORT STAFF**

The Principal, Student Services Counselor, Career Advisor and office staff are available to assist students with the following: enrollment, course changes, counseling services, career information, apprenticeships and other work experiences.

The Teacher Resource Counselor and Support Services staff are available to assist students who are having learning difficulties in their programs. Tutorial assistance provided through teachers and teacher assistants can be short or long term, depending on the student's needs. Students and their parents who have questions or who need more information about these services should contact the Teacher Resource Counselor.

### **COURSE CHANGES**

The SST program is a full year (2 semesters) commitment (exceptions: Computer Programming, Digital Communications, Pre-Engineering and Technology Careers). Students have until September 19, 2008 to add/drop a program. Students should see the Student Services Counselor to discuss their options.

### **PARENT PORTAL/POWER SCHOOL**

PowerSchool is a web-based, cross-platform student information used by SAU16. This system is accessible by parents and students through the ParentPortal, PowerSchool's external interface, which gives parents and students access to real-time information, like grades and attendance information, and provides a secure way to communicate with teachers from home. SST will be providing parents and students with user names and passwords, along with user instructions, at the beginning of each school year.

### **EVALUATION**

The ultimate factor determining the success or failure of a student's course work at SST is NOT the final grade but his or her readiness to continue his or her education, move into the workforce or do both. To determine this, each teacher will evaluate a student on his or her:

- a. **Employability skills:** self-management, communication skills, safety, decision making, attendance and the ability to work with others
- b. **Competency and Skill Proficiency:** quality & quantity of practical work using appropriate safety procedures

- c. **Course Content:** theory, direct instruction, demonstrations, tests & quizzes

In addition, all first-year students will have their placements reviewed midway through the second quarter. A plan for improvement will be developed, if necessary. Continuation in the program will be determined during the second semester.

### COMPETENCY PROFILES

Teachers will evaluate students in every technical program according to competencies, aligned with national industry standards and the NH Frameworks. In addition, each student will also be evaluated in the 10 core competencies deemed essential for success in college and the workplace. They include:

1. Decision-Making and Problem Solving
2. Self Management
3. Communication Skills
4. Ability to Work with Others
5. Information Use: Research, Analysis, Technology
6. Safety
7. Career Development
8. Attendance
9. Employability Skills
10. Ethical & Legal Responsibilities

### GRADE REPORTS

Grades are issued four times a year. These quarterly grades will be recorded on the student's sending school report card.

A student's final grade in his or her SST technical courses will be the average of the four quarter grades, a mid-term and/or final exam. The exam grades will count 20% of the final average.

**SST awards credit on a yearly basis to students who have a final average of 60 or better. Credit for courses taken at SST will be computed by sending schools according to their methods. Credit is awarded to students who transfer to another program outside of the SST region or complete early graduation requirements.**

In all SST courses, first-year students are expected to maintain at least a "C" average (75 or above). Students whose average is below a "C" at the end of the 3<sup>rd</sup> quarter will have their status for the following year reviewed by SST and their sending school and may not be invited to return to SST for a second-year. Further, the SST administration may have to limit second-year enrollment and will consider the above criteria, as well as, attendance, career interest, effort and performance.

### Grading Scale

100 - 98	A+	79 - 77	C+
97 - 93	A	76 - 73	C
92 - 90	A-	72 - 70	C-
89 - 87	B+	69 - 67	D+
86 - 83	B	66 - 63	D
82 - 80	B-	62 - 60	D-
		59 - 0	F

### EXAM POLICIES

- ◆ Students must attend school the days SST gives mid-term and final exams. Mid-term exams will be held on December 18 and December 19, 2008. Final exam dates will be determined in the spring and will be reviewed with students, posted on the SST website, on Parent Portal and on-line in the SST Today.
- ◆ If a student is unable to attend an exam, arrangements must be made **prior** to the exam for make-ups.
- ◆ If a student is sick or has another unavoidable crisis the morning of the exam, parents must call SST **before** the exam to arrange make-ups.

- ◆ If no arrangements are made, a student will receive a zero for the exam. Each exam counts 10% of the year's grade.
- ◆ SST students are expected to attend SST during mid-term exams at sending schools except when taking an exam. All absences will be considered unexcused unless a doctor's note is provided to SST.

### **COLLEGE CREDIT**

Some technical programs are aligned and articulated with college programs to enable advanced standing in college. Students enrolled in approved courses have the opportunity to earn college credits through Community College System of New Hampshire's Project Running Start Program. Credits can be applied to Community College System of New Hampshire or transferred to other institutions by requesting an official college transcript from the Community College System of New Hampshire at 772-2326.

### **ATTENTION STUDENTS AND PARENTS**

Please be advised that Community College System of New Hampshire courses taught in the high school through the Project Running Start Program include the same curriculum and standards as those taught on the college campus.

These college-level courses go into greater depth and often take more time and work than the high school courses. Students accept these challenges when they register for the college course and parents should understand that their sons and daughters will experience appropriately stringent college grading standards. Students who do not meet the standards will not receive college credit, nor will refunds be granted.

Students enrolled in Community College System of New Hampshire courses through Project Running Start have all the rights and responsibilities of college students enrolled in courses on the college campus. A student/parent handbook will be distributed to registered students in the fall. Please read it carefully to avoid misunderstandings.

### **NATIONAL TECHNICAL HONOR SOCIETY**

The National Technical Honor Society of the Seacoast School of Technology is an organization for outstanding, second-year Career & Technical students. The academic standard of a 90% average after three semesters, as well as, fewer than 10 absences in the first year and fewer than 6 absences (first semester) in the second year at the Seacoast School of Technology, make a student eligible to be considered for membership. Criteria for membership in the National Technical Honor Society are based on qualities of knowledge, skill, honesty, service, responsibility, scholarship, citizenship and leadership. Students eligible to apply will be notified by letter, in February, and will be apprised of further requirements and deadlines. Eligible students who complete the necessary application materials will be notified in writing regarding selection results. A formal induction ceremony will be held the first Friday after February vacation.

## **STUDENT CONDUCT AND DISCIPLINE**

The cultivation of habits of good conduct, regular attendance and punctuality by every student is essential. These traits are sought by employers in industry, who often regard them to be of greater importance than technical skills.

Students are expected to function as an effective unit, as in business and industry, so that the maximum amount of productivity and learning can take place. Conduct on the part of one student which is a hindrance or safety hazard to the work and education of other members of the group will not be tolerated.

The curriculum at SST incorporates safety as a major aspect of instruction. Safety must be uppermost in the minds of students and faculty alike at SST. Implementation of the school safety policy and regulations will ensure safety conscious attitudes and provide safe working conditions and provide protection for everyone from unsafe work habits, accidents or injury. As in the workplace, harassment of another student is considered a serious offense and hindrance to a safe working environment. Violation of the policy will be dealt with severely. See Bullying/Harassment Policy on page 26.

## **GENERAL EXPECTATIONS**

1. Students are expected to be at school every day.
2. Students are required to be in their classroom on time (7:42 am-AM session; 9:30 am-Mid session; 12:20 pm-PM session). Students arriving after those times must report directly to the office.
3. Students are expected to demonstrate respect to all peers and adults in school. Students will dress appropriately for school.
4. Students may not drive to SST without a signed vehicle consent and release form and an SST parking permit or a one-day vehicle permission form.
5. Students will not show inappropriate displays of affection in school.
6. Students may not use electronic devices including lasers, beepers, pagers, cell-phones, personal music systems in school.
7. Students may eat or drink in classrooms only with explicit permission by teachers. It should be considered a privilege, not a right.
8. Students who leave class must have a fully completed pass from the teacher, or report to the SST office directly.
9. Students may not leave the SST building or congregate in the parking lot at any time.
10. Students are required to identify themselves when approached by staff members.
11. Students are responsible for knowing all SST procedures and rules.

## **DRESS CODE POLICY**

Our students come from many different social, economic, racial, religious and ethnic backgrounds. They come to public schools to learn – not only about academic and technical subjects but also about tolerance and respect. Our dress code is thus based upon our desire to enhance the learning process and our need to develop respect for each other.

Our dress code is not intended to dictate fashion, nor is it intended to be rigid and inflexible. How we dress and how we keep our hair is often a way of expressing ourselves. Our dress code recognizes and embraces that right of free expression. Students are expected to dress professionally.

Health and Safety - Students are expected to practice good personal hygiene. Wearing apparel; including oversized pants or shorts:

1. which is inherently dangerous or poses a threat to the student or others shall not be allowed.
2. which could threaten the safety of the student or others in the performance of labs and other school work or activities shall not be allowed.
3. which through words or designs refers to or in any way promotes the use or consumption of drugs, alcohol, tobacco or is sexually suggestive shall not be allowed.

Preservation of School Property - Wearing apparel, which through normal use is destructive to school property, shall not be allowed. No "wheelies" (shoes) are allowed in the building at anytime.

### Community Standards

1. Wearing apparel, including jewelry, shall not be allowed: that is sexually suggestive. ("Sexually suggestive" includes not only clothing, or lack of clothing, but also clothing which, by its brevity, shortness, looseness or tightness, is sexually explicit.); that through word or design refers to sexual intercourse or other forms of promiscuity; that by being worn at certain times and places or which through word or design is demeaning or discourteous; which through word or design suggests intolerance or lack of respect to others on the basis of gender, race, religion, and ethnic, social or economic background and sexual preference.
2. Skirts, dresses, and shorts should be at least fingertip length. Dresses and blouse tops must have at least a two-inch strap.
3. "All your outerwear must cover your underwear."
4. Tops must not be too low and must cover the midriff area and cover cleavage, shoulders and back. No tube or halter tops.

5. All students participating in programs in labs/shops are expected to wear boots and **long** pants.
6. No open-toed shoes may be worn in the dining room, kitchen or labs/shops.
7. Safety glasses must be worn at all times in labs/shops.
8. Hats may not be worn in the classrooms or halls at SST; hats may be worn in labs/shops and may be required as part of expected dress (Culinary Arts). Repeated offenses will result in loss of hat.
9. Dress may be required to reflect industry standards (e.g. no piercing in Early Childhood).
10. Ensure proper representation of SST on field trips. CTSO field trips may require more formal dress requirements (boys – shirts, ties, dress pants and shoes; girls – professional dress or pants). Students may be asked to pay for part of this dress code requirement.

Learning Environment - Wearing apparel shall not be allowed which is so distracting to students and teachers that students cannot learn or teachers cannot teach. ("Distracting" shall not be interpreted as simply "different" or out of the norm.)

### **TEXTBOOKS**

Students are issued textbooks and tools appropriate for their programs. The student is solely responsible for the return or replacement of any items missing or damaged.

### **FEES**

Lab fees may be charged for materials, which are beyond the minimum requirements for that course. Extra projects, tools, safety glasses, uniforms and supplemental materials may be included in lab fees.

### **LOCKERS AND PERSONAL PROPERTY**

Lockers that are assigned to students should be locked at all times. The combination to lockers should be kept private. **Any personal belongings brought to or left at school will be the student's responsibility.** This includes items of clothing, tools, or equipment. The staff of SST is not responsible for finding, repairing or replacing any personal items. Students should secure all belongings in locked lockers. Lockers are the property of the Exeter Region Cooperative School District and their contents may be examined at any time.

### **VALUABLES**

Money or other valuables, such as ipods, should not be brought to SST. **The school does NOT assume responsibility for the loss of any student's property or valuables.**

### **TOOLS**

Many tools used in programs at SST are not permitted on school grounds beyond the classroom in which they are used. Students are not permitted to transport knives or other tools that could be used as weapons to and from school.

Students wishing to use their own tools or knives as part of their SST program must have a parent transport these items from home to SST. Failure to comply will result in disciplinary action as stated in the school policy prohibiting weapons (attached).

### **ELECTRONIC EQUIPMENT**

Lasers, radios, personal music systems, beepers, cellular phones, pagers, electronic games, tape recorders and CD players are not to be used in school. Students may carry them on the buses and should place them in book-bags before entering SST. These devices and any other items that may interfere with the learning process will be confiscated by the teacher and given to the Principal. The

Principal will return the device to the student and notify the parents. The second offense will result in the student losing the device for the remainder of the school year.

## **FIELD TRIPS**

Participation in field trips is a privilege. ID badges must be worn on field trips. Students may be excluded if they have too many absences, are doing poorly in SST or sending school classes, failure to make up work from previous trips or other reasons deemed appropriate by the Principal.

All SST policies remain in effect while students are engaged in field trip activities. This includes SST activities and trips after the regular school day. In deciding to attend a field trip, the student accepts full responsibility for his or her actions while on the trip. Students who violate school policies may be sent home from the trip early, at the expense of the student and will be subject to disciplinary action.

Before participating on an SST field trip, a student must complete a "Student Field Trip Permission Form." This form must be signed by a parent/guardian, as well as, the student's sending school administration. **Students are responsible for all material covered, homework and quizzes in classes missed at their sending schools.**

Students' apparel and/or luggage may be examined for illegal or inappropriate items/substances before or during any activity or trip. Students found in possession of these items/substances will not be allowed to participate and will forfeit funds paid for trip and will face disciplinary action.

If approval to take part in a field trip is denied by a sending school administrator or teacher, a parent may contact the sending school administrator or teacher to obtain the reason for the denial.

## **VISITORS**

Visitors, especially parents, are always welcome. However, **permission must be obtained from your SST teacher and Principal at least one day in advance** before a guest may be brought to school. If the guest will be riding a school bus, sending school permission must be obtained.

Visitors must register in the office and obtain a visitor's pass. A student must accompany his or her guest throughout the session and is responsible for explaining SST rules and procedures to the guest. Persons wishing to meet with a teacher shall do so only at a time when it does not interrupt the normal school program.

## **YOUTH ORGANIZATIONS**

Students are encouraged to become involved in the student association closely related with their career and technical programs.

Organizations include:

- DECA – Association of Marketing Education Students
- FFA – The National FFA Organization
- FCCLA – Family, Career & Community Leaders of America
- HOSA – Health Occupations Students of America
- SkillsUSA – An Association of Career & Technical Education Students
- FBLA – Future Business Leaders of America

## **FUNDRAISING/SALES**

- ◆ All fundraising or sales activities must be approved by the Principal.
- ◆ Sending school and town fundraising guidelines must be checked before promoting these activities.
- ◆ No unauthorized sales activity may take place at SST.

## **HEALTH SERVICES**

A student who is injured or becomes ill in school should report to his or her teacher for a pass to the nurse's office. Students **MUST NOT** leave the school because of illness or injury without authorization from the School Nurse or Principal.

## EMERGENCY EVACUATION

State law requires all public schools to have fire drills. Teachers will explain instructions regarding evacuation of the building. If the fire warning sounds when students are not in a class area, they should go outside immediately and rejoin the closest class at designated areas.

When the fire warning sounds, all windows and overhead doors must be closed. All equipment should be turned off and **lights left on**. Students should leave the building quickly. The last person to leave the room should close but not lock the door.

## HEALTH & SAFETY GUIDELINES

At SST courses are operated under conditions similar to those found on actual job sites. As on job sites, SAFETY is stressed in all courses. Since the technology courses are so varied, safety rules are different for each course.

Teachers will outline safety rules consistent with state policies for each course during the first few days of the school year and will be continually alert to see that they are followed. **Students must learn and follow these rules.** Failure to follow safety rules could result in removal from the job, suspension or expulsion from school, or in the worst case, serious personal injury.

Student and parent/guardian are required to sign a safety agreement on the application form.

Becoming a professional with positive work habits is a major goal for all SST students. Following proper safety guidelines is an important step in reaching this goal. Classroom standards meet all health and safety standards. The guidelines listed below are a few examples:

1. Obey safety rules at all times. Do not participate in any behavior which could result in accident or injury.
2. Students will exhibit a good understanding of safety rules and participate appropriately.
3. SST students are not allowed in areas of the Tuck Learning Campus beyond SST classrooms and labs.
4. Wear clothing appropriate to the occupational field at all times. Students may wish to have a change of clothing available and may find it necessary to change for the day's activities.
5. Follow established specific guidelines for appropriate and safe dress in each program. Students working in another program area may be requested to comply with that area's dress/safety guidelines.
6. Wear safety glasses, goggles, or face shield, as per the instructor's shop rules. Students are required to purchase safety glasses.
7. Obtain permission from instructor before using any machine or equipment.
8. Do not remove guards or safety devices from equipment.
9. Purchase and wear footwear and/or uniforms that are appropriate to the occupational field. Leather work boots are required for Animal & Plant Science, Auto Technologies, Building Construction, Welding Technologies and Technology Careers. Students are subject to disciplinary action if they do not follow guidelines regarding appropriate clothing & footwear.
10. ALL ACCIDENTS must be reported immediately to the instructor. The School Nurse and Principal will, in turn, be notified of the incident. The school nurse will examine the student for possible injury and treatment. Accident report forms must be filled out and processed through the SST office. Failure to comply with the procedure may result in nonpayment of insurance claims at a later date.

## **DISCIPLINE STANDARDS AND PROCEDURES**

The underlying principles of student behavior at SST are RESPECT and SAFETY. Students are expected to demonstrate behavior that would be acceptable in the workplace. Teachers will help SST students achieve this desired behavior through instruction and counseling. If these methods do not prove to be successful, disciplinary action may be necessary. Disciplinary action at SST is based in progressive steps.

SST has set discipline standards and procedures. Discipline actions are taken in conjunction and consultation with the schools that send students to SST.

### **The following are examples of unacceptable behavior (not limited to):**

- disrupting a class, lab, worksite
- unwillingness to do assigned work/clean-up
- rude language/profanity/gestures
- classroom tardiness
- failure to report to class properly prepared
- uncooperative behavior
- truancy/excessive tardiness
- using forged notes, excuses or forms
- plagiarism/cheating (including copying from internet, books, other students)
- insubordination
- violation of school rules
- leaving school without permission/off limits
- smoking
- possession, sale, use of alcohol/drugs/tobacco products
- harassment
- bullying
- vandalism
- theft
- possession of weapons including lasers
- fighting/assault
- violation of driving privileges
- violation of computer use policy

### **The following are possible disciplinary actions that will be used by teachers or Principal:**

- counseling
- warning
- special assignment including work detail around school
- withdrawal of privileges
- detention
- in-school suspension
- student management contract
- referral to outside agency
- out-of-school suspension
- dismissal from SST
- police and/or legal action

The action will be appropriate to the seriousness of the offense. **Repeated violations will require more serious actions.**

### **INSIDE SUSPENSION FOR THE FOLLOWING ACTIONS:**

#### **ONE-DAY**

- inappropriate language
- repeated tardiness to class
- class disruption

#### **MULTIPLE DAYS**

- violation of Driving Policy

- leaving school grounds, or being in an unauthorized area
- smoking/tobacco chewing on school premises, including the sidewalk in front of school
- insubordination
- refusal to identify oneself to a staff member
- throwing or projecting missiles of any kind
- gambling
- safety violations
- violation of computer use policy

### **OUT-OF-SCHOOL SUSPENSION**

- repeated offenses
- harassment of another student - 3 or more school days according to SAU 16 policy on page 26
- hazing (to ridicule & humiliate) of another student - 3 or more school days
- bullying – Pupil Safety and Violence Prevention page 26
- fighting – 5 school days. In cases of clear assault - 10 school days
- theft or possession of stolen property - 5 or more school days
- destruction of property - 3 or more days
- arson - 10 days minimum
- severe and/or repeated safety violation - 3 or more days
- violation of safe school act - 10 days minimum

### **SUSPENSION POLICY**

The student, during suspension, is not allowed to be on school grounds or to take part in any school function. Following any suspension from SST, a successful student-parent conference may be required before a student can be readmitted to school. A student suspended because of an infraction at his or her sending school may not attend SST during the suspension period. **A student suspended because of an infraction at SST may not attend his or her sending school during the suspension period.**

### **STUDENT'S RIGHTS AND DUE PROCESS**

It is the right of every student to attend school. A student is entitled to full consideration under law and also entitled to its full protection. Due process stands as a protection of his or her rights. Due process requires that an individual be given notice of the violation(s) for which that person is charged and be given an opportunity to answer the charges.

Any student who has been suspended or dismissed from his or her technical program may appeal. The reasons for the appeal must be reasonable and justifiable. The procedure begins with the Principal, Superintendent, and finally, the Exeter Region Cooperative School Board. The student has the right to counsel during these proceedings. The student may also furnish witnesses and evidence supporting his or her innocence if he or she so chooses.

## **SCHOOL POLICY - DISCIPLINE STANDARDS**

The enjoyment of the right and privilege to attend public schools is conditioned by the pupil's compliance with the reasonable regulations and requirements of the school, violations of which may be punishable by suspension or expulsion. A suspension under the law is usually for a short time or until the student meets conditions established by the school authorities. Expulsion is ordinarily permanent or for a substantial period of time.

## **EXETER REGION COOPERATIVE SCHOOL DISTRICT POLICIES**

**The following policies have been included as an aid in the daily governance of the Seacoast School of Technology.**

An additional booklet which contains all Exeter Region Cooperative School District policies is considered part of the Student Handbook of the Seacoast School of Technology. It is the responsibility of all students and their parents or guardians to be familiar with and follow the policies.

*The below reference notices, procedures and policies can be viewed in their entirety on the SAU 16 Website at [www.sau16.org](http://www.sau16.org) or you may obtain complete copies of any notices, procedures and policies at your child(ren)'s school. All updates to notices, procedures and policies will be posted on the SAU 16 Website.*

### **Sexual Harassment and Sexual Violence Policy – Summarized**

It is the policy of the School District to maintain a learning and working environment that is free from sexual harassment and sexual violence. The School District prohibits any form of sexual harassment and sexual violence. The School District will act to investigate all complaints of sexual harassment or sexual violence. Any student, teacher or employee who violates the Sexual Harassment and Sexual Violence Policy, files a false complaint under the Policy, or retaliates against any person for reporting, testifying, assisting or participating in the complaint process will be subject to appropriate discipline action up to and including suspension or expulsion of the offending student or dismissal of the offending teacher or employee. A copy of the Sexual Harassment and Sexual Violence Policy is available from the SAU Office, 30 Linden Street, Exeter, NH 03833, 603.775.8653; SAU 16 Website ([www.sau16.org](http://www.sau16.org)); the building Principal; or Title IX Coordinator. Harassment cases should be reported to Sam Bruno, Student Services Counselor.

### **Appropriate and Acceptable Computer, Network and Internet Use – Summarized**

A student's access to the Internet is a privilege, not a right. Files stored on the server or disks are not the student's private files. A student may only use the Internet with a parent's written permission and after both the student and parent have received a copy of the Acceptable Use Policy. It is a violation of the policy for a student to send or display offensive or obscene messages or pictures; harass, insult or attack others; damage computers, computer systems, or computer networks; hack or compromise any computer or network system's security; violate copyright laws; use someone else's password; trespass in someone else's folders, work or files; conduct non-education related activities; engage in illegal activities; or disclose personal identification. A student who commits any of the above acts or violates the Acceptable Use Policy may temporarily or permanently be banned from computer or Internet use, and will be subject to discipline up to and including suspension or expulsion.

### **SCHOOL POLICY PROHIBITING WEAPONS**

**Students may not bring to school or possess at school in any form a weapon, fireworks or explosive. Violation of this rule is subject to mandatory one-year expulsion.**

1. Definitions. Where used herein the following terms have the meanings specified:
  - "Board" means the Exeter Cooperative School Board.
  - "School" means each school building, adjacent grounds under the jurisdiction of the Board, every Exeter Cooperative School District sponsored or supervised activity or trip, and all Exeter Cooperative School District provided or supervised transportation including, without limitation, school buses.
  - "Student" means any student attending any School.
  - "Superintendent" means the superintendent of the Exeter Cooperative School District schools.
  - "Weapon" means:
    - Any type of firearm or other device which is designed to expel any type of projectile including, without limitation, a "firearm" as defined in 18 USC s.921;
    - Any type of bomb or explosive device, including, without limitation, a "destructive device" as defined in 18 USC s.921;
    - Any type of knife;
    - Any type of sling shot; and
    - Any type of metallic knuckles.
2. From and after the date of adoption of this Policy, no Student shall bring any Weapon to any School or possess any Weapon at any School.
3. Unless the suspension is modified as set forth below, any Student who brings or possesses any Weapon at any School without written authorization from the Superintendent shall be expelled from School by the Board for a period of not less than twelve months. Pending the Board's hearing on the expulsion, the Superintendent shall suspend any Student who violates this Policy for a period not to exceed ten days. The Board shall hold a hearing on the expulsion within ten days after the Student is suspended by the Superintendent. The Superintendent shall give written, advance notice of the date, time and place of the hearing to the Student and the Student's parent(s) or legal guardian. The Board's hearing shall address whether the Student violated this Policy and whether the expulsion shall be modified as set forth below. The Board shall issue to the Student and the Student's Parent(s) or legal guardian a written decision, containing a statement of the reasons for the decision.
4. The Superintendent may modify the mandatory one-year expulsion on a case-by-case basis.
5. Any expulsion under this Policy shall be subject to review by the Board if requested prior to the start of each school year. Any such request by the expelled Student or the Student's parent(s) or legal guardian shall be in writing and the Board shall hold a hearing **thereon**.

- The Superintendent shall give written, advance notice of the date, time, and place of the hearing to the Student and the Student's parent(s) or legal guardian.
6. Any parent or legal guardian of a Student expelled under this Policy shall have the right to appeal any such expulsion to the State Board of Education.
  7. This Policy is based, in part, on RSA 193-d:1I(e), which prohibits unlawful possession of a firearm or other dangerous weapon.
  8. Nothing in the Policy limits the powers of the Board, the Superintendent, or the Superintendent's representative to suspend, expel, or otherwise discipline Students.



















