

**ALVIRNE HIGH SCHOOL**

**WILBUR H. PALMER**

**VOCATIONAL-TECHNICAL**

**CENTER**

**AREA STUDENT/PARENT HANDBOOK**

**2016-2017**

## TABLE OF CONTENTS

Alvirne Address .....	2
After School Events .....	2
AHS Student/Parent Handbook.....	2
Arrival .....	2
Assemblies .....	2
Attendance Policy.....	3
Absence Limits .....	3-4
Competencies at Alvirne.....	4
Discipline .....	5
Drop/Withdraw .....	5
Electronic Equipment Use .....	5
Field Trips.....	5-6
National Technical Honor Society.....	6
Faculty List .....	6
Grading Policy .....	7
Make-up Work .....	7
Parent Teacher Night .....	8
Snow Days .....	8
Telephone Numbers .....	8
Transportation .....	8
Career & Technical Student Organizations .....	9
Alvirne's Discipline Policy .....	9-15
Bell Schedules.....	16
School Calendar.....	17

## **ADDRESS:**

The mailing address for Alvirne's career and technical center is:

Alvirne High School  
Wilbur H. Palmer Vocational – Technical Center  
200 Derry Road  
Hudson, NH 03051

Alvirne High School is located directly on Route 102 in Hudson, NH. From the south it is two miles north of the bridges that connect Nashua and Hudson. From the north it is about six miles south of exit 4 off route 93.

## **AFTER SCHOOL EVENTS:**

Students wishing to participate in after school events at Alvirne need to see their sending school coordinator and Mrs. Worthen to make arrangements for personal transportation.

Arrangements should be made **no less than one school day in advance**.

## **ALVIRNE HIGH SCHOOL STUDENT/PARENT HANDBOOK:**

A copy of Alvirne High School's Student/Parent Handbook is available online at <http://www.sau81.org/ahs/page/alvirne-high-school-student-handbook>. It explains Alvirne's rules and regulations in more detail.

## **ARRIVAL:**

Students arriving in the morning should report directly to their classroom upon arrival at Alvirne. Afternoon students who arrive early should wait in the lobby of the center.

## **ASSEMBLIES:**

Students should not come to their classes at Alvirne when Alvirne is having a school wide assembly during that class period. Sending schools will be notified when this is the case. Career and technical education teachers will inform area students ahead of time. The sending school determines attendance at assemblies at sending schools.

## **ATTENDANCE POLICY:**

The entire process of education requires regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefit for each individual student. The regular contact of students with one another in the classroom and their participation in instructional activity is vital to this purpose.

Frequent absences from regular classroom and lab learning experiences disturb the continuity of the instructional process and the maximum benefit of instruction and demonstration is lost. Consequently, many students who miss school frequently are unable to receive maximum benefits available to them. It is also difficult for students from a sending school to schedule make up time in the lab/shop area.

In addition, as an educational institution, we feel that part of our mission is the development of positive traits that will benefit students as they enter into the world of work. Specifically we are concerned with the development of good work habits that include punctuality and a high level of attendance.

## **ABSENCE LIMITS:**

Any student who is absent from class for more than six unauthorized days in a marking period will receive an attendance failure for the class for that marking period. For the purpose of this rule, a student who is absent from a class for more than half of the period will be considered absent.

It should be noted that this does not automatically mean the loss of credit for the semester, as a student may still pass for the semester if he/she does well in the other marking period and the final exam. The failing grade will be recorded as a 59 for students who would have passed if not for the excessive absenteeism. Students receiving a 59 will have ten (10) school days to appeal the absences that have produced the EA from the day the report card was issued.

Absence due to the following reasons will not count toward the six-day limit:

1. Illness verified by a doctor's note.

2. Office visits to a doctor or dentist that cannot be made after the school day which are verified by a note from the doctor or dentist. Parents are encouraged to schedule all appointments after school hours whenever possible.
3. Religious holidays.
4. School sponsored activities.
5. Bereavement.
6. Court orders.
7. College visits approved by your school. (Two documented college visits per year are allowed.)

**Students must bring a note or other required documentation to Ms. Noonan in the CTE office the day they return to school after an absence in order to have the absence excused.**

### **COMPETENCIES AT ALVIRNE:**

With the implementation of Course Competencies, the pathway to course credit is slightly altered. Courses at Alvirne High School have identified Course Competency Areas. For example, an English course may have identified the Competency Areas of Reading, Writing, Literature, Speaking, and Viewing/Listening. These areas represent the major content topics that will be investigated and practiced in this particular course.

All assessments in this course will be categorized by one of these competencies. Students will still be taking tests and quizzes, completing writing assignments and projects, and will be expected to do homework. The only change is that the categorical averages that typically determine the final course average (Quizzes, Tests, Homework...) have been replaced by content categories. In this English course, a student's final grade will be calculated by the work they have completed in the Competency Areas (Reading, Writing, Literature, Speaking, and Viewing/Listening).

**IMPORTANT POINT:** Students must have a passing average (60% or above) in **each** identified competency area in a course to earn credit.

## **DISCIPLINE:**

Inappropriate behavior will be reported to a student's sending school for disciplinary action. Further disciplinary action may be given by the Alvirne administration when appropriate. Serious or repeat offenders may lose their privilege to attend classes at Alvirne. Fighting, profanity, drugs, alcohol, smoking, and disrespect will not be tolerated. Area students are required to follow Alvirne's discipline guidelines outlined in the Alvirne Student Handbook while at Alvirne.

## **DROP/WITHDRAWAL:**

Any student who decides to drop or withdraw from their class at Alvirne should see their counselor at their sending school. The sending school counselor will notify Mrs. Worthen of the impending drop/withdrawal. If a student withdraws from a year-long course at the end of the first semester and is passing, the earned grades will be recorded on their transcript and they will receive no credit for the course. The final grade will appear as a "WP". If a student is passing a year-long course at the end of the first semester, and completes the course and fails, no credit will be given for the first semester.

## **ELECTRONIC EQUIPMENT:**

To prevent the disruption of the learning process cell phones, iPads, or any other forms of electronic equipment are not permitted during the entire school day. Laser penlights are also prohibited. **Cell phone use is NOT allowed at Alvirne** outside of the cafeteria, so please turn them off upon arrival as the phone will be taken away if within sight or sound of any staff person.

## **FIELD TRIPS:**

Area students wishing to attend an Alvirne sponsored field trip must turn in a field trip approval form to their home school **at least ten school** days prior to the field trip. **All field trip permission forms must be signed by your area coordinator.** Students will return permission slips to their

career and technical education teacher at Alvirne. All school rules and regulations are in effect at all times during field trips.

### **NATIONAL TECHNICAL HONOR SOCIETY:**

Students with outstanding achievements in their career and technical classes may be nominated for membership in the National Technical Honor Society. Students must have a minimum GPA of 3.3 in their career and technical education classes, and a minimum overall GPA of 3.0.

### **FACULTY LIST:**

CTE Director	Mrs. Worthen
Animal Science Instructor	Ms. Craig
Animal Science Instructor	Ms. Beaudry
Building Trades Instructor	Mr. Somers
Business Instructor	Dr. DiFonzo
Business & Community Liaison	Mrs. King
Career Education Dept. Chair	Mrs. Michaud
Career Guidance Coordinator	Mrs. Baroody
Careers in Education Instructor	Mrs. Prophet
Careers in Education Assistant	Ms. Boilard
Computer Instructor	Mrs. Landry
Culinary Arts Instructor	Mr. Bressler
Culinary Arts Assistant	Mrs. Nadeau
Digital Communications Instructor	Mrs. Rapson
Drafting & Design Instructor	Mr. Marro
Farm Manager	Mr. Nadeau
Finance Instructor	Mrs. DiLorenzo
Forestry Instructor	Mr. Gagnon
Health Science Instructor	Mrs. Colavito
Heavy Duty Mechanics Instructor	Mr. Vignault
Marketing Instructor	Ms. Henchey
PLTW Instructor	Mr. Marro
Welding Instructor	Mr. Anger

## **GRADING POLICY:**

Report cards are issued after each marking period (four times during the year). Grades are recorded by letter grade, which indicate the scholastic achievement of the student. The interpretation of these letters is as follows:

<b>Percentage Score:</b>	<b>Letter Grade:</b>
98 - 100	A+
93 - 97	A
90 - 92	A-
87 - 89	B+
83 - 86	B
80 - 82	B-
77 - 79	C+
73 - 76	C
70 - 72	C-
67 - 69	D+
63 - 66	D
60 - 62	D-
0 - 59	F

**Parents and students may view their grades at any time using the portal.** Access to the portal will be given to students at the beginning of the school year. Students and parents should activate their portal accounts and check grades regularly.

## **MAKE-UP WORK:**

Students who miss school due to absences, field trips, calendar conflicts, etc. are responsible for make-up work. Teachers will notify students as to when make-up work is due. Make-up work must be completed in a timely fashion as determined by the teacher.

## **PARENT-TEACHER CONFERENCES:**

Parent teacher conferences are scheduled for October 6, 2016 and March 17, 2016. Parents may call the school at any time or email the teacher to request an appointment. To speak with a teacher by phone or in person. (603) 886-1260. Email is the best form of correspondence with instructors. All staff email addresses are located on our website: <http://www.sau81.org/ahs/custom-contact-page/alvirne-high-school-contact-information>

## **SNOW DAYS:**

If school at Alvirne High School is **canceled**, area students should stay at their sending school. If Alvirne High School has a **delayed** opening because of inclement weather, then it is at the discretion of the sending school to send their students. (See the delayed opening bell schedule.) If a sending school is closed because of weather but Alvirne is open, students have the option of whether or not to attend their career & technical class at Alvirne. Students will not be charged with an absence if either Alvirne or their sending school is closed.

## **TELEPHONE NUMBERS:**

The telephone number for Mrs. Worthen, CTE Director, is 886-1260 x2569. Caryn Noonan, CTE Administrative Assistant, is x2565, Mrs. Michaud, Career Education Dept. Chair, can be reached at ext. 2543. Mrs. King can be reached at ext. 2568. All teachers and administrators in the center can be reached by calling Alvirne High School's main number, 886-1260, and choosing extension 2565.

## **TRANSPORTATION:**

*All students are required to utilize the transportation provided by their sending school.* Students **may not** drive their personal vehicles except under cases of extreme circumstances. If a student has extenuating circumstance and needs to drive to Alvirne, the student must obtain approval of administrators from **both** their sending school and Alvirne High School. Any student who drives

must obtain a valid area-student-parking pass from Mrs. Worthen and must park in the designated area student parking spots.

## **CAREER and TECHNICAL STUDENT ORGANIZATIONS:**

All students are encouraged to become involved in student organizations as well as other clubs and activities to extend their education beyond the classroom. It is our belief that students who are involved in co-curricular activities will find their high school years all the more rewarding both socially and educationally. Alvirne High School offers the following student organizations:

- **FFA (Agriculture)**
- **Skills USA (Culinary Arts, Diesel, and Building Trades)**
- **HOSA (Health Science)**
- **DECA (Marketing)**
- **National Technical Honor Society**

## **ALVIRNE HIGH SCHOOL DISCIPLINE POLICY Philosophy**

Alvirne High School recognizes that largely the level of interaction among students, parents, teachers, and administrators determines the quality of any discipline code. One of our primary goals is to foster an atmosphere of trust and communication among the school, students, and parents, and an atmosphere that encourages and seeks parental input. Parents are vital to the success of the school process. They have the responsibility in a shared partnership with the school to reinforce acceptable standards of behavior, as well as the entire learning process, at home.

The basic objective of our discipline policy is to provide a safe and secure environment where students have the opportunity to learn and teachers the opportunity to teach. It is important to provide an environment that promotes the emotional well-being and growth of every student; to provide an environment that is free of drugs, intimidation, fears, and does not condone violence in any form. It is expected that students and staff will treat each other with dignity and respect. Students will maintain proper standards of behavior at all times and teachers will establish a clear and consistent set of rules as it applies to each individual classroom.

It is the responsibility of the school administration to implement the school discipline code in a consistent, firm, and fair manner. It is the obligation of the administration to deal with each situation

on an individual basis with compassion and understanding, maintaining a balance between students' and teachers' rights, and to assure that all persons are treated fairly. The administration will make all decisions based upon available facts, good judgment, common sense, and the general good of the school.

The discipline code at Alvirne High School distinguishes between categories of offenses. Minor infractions may be treated flexibly, depending on the circumstances, while nonnegotiable consequences are set for serious offenses. Actions that are criminal offenses are reported to the Hudson Police Department.

### **Disciplinary Action - Teacher Detention**

Teachers can assign students an after school or before school detention for minor classroom offenses. These are primarily actions that can be rectified by the detention and do not cause complete disruption of the learning environment. Examples are (but not limited to): talking during class, sleeping during class, tardy to class, minor insubordination, forgetting supplies and being unprepared for class. Repeat offenses may result in additional consequences.

Students will be given 24-hour written notice, when possible, for serving the detentions. It is the student's responsibility to inform their parents of the detention.

The following are **NOT** reasons for missing an after school detention:

After school activities and practices

After school games – (the possibility of missing a bus to an away game is not reason to miss detention)

After school work

Missing a detention may occur for legitimate reasons from time to time. If this occurs, the student must communicate this to the teacher. The detention may be assigned for another day.

Failure to serve a teacher detention may result in the student receiving a Saturday Detention.

### **OUT OF SCHOOL SUSPENSION**

The following actions will result in a **one-day out of school suspension**.

Failure to attend Saturday Detention

Being in off limits areas (see section below.)

Leaving campus without permission

Excessive tardiness to school or class

Forging notes (parent or teacher)

Possession of tobacco products (regardless of age)

Students calling themselves in absent, claiming to be their parent

Refusal of student to identify themselves to staff members, including substitute teachers

Students may be subject to an **out of school suspension up to ten (10) days** for the following reasons, but are not limited to:

Fighting/assault

Excessive class cutting

Profanity directed toward staff member

Disrupting the school day

Smoking

Failure to report to the office

Harassment and bullying

Repeat disciplinary problems

### **MAKE-UP WORK AFTER SUSPENSION**

Students can receive 59% credit for work completed while on an out of school suspension. If the grade earned on the make-up work is less than 59%, the actual grade will apply.

## **BULLYING AND/OR CYBERBULLYING**

**General Statement of Policy** The Hudson School Board is committed to providing all pupils a safe and secure school environment in which all members of the school community are treated with respect. Any insult, taunt, negative comments, verbal challenges, physical challenges that are likely to intimidate others or provoke a violent or disorderly response to occur here at Alvirne High School will not be tolerated. This includes communications that occur through electronic media whether here at Alvirne High School or in the community at large. Such offenses will be dealt with in accordance with the Student Code of Conduct and can result in disciplinary action including but not limited to Saturday Detention, suspension and restriction from participating in school activities.

This policy is intended to comply with RSA 193-F, which specifically identifies bullying as a form of pupil harassment. Conduct constituting bullying or cyber bullying will not be tolerated and is prohibited by this Policy in accordance with RSA 193-F.

**Notice of Policy** The Superintendent shall provide notice to students and staff of this Policy through appropriate references in the student and employee handbooks or through other reasonable means. The Superintendent shall also make all contractors contracting with the district aware of this Policy.

**Bullying and Cyberbullying Defined** Bullying or cyberbullying is a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:

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

**Report Procedures** Any school employee, or employee of a company under contract with a school in the district or the district itself, who has witnessed or has reliable information that a pupil has been subjected to bullying or cyberbullying, as defined above, shall report that incident to the principal or his/her designee, who shall in turn send a copy of the initial report to the Superintendent of Schools within twenty-four (24) hours. This report shall be investigated by the principal or his/her designee. Within five (5) working days, or as soon thereafter as is reasonably possible, a final report in writing detailing the status of the incident shall be submitted to the Superintendent of Schools. If an investigation concludes that a pupil has engaged in bullying/cyberbullying conduct prohibited by this Policy, that pupil shall be subject to appropriate disciplinary action. This may include, but is not limited to, loss of privileges, detention, suspension, expulsion, or other actions determined to educate/inform persons about the ramifications of bullying/cyberbullying behavior. Any such disciplinary action shall be taken in accordance with the applicable School Board Policy and legal requirements.

## **DRUG AND ALCOHOL USE**

Because of the serious consequences, legal and otherwise, that may result from the use of alcohol or other drugs, a student may not attend school, or participate in, or be present at any activity sponsored by the school if the student shows evidence of having used alcohol or any other drug. Violators will be suspended at once. In addition, any student in the possession of, or any student selling or distributing alcohol or drugs, will be subject to disciplinary action up to and including expulsion from school.

It should also be noted that students who are in possession of look-alike drugs or in the presence of others who use or possess drugs are subject to disciplinary action.

### **Possession and/or Use of Drugs or Alcohol**

1. 1st Offense:

- a. Ten days out of school suspension.
- b. Immediate parent notification.
- c. Immediate Hudson Police Department notification.

2. 2nd Offense:

- a. Ten days out of school suspension.
- b. Immediate parent notification.
- c. Immediate Hudson Police Department notification.
- d. Recommend to the Superintendent of Schools that he take additional disciplinary action. (This additional action could be a recommendation to the Hudson School Board by the Superintendent that the student be expelled from school for the remainder of the school year.)

3. Selling, Transferring or Distributing Alcohol or Drugs

- a. Ten days out of school suspension.
- b. Immediate parent notification.
- c. Immediate Hudson Police Department notification.
- d. Recommend to the Superintendent of Schools that he take additional disciplinary action. (This additional action could be a recommendation to the Hudson School Board from the Superintendent that the student be expelled from school for the remainder of the school year.)

**SPECIAL NOTE:** Students apprehended with “copycat” or look alike drugs would be subject to the same penalties.

### **OFF LIMITS AREAS – Corridors, Lavatories, Parking Lot, School Grounds and Forest**

During class and study periods students are not allowed in the corridors, lavatories, or outdoors unless issued a pass by a staff member to be in those areas. With the exception of assigned classes, the school grounds and parking lots are off limits during the school day, as are the gymnasium, weight loft, and stage without supervision. Students in any unauthorized area will face disciplinary action up to and including suspension from school.

### **SMOKING POLICY**

Smoking is unhealthy, and contributes to or is a direct cause of many serious ailments. Smoking can be hazardous to health for both smokers and non-smokers. For the smoker it can contribute to heart attack, stroke, high blood pressure, emphysema, and several forms of cancer. Passive smoke is also unhealthy, and may contribute to the same medical conditions affecting smokers.

### **New Hampshire State law prohibits:**

1. Possession of tobacco products and smoking by persons under the age of 18 (tobacco products include cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, and similar products.)
2. Smoking in school buildings or on school property by **any person**. School policy reflects these laws in making Alvirne High School a healthy environment for all. All students, regardless of age, are

prohibited from smoking on school property and at any school-related event that occurs off school property, regardless of their age.

**Any student in violation of the smoking policy will be disciplined in the following manner:**

1. Possession of tobacco products – 1 day out of school suspension for each offense.
2. Smoking
  - a. First Offense – Three (3) days of out-of-school suspension.
  - b. Second Offense – Four (4) days of out-of-school suspension.
  - c. Third Offense – Five (5) days of out-of-school suspension.
  - d. Fourth Offense – Five (5) days of out-of-school suspension and request that the Superintendent of Schools take additional action.
  - e. Additional Violations – Five (5) days of out-of-school suspension and request that the Superintendent of Schools take additional action including reporting to the Hudson Police Department.

In accordance with R.S.A. 78:12-b, all incidents of possession of tobacco products or smoking involving students under the age of 18 will be reported to the Hudson Police Department. Under R.S.A. 169-B:32 the student will be issued a District Court complaint by the Hudson Police Department.

**SUSPENSION AND EXPULSION OF PUPILS (R.S.A. 193:13)**

1. The superintendent or chief administering officer, or a representative designated in writing, is authorized to suspend pupils from school for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school, providing that where there is a suspension lasting beyond 10 school days, the parent or guardian has the right to appeal any such suspension to the local school board. Any suspension to continue beyond 20 school days must be approved by the local school board.
2. Any pupil may be expelled from school by the local school board for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school, or for an act of theft, destruction, or violence as defined in RSA 193D:, or for possession of a pellet or BB gun or rifle and the pupil shall not attend school until restored by the local board. Any expulsion shall be subject to review if requested prior to the start of each school year further; any parent or guardian has the right to appeal any such expulsion by the local school board to the State Board of Education.
3. Any pupil who brings or possesses a firearm as defined in Section 921 of Title 18 U.S.C. in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months. Any expulsion shall be subject to review by the local school board if requested by a parent or guardian prior to the start of each school year, and further, any parent of guardian shall have the right to appeal any such expulsion by the local school board to the state Board of Education.
4. The local school board shall adopt a policy that allows the superintendent or chief administering officer to modify the expulsion requirements set forth in paragraphs II and III on a case-by-case basis.
5. Any pupil expelled by a local school board under the provisions of the Gun-Free School Act of 1994 shall not be eligible to enroll in another school district in New Hampshire for the period of the expulsion. Nothing in this section shall be construed to prevent the local school district that expelled the student from providing educational services to such students in an alternative setting. A pupil

expelled from school in another state under the provisions of the Gun-Free School Act of 1994 shall not be eligible to enroll in a school district in New Hampshire for the period of the expulsion.

### **UNAUTHORIZED ATTENDANCE, (R.S.A. 193:15)**

If any pupil, after notice, shall attend or visit a school which he has no right to attend, or shall interrupt or disturb the same, he shall for the first offense be guilty of a violation and for any subsequent offense be guilty of a misdemeanor. Notification of R.S.A. 193:15 is posted at all entrances to Alvirne High School.

### **UNAUTHORIZED ATTENDANCE – ALVIRNE HIGH SCHOOL STUDENTS**

Students on **suspension** from school or absent from school on a given day are not to be on school property for any reason, at any time of day, unless explicitly allowed to be by the administration.

### **VIOLENCE**

Each and every Alvirne student has the basic right to go about their tasks without being accosted by another student. Fighting for any reason will not be tolerated. Students involved in fights will be subject to suspension or expulsion from school. Students are encouraged to resolve their disputes by talking the problem out or by seeking a disinterested third party (teacher, guidance or counselor) to resolve the dispute.

### **POSSESSION OF DANGEROUS OBJECTS/OTHER WEAPONS**

The possession of a dangerous object in the school building or on school property and school buses and including school functions is prohibited and will result in suspension, police intervention, and possible expulsion from school. Dangerous objects include but are not limited to: knives, slingshots, pepper spray, and other similar chemicals and/or sprays. In addition to these expressly prohibited dangerous objects, almost any object can be potentially dangerous depending upon its usage. Any object used in an aggressive or reckless manner shall fall under the consequences of this section.

All students are permitted to turn in “dangerous objects/other weapons” which were “accidentally” brought to school as soon as they are discovered thus averting the serious consequences described by the regulations.

**Note:** Look alike and/or toy weapons will be included in the category of “other weapons”, providing a means of harsh consequences for students who intend to use them to frighten, harass, or intimidate others and then use the disclaimer “it was only a toy”.

### **POSSESSION OF WEAPONS**

In compliance with New Hampshire RSA 193:13 and 193D (Safe School Zones and relative to school violence), and Federal Statute Improving America’s Schools Act of 1994, “any student who is determined to have brought a weapon to school or who knowingly possesses a weapon in a safe school zone without written authorization from the Superintendent or designee shall be expelled for not less than one year (365 days).

A ‘weapon’ means a firearm as defined in Section 921 of Title 18, United States Code, and in NHRSA 193:13. Weapons shall include, but not be limited to starter pistols, pellet guns, BB guns, rifles (NHRSA193:13); and by any ‘weapon’ which will or is designed to or may readily be converted to expel a projectile by the action of an explosive’ (Title 18), or any destructive device, including ‘any explosive’, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than

four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or any similar device..." (Title 18).

