

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, SAU#14
Michael A. Morgan: Superintendent, SAU #16
Dr. James Hayes: Superintendent, SAU #31
Dr. Jean Richards: Superintendent, SAU #33
Dr. Brian J. Blake: Superintendent, SAU #17
Dr. Robert Sullivan: Superintendent, SAU #21

Susan Kimball: School Board, Epping
Liz Faria: School Board, ERCSD
Chester Jablonski: School Board, Newmarket
John Stewart: School Board, Raymond
Kurt Baitz: School Board, Sanborn
Dr. 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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SEACOAST SCHOOL OF TECHNOLOGY STAFF DIRECTORY

Superintendent	Michael A. Morgan	775-8653
Principal	Margaret E. Callahan	775-8958
Recruitment & Retention Counselor	Joshua Civiello	775-8464
Teacher Resource Counselor	Patricia Brinkley	775-8467
Technology Coordinator	Gary Sinden	775-8101
Equity Counselor	Maryann Wortley	775-8620
Administrative Assistants	Laurie Eldridge	775-8462
	Brenda Schrempf	775-8461
Animal & Plant Science	Anne DeMarco	775-8519
Automotive Technologies	Robert Nienhouse	775-8593
	Fritz Arseneau	775-8524
Biotechnology	Patricia Bonaventura	775-8580
Building Construction Technologies	James Klingensmith	775-8465
Computer Programming	Norm Messa	775-8623
	Vaso Partinoudi	775-8603
Culinary Arts	James Collins	775-8473
Digital Communications	Kristine Groleau	775-8226
Early Childhood Education	Janel Holmes	775-8469
	Stacey Jordan	775-8469
	Carla Ranks	775-8474
Health Science Technologies	Linda Cutler	775-8516
Marketing Technologies	Sandra Flannigan	775-8468
Pre-Engineering	Norm Messa	775-8623
	Vaso Partinoudi	775-8603
Welding Technologies	Jonathan Theberge	775-8736
Teacher Assistants	Stacey Beaulieu	
	Tom Lanctot	
	Susan Smylie	
	Samantha Tukey	
	James Walsh	

FOR STAFF E-MAILS, PLEASE VISIT SEACOASTTECH.COM

REGIONAL HIGH SCHOOL PRINCIPALS

Epping High School	Kyle Repucci, Principal
Exeter High School	Victor P. Sokul Jr. Principal
Newmarket High School	Christopher Andriski, Principal
Raymond High School	Kirk Beitler, Principal
Sanborn Regional High School	Brian Stack, Principal
Winnacunnet High School	William McGowan, Principal

DAILY SST SCHEDULE

7:38 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

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: 10/7, 1/25 and 5/9. 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 from ALERT NOW, watch Channel 9, WMUR or check the SAU 16 Website, www.sau16.org.
- ◆ 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. A \$5.00 fee will be charged to replace lost ID badges.

LOCKDOWNS

In the event of a Lockdown, an amber beacon will be illuminated on the side of the Automotive Technologies building, as well as, on the corner of the Seacoast School of Technology main building near the main entrance. This is a signal for all vehicles and pedestrians to stay away from the building.

ENTRANCE

The Seacoast School of Technology has one entrance for students and visitors. This main entrance will be open at certain times during the school day. At all other times, students and visitors will be buzzed in, if appropriate, through the main entrance.

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 student's name, date of absence, reason for absence and parent's signature). Students must present all such notes for excused absences within two weeks of returning from the absence. Students applying for membership to the National Technical Honor Society should pay special attention to the attendance policy.
- 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.

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.
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.**

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.

STUDENT SERVICES

SUPPORT STAFF

The Principal, Recruitment & Retention Counselor, Equity Counselor and office staff are available to assist students with the following: enrollment, course changes, counseling services, career information, apprenticeships and other work experiences.

The Recruitment & Retention Counselor, Equity 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 and Pre-Engineering). Students have until Friday, September 16, 2011 to add/drop a program. Students should see the Recruitment & Retention Counselor to discuss their options.

PARENT PORTAL/POWER SCHOOL

PowerSchool is a web-based, cross-platform student information system 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 provide 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 3rd 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 15 and December 16, 2011. Final exam dates will be determined in the spring and will be reviewed with students, posted on the SST website.
- ◆ 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 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 427-7635.

ATTENTION STUDENTS AND PARENTS

Please be advised that Community College System of New Hampshire courses taught in the high school through the 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 Running Start have all the rights and responsibilities of college students enrolled in courses on the college campus. All students and parents are responsible for the contents in the Student/Parent handbook on the CCSNH website. 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 in the second year, first semester, at the Seacoast School of Technology makes a student eligible to be considered for membership in 2012.

The academic standard of a 90% average and fewer than 7 absences after three semesters at the Seacoast School of Technology makes a student eligible to be considered for membership in 2013.

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 on Tuesday, March 20, 2012 at 9:45 a.m. in the Talbot Gymnasium.

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 utmost 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 or bullying 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 responsible for knowing all SST procedures and expectations.
3. Students are required to be in their classroom on time (7:42 a.m.-AM session; 9:30 a.m.-Mid session; 12:20 p.m.-PM session). Students arriving after those times must report directly to the office.
4. Students are expected to demonstrate respect to all peers and adults in school.
5. Students will dress appropriately for school.
6. 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.
7. Students will not show inappropriate displays of affection in school.
8. Students may not use electronic devices in classes at SST unless directed by their teacher.
9. Students may eat or drink in classrooms only with explicit permission by teachers. It should be considered a privilege, not a right.
10. Students who leave class must have a fully-completed pass from the teacher, or report to the SST office directly.
11. Students may not leave the SST building or congregate in the parking lot at any time.
12. Students are required to identify themselves when approached by staff members.

DRESS CODE POLICY

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 or suggests violence 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 any time.

Community Standards

1. All clothing and jewelry must demonstrate student's respect of self and others.
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 labs/shops are expected to wear boots and **long** pants. Welding students must wear steel-toed boots. Animal & Plant, Building Construction and Automotive Technologies students must wear leather boots.
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 as directed by teacher.
9. Dress may be required to reflect industry standards (e.g. no piercings in Early Childhood).
10. Ensure proper representation of SST on field trips. CTSO field trips may require more formal dress requirements. Students may be asked to pay for part of this dress code requirement.

Learning Environment - Wearing apparel which is so distracting to students and teachers that students cannot learn or teachers cannot teach shall not be allowed. ("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 at 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

Electronic devices are not to be used in classrooms or labs unless directed by the teacher. Should a student use these devices without direction or permission of the teacher, the device 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. When in public areas including the parking lot, sidewalks, hallways and lobby, students should have no more than one ear bud in so that they can readily hear and converse with others.

FIELD TRIPS

Participation in field trips is a privilege. Students may be excluded if they have too many absences, are doing poorly at SST or sending school classes, have been involved in disciplinary matters, have failed 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 in 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 the trip and will face disciplinary action.

VISITORS

Visitors 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.

CAREER AND TECHNICAL STUDENT 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 Technologies 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.
- ◆ Monies raised will be used to benefit the program or CTSO. At no time will money raised be returned to a student.

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

PAYMENTS

When making a payment for dues, field trips, fundraisers, etc., please make checks payable to: Seacoast School of Technology, unless otherwise specified by the teacher. Any returned checks, need to be paid in cash to replace the returned check. If a check is returned, the Seacoast School of Technology is not responsible for any fees incurred.

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.

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 continually be alert to see that they are followed. **Students must learn and follow these rules.** Failure to follow safety rules could result in removal from class, suspension or expulsion from school.

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.

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

SUSPENSION POLICY

The student, during suspension, is not allowed to be on school grounds or 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.

It is the responsibility of all students and their parents or guardians to be familiar with and follow the Exeter Region Cooperative School District policies. The below reference notices, procedures and policies can be viewed in their entirety on the SAU 16 Website at 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.

Bullying

On June 15, 2010, NH Governor John Lynch signed the Anti-Bully Law, House Bill 1523. This law strengthens and updates New Hampshire's existing anti-bully statute by ensuring schools have a clear anti-bully policy that for the first time addresses the act of cyber-bullying. Please refer to the SAU 16 Website (www.sau16.org) or contact the Seacoast School of Technology for a copy of the Exeter Region Cooperative School Board policy *JICK Pupil Safety and Violence Prevention*. The school districts within SAU 16 are in various stages of updating this policy to confirm with the new law.

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); the building Principal; or Title IX Coordinator. Harassment cases should be reported to Carla Ranks, Early Childhood Instructor.

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:11(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.

DANGEROUS WEAPONS ON SCHOOL PROPERTY**JICI**

Dangerous weapons, such as, but not limited to, firearms, explosives, incendiaries, martial arts weapons (as defined in NH Law), electronic defense weapons (as defined in NH Law), clubs, billies, metallic knuckles or containers containing chemicals such as pepper gas or mace, or the use of any object as a weapon are not permitted on school property, on school vehicles or at school-sponsored activities. Student violations of this policy will result in both disciplinary action and notification of the police. Suspension or expulsion from school could result.

In addition, any student who is determined to have brought a firearm (as defined by 18 US 921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

Weapons under control of law enforcement personnel are permitted.

All students will receive written notice of this policy at least once a year.

Law Reference: RSA 193-D, RSA 193-13, and ED. 317, RSA 159:24, 159:20

Appendix Reference: JICD-R

Date Adopted: July 2, 1998

Revision Dates: February 10, 2004

Last Review Date: February 10, 2004

Attendance Protocol/Tardiness and Truancy Definitions:

The intent of the procedures described below that will be followed by SAU#16 is to ensure that students are in school and learning. School attendance is critical to successful school performance. Parent(s)/guardian(s) have the legal obligation to see to it that their children attend school the entire school year. All persons having children under their control shall cause them to attend school as provided in New Hampshire State Law: RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil: "A parent of any child at least 6 years of age and under 16 years of age shall cause such child to attend the public school to which the child is assigned or to an approved private school during all the time the public schools are in session."

1) **Tardiness**: Being present on time is a life skill to be cultivated so students are expected to arrive at school on time. A pattern of tardiness puts students at a disadvantage in school. Tardiness is a disruption to the educational process: it sets a tone that de-values education, detracts from the lesson, is discourteous to the teacher and other students and results in a loss of instructional time. We ask that parent(s)/guardian(s) work with the school to ensure that students arrive on time.

2) **Absenteeism**: A parent(s)/guardian(s) duty is to verify his/her child's absence with the child's school. The administration's duty is to determine whether the absence is excused or unexcused.

a) Verified Absence

Contact occurs between parent(s)/guardian(s) and school and consensus is obtained, i.e., family vacations, etc.

b) Excused Absence

1. Personal illness (may require physician's documentation)
2. Death in the family
3. Professional appointments
4. Religious holidays
5. School-related functions
6. College visitations
7. Dismissal by a school official

c) Unexcused Absence

1. Excessive parent/guardian-verified absences
2. Failure to follow school's tardiness procedure
3. Truancy

3) **Truancy**: Any student who is absent from school and/or class without the knowledge and permission of his/her parent(s)/guardian(s) or school authorities is truant. Parent(s)/guardian(s) must verify all absences. While parent(s)/guardian(s) maintain the right to excuse children from school, not all absences are approved by the school administration, and the consequences for school-approved absences and non school-

SAU #16 ATTENDANCE, TARDINESS AND TRUANCY POLICY

approved absences may differ. When questions arise as to whether an excused absence is school-approved or non-school approved, the decision will be made by the school administration. Absences, even with the approval of the parent(s)/guardian(s), which are excessive and/or which interfere with the student's educational program will be interpreted as truancy and follow-up procedures may be instituted. A student shall be declared habitually truant when s/he has had 20 half-days of non-approved absences in one school year. A half-day absence is defined as missing up to half of the total minutes in a school's day. Missing more than half the total minutes in a school's day constitutes two half-day absences.

Responsibilities of Parent/Guardian, School and Students:**1. Parent(s)/Guardian(s)/Students:**

- a) Will notify the school in advance of a student's absence, whenever possible.
- b) Students are responsible for making up all school work missed due to absences.

2. School Administrator or Designee/Attendance Officer:

- a) Shall determine if it is a valid absence and, if necessary, attempt to contact parent(s)/guardian(s) by telephone to confirm the cause of absence. However, it is the parent(s)/guardian(s)' responsibility to notify the school in advance if the student is going to be absent. Lack of parent(s)/guardian(s) contact with the school will result in an unexcused absence.

3. Building Administrator:

- a) Appropriate building administrator shall be notified daily of student absences.

4. School:

- a) Shall annually document the cumulative absences on each student, as the number of absences will determine the thresholds for intervention as described in these procedures.
- b) State law requires that student attendance be taken and recorded accurately during each school day. To meet this obligation, the school uses the following system:
 1. All teachers require regular attendance.
 2. Student presence is recorded in each class.
 3. Names of students not present are submitted to the Attendance Office daily.
 4. The attendance secretary and/or nurse may determine excused absences during the course of the school day (ex. A student is dismissed from school due to illness).
 5. Parent(s)/guardian(s) must give their consent for all absences.

Protocol for Tardiness:

Each school will decide upon the appropriate method of parent(s)/guardian(s) contact and resulting disciplinary action for excessive tardiness, which will be outlined in the school's student handbook.

SAU #16 ATTENDANCE, TARDINESS AND TRUANCY POLICY Page 3 of 3**Protocol for Excessive Unexcused Absences:****1. 10 or more half-day unexcused absences:**

At 10 half-day unexcused absences, administration will review the absence list for the student population for possible action. Possible action may include one or more of the following:

- Contact by administration or designee to parent(s)/guardian(s).
- Letter(s) reviewing the policy sent to the parent(s)/guardian(s); it will advise the parent that, should absences continue, s/he may be contacted to attend a meeting to create a plan addressing the problem.
- A meeting with administration, parent(s)/guardian(s) and student to develop a plan.
- Special education referral/notification.
- A referral to the police, court/diversion and/or DCYF.

2. 20 half-day unexcused absences:

At 20 half-day unexcused absences, actions by administration will include one or more of the following:

- Contact by administration or designee to parent(s)/guardian(s).
- Letter(s) reviewing the policy sent to the parent(s)/guardian(s) advising that s/he will be contacted to attend a meeting to address the problem.
- Special education referral/notification.
- A referral to the police, court/diversion and/or DCYF.
- Report filed with DCYF by appropriate school personnel.
- CHINS petition/affidavit written by designated school personnel (*).

(*) – Each building's administrator is responsible for identifying one person who is trained to file a CHINS petition/affidavit and attend all subsequent court hearings through the student's adjudication.

Law Reference: RSA 193:1,2,7 and 16, RSA 306.10 (a) (1), RSA 193:8

Appendix Reference: JH-R

Date Adopted: December 14, 2004

Revision Dates: December 14, 2004, February 14, 2006

Last Review Date: February 14, 2006

**APPROPRIATE AND ACCEPTABLE COMPUTER,
NETWORK AND INTERNET USE**Computers And Computer Networks

Access to school computer systems and the Internet is provided for school district purposes for students and staff as an educational or work related resource. For students, parents' permission is required to use the Internet. Access is a privilege, not a right, and that access requires responsibility.

Computer storage areas and floppy disks will be treated like school areas. Administrators, or their designees, may review files and communications (including electronic mail) to insure that users are using the system responsibly. Users should not expect that files stored on servers or disks will always be private. Users should also understand that school servers regularly record Internet activity in log files that are available to the public under RSA 91-A: Access to Public Records and Meetings.

Activities not permitted include, but are not limited to:

1. Sending or displaying offensive messages or pictures;
2. Using obscene language;
3. Harassing, insulting, or attacking others;
4. Damaging computers, computer systems, or computer networks;
5. Violating copyright laws;
6. Using others' passwords;
7. Trespassing in others' folders, work, or files;
8. Intentionally wasting limited resources; and
9. Conducting business related activities.

Access to Internet by Minors

Minors accessing Internet services provided by the school shall be subject to the following rules and regulations:

1. Minors shall not access material that is obscene, child pornography, harmful to minors, or otherwise inappropriate for educational purposes.
2. Minors shall not use the school's technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Minors shall not engage in any illegal activities on the Internet.
4. Minors should only use electronic mail, chat rooms, social networks and other forms of direct electronic communications for purposes related to education within the context of a school-related assignment activity.
5. Minors shall not disclose personal identification information on the Internet.

**APPROPRIATE AND ACCEPTABLE COMPUTER,
NETWORK AND INTERNET USE**Access to Internet by Adults

Adults accessing Internet services provided by the school shall be subject to the following rules and regulations:

1. Adults shall not access material that is obscene, child pornography, or otherwise inappropriate for training or work-related uses.
2. Adults shall not use the school technology resources to engage in unauthorized hacking or attempts to otherwise compromise any computer or network system's security.
3. Adults shall not engage in illegal activities on the Internet.

Technology Protection Measure

The school shall use a technology protection measure that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with the policies of the school.

1. The technology protection measure that blocks and/or filters Internet access may be disabled by an authorized staff member for bona fide research purposes with permission of the immediate supervisor of the staff member requesting said disabling or with the permission of the administrator of the school.
2. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes during which time the minor will be monitored directly by the authorized staff member or his/her designee.

Publishing Guidelines

Students and staff will be allowed to produce materials for electronic publication on the school servers for educational purposes. The school administration, teachers, and staff will monitor these materials to ensure compliance with content standards. The content of student materials is constrained by the following restrictions:

1. No personal information about a student will be allowed. This includes telephone numbers and addresses.
2. Individuals in pictures, movies, sound recordings, or student work may be identified only by their first name.
3. Parents/guardians must sign a release before a picture, movie, or sound recording student work will be published on the school's Website.
4. No text, image, movie, sound recording, or student work that contains pornography, profanity, obscenity, or language that offends or degrades others will be allowed.

**APPROPRIATE AND ACCEPTABLE COMPUTER,
NETWORK AND INTERNET USE**

Policy Violations

The school reserves the right to refuse access to the Internet to anyone when it deems it necessary in the public interest. Violations of this policy will result in a temporary or permanent ban on computer or Internet use. Additional disciplinary action may be added in line with existing practice on inappropriate language or behavior, including termination of employment of school district employees or contractors. When applicable, police or local authorities may be involved.

Law Reference: RSA 194:3-d, 47U.S.C. Section 254, Children's Internet Protection Act
Public Hearing

Date Adopted: August 14, 2001

Revision Dates: April 9, 2007

Last Review Date: May 8, 2007

Policy Origination: NHSBA

PUPIL SAFETY AND VIOLENCE PREVENTION**JICK****Page 1 of 3**

It is the policy of the SAU 16 School Districts that its students have an educational setting that is safe, secure, peaceful and free from student harassment also known as bullying. The Districts will not tolerate unlawful harassment of any type and conduct that constitutes bullying as defined herein will not be tolerated.

Bullying Defined

“Bullying” is defined as insults, taunts, or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent, disorderly, or other harmful response. Bullying may not rise to the level of unlawful harassment under Title IX of the Education Acts of 1972, the Americans With Disabilities Act, Title VI, or the Rehabilitation Act of 1974.

The board also recognizes that there are growing occurrences of “Cyber-Bullying” and threatening language being used by students on the internet when students are not in school and are off-campus. It shall be the policy of the board to impose disciplinary measures against any student who is found to have engaged in such behavior, provided the cyberbullying and the internet threat:

- 1. Violates any school district rules or regulations,**
- 2. Contains threats of violence against staff members or students,**
- 3. Threatens vandalism to school property,**
- 4. Suggests or advocates physical harm to staff members or students, or**
- 5. Creates a disruption to the school educational mission, purpose or objectives.**

Reporting Procedure

1. Any student who believes they have been a victim of bullying may report the alleged act to the building principal. If a student is more comfortable reporting the alleged act to a person other than the building principal, the student may contact any School District employee.
2. Any school employee, or employee of a company under contract with the school or School Districts, who has witnessed or has reliable information that a student has been subjected to bullying shall report the incident to the student’s principal or the principal’s designee.
3. Upon receipt of a report of bullying, the principal or designee shall within 24 hours forward a written report to the superintendent of the incident and the principal or designee’s response to the incident.
4. The principal, or designee, shall by telephone and in writing by first-class mail, report the occurrence of any incident of bullying to the students and parent or legal guardian of all pupils involved within 48 hours of the occurrence of such incident. The notice shall advise the individuals involved of their due process rights including the right to appeal the school disciplinary decision to the state board of education. The superintendent may, within the 48

PUPIL SAFETY AND VIOLENCE PREVENTION

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hour time period, grant the principal a written waiver from the notification requirement if the superintendent deems such waiver to be in the best interest of the child.

Investigation and Remedial Action

1. The principal or designee shall investigate alleged acts of bullying.
2. The principal will take such disciplinary action deemed necessary and appropriate, including but not limited to detention, in-house suspension, out-of-school suspension or referral to superintendent to consider long-term suspension or expulsion, and/or referral to law enforcement in order to end bullying and prevent its recurrence.
3. The procedures under RSA 193:13, Ed 317 and the School Districts discipline policies establish the due process and appeal rights for students disciplined for acts of bullying.
4. Besides initiating disciplinary action, the principal may also take other remedial action deemed necessary and appropriate to end bullying and prevent its recurrence including but not limited to requiring participation in peer mentoring, life skills groups; and/or reassigning classes, lunch periods or transportation.
5. For non-disciplinary remedial actions where no other review procedures govern, the student or the parent or legal guardian of the pupils involved in the bullying shall have the right to appeal the principal or designee's decision to the Superintendent in writing within 5 days. The Superintendent shall review the principal or designee's decision and issue a written decision within 10 days.

If the aggrieved party is still not satisfied with the outcome, then the aggrieved party may file a written request for review by the School Board within 10 days of the Superintendent's decision.

The School Board shall adhere to the procedures set forth in Ed 216 in resolving the dispute.

Any individual aggrieved by the School Board's decision shall have the right to appeal the decision to the State Board of Education within 20 calendar days of receipt of the written decision of the School Board in accordance with Ed 200.

Policy Notification

Copies of this policy shall be given to all employees, students and parents annually by publishing in the applicable handbook. Whenever new SAU 16 School District employees or students begin during the school year, they shall receive a copy of the appropriate handbook before commencing work or school attendance.

Bullying As Abuse

Under certain circumstances, bullying could constitute abuse under RSA 169-C, the Child Abuse Reporting Act. In such situations, all SAU 16 employees shall comply with the reporting requirements of RSA 169-C.

Sexual Harassment

Bullying may constitute sexual harassment in which case it shall be subject to the School Districts' policy GBAA.

Immunity

A school employee, or employee of a company under contract with a SAU 16 school or SAU 16 school district, who has reported violations under this chapter to the principal, or designee shall be immune from any cause of action which may arise from the failure to remedy the reported incident.

Discipline

If a pupil is determined to have engaged in bullying conduct prohibited by this policy, that pupil shall be subject to appropriate discipline action, which may include, but not limited to suspension and/or expulsion.

Law Reference

Appendix Reference:

Date Adopted: March 27, 2001

Revision Dates: November 28, 2006

Last Review Date: November 28, 2006