

Student & Parent Handbook



LAKE REGION VOCATIONAL CENTER

2026-2027

**LRVC IS AN EQUAL OPPORTUNITY AND
AFFIRMATIVE ACTION INSTITUTION AND EMPLOYER**

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DIRECTOR'S MESSAGE

WELCOME to Lake Region Vocational Center!!!

Welcome to the 2026-2027 school year at Lake Region Vocational Center. The staff is ready to assist you in developing skills and attitudes which will help you enter your chosen career or move on to further education or training.

While you are a student at Lake Region Vocational Center, you will have the opportunity to:

- learn new and exciting skills
- meet students from three sending schools
- choose to join a Vocational Student Organization
- develop leadership skills
- gain employability skills
- learn through hands-on application
- try out new technology
- complete real-life projects
- develop problem-solving skills
- earn industry certifications
- earn college credit

Most importantly, you will have the opportunity to learn and have fun at the same time!

The policies and information outlined in this handbook are designed to promote the general welfare of the entire student body. This handbook is not meant to be an all-inclusive list concerning a student's code of conduct.

LRVC students may be subject to all applicable rules and regulations of the sending school in addition to what is described within.

VOCATIONAL CENTER SCHEDULE

AM Session 8:15 — 10:30 AM

PM Session 11:15 — 2:00 PM

SCHOOL CANCELLATION NOTIFICATION

There is no school at Lake Region Vocational Center if sending schools (MSAD 55, MSAD 61, and MSAD 72) have cancelled classes.

LAKE REGION VOCATIONAL CENTER

1879 Roosevelt Trail (Route 302)
Naples, Me 04055
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693-6221-Ext. 244 or 647-3581-Ext. 244
Fax: 207-647-9602

Staff email: (firstname).(lastname)@lakeregionschools.org
Website: www.lakeregion.maine.cte.org

STAFF

Director

David Morse

Administrative Assistant

Tricia Lafontaine

Student Services Coordinator

Walter Ridlon

Instructors

Automotive Technologies

Kevin Judkins, Instructor

Computer Technologies

Marco Passini, Instructor

Construction Technologies

Jason Thornton, Instructor

Cooperative Education

JR Warren, Instructor

Culinary Arts

Eric Botka, Instructor

Diversified Occupations

Ralph Caron, Instructor
Brian Woodson, Instructor
Nicole Toomey, Instructor

Curtis Andrews, Ed. Tech
Cheryl Frost, Ed. Tech.
Steve Mercer, Ed Tech

Early Childhood Occupations

Pam Caron, Instructor

**Health Occupations-CNA
Health Occupations-Academy**

LaurieAnne Morello, R.N. Instructor
Tara Sampson, R.N. Instructor

Criminal Justice

Dr. Kevin Noble, Instructor

Intro to CTE

Greg Zimmel, Instructor

Academic Lab

Brian Woodson, Instructor

Marine Technologies

Steve Malespini, Lead Instructor

Lake Region Vocational Center Mission Statement

In service to our community, the mission of the Lake Region Vocational Center is to educate, empower, and prepare students for careers in a variety of high-demand occupations and to support students in achieving academic success and post-secondary opportunities.

We will:

- Provide students with opportunities to earn industry certifications and college credits along with skills, knowledge, and experience in industry standards
- Develop adaptable students who are critical thinkers and problem solvers
- Promote the values of being dedicated employees and contributing citizens
- Model mutual respect for diversity, inclusion, and tolerance
- Connect students to opportunities with employers

ACCIDENTS

Any accident or injury occurring during a school activity must be reported immediately to the staff member in charge. The school officials assume no responsibility for student accidents or injury. Student accident insurance is available to all students.

ADVISORY COMMITTEES

All vocational programs at LRVC utilize an Advisory Committee made up of area businesspeople and other stakeholders for the purpose of bringing up-to-date information and industry standards into the classroom.

AFFIRMATIVE ACTION PLAN

The Lake Region Vocational Center will comply with Title VI of the Civil Rights Act of 1964; Title IX of the 1972 Educational Amendments; Section 504 of the Rehabilitation Act of 1973; and the Vocational Amendments of 1976 (P.L. 94-482). It intends not to discriminate on the basis of race, sex, color, national origin, religion, or handicap in any of its policies providing for educational opportunities. The Affirmative Action Officer is Madelyn Litz.

ANIMALS IN SCHOOL

Animals are prohibited from school buildings and grounds unless approved by a building administrator for educational purposes, medical reasons, or law enforcement needs.

ATTENDANCE POLICY

Lake Region Vocational Center prepares students for success in both post-secondary training opportunities and in the workplace. Our attendance policy aligns with this mission by having students practice good workplace punctuality and attendance.

Students who are absent (excused or unexcused) more than five days a quarter will be unenrolled from their program. Each incidence of arriving late or leaving early will count as half a day absent.

Class time missed due to events at a student's sending school will not count as absence.

Students may appeal to the VSAT team should an extreme situation arise.

We realize planned family vacations can be of educational value, and the absences can be considered excused (no impact to student's grade) if the following conditions are met:

Option 1:

1. The parent/guardian explains the educational value of the trip as it pertains to the student's Vocational Center program.
2. Evidence of the learning is presented upon returning to school. Suggestions for evidence include written and/or visual journal, brochures from a museum, national park, historic site, monument, etc.

Option 2:

1. The parent/guardian explains the educational value of the trip as it pertains to the student's Vocational Center program.
2. Student collects assignments from teachers prior to vacation
3. Student turns in all work to teachers within two days of their return to school.

These two options can count towards a student making up missed days.

We ask parents to schedule these trips during the three vacation weeks provided in the school calendar. Parents/guardians wishing to take their children on a vacation when school is in session must complete the Student Vacation Form, which is available on the school and district websites and in the Vocational Center main office.

AUTOMOBILE RULES

Permission to operate and park a vehicle on school property is a privilege granted by the school authorities. You are to observe a 15 MPH speed limit, observe all signs and directions, and park only in an authorized student parking area designated by the vocational director. Those of you who bring a car to school must park immediately upon arrival at school.

If you are a [Lake Region High School](#) student driver, get your permit sticker from Lake Region High School's Athletic Office and park at the LRHS end of the building.

If you are driving from [Sacopec High School](#) or [Fryeburg Academy](#) you must pick-up a LRVC application from the LRVC Office and bring in the LRVC application with signatures of parent/guardian and sending school official. **If you drive another student or ride with another student, you must bring in a parental note that gives you permission to do so.**

Sending schools are ultimately responsible for providing safe transportation of students to the Vocational Center. LRVC does not permit students to drive to the Vocational Center or to ride with other students unless students first obtain permission through their sending school. Sending schools will be notified of students who drive to LRVC without permission, as LRVC staff learn of such situations.

AWARDS

A variety of academic and vocational awards are given by Lake Region Vocational Center. Individual teachers determine the recipients of the award given by the Center. These awards will be presented at a special awards ceremony at the end of the school year.

BULLYING

Lake Region Vocational Center believes that all students have a right to a safe and healthy school environment that promotes respect. A student shall not make threats, spread rumors, attack someone physically or verbally, or exclude someone from a group on purpose.

BUS ARRIVAL AND DEPARTURE AREAS

If you arrive early for class or are waiting for the bus to return to your home school, wait in your vocational classroom if the teacher is present or in the vocational front lobby. You must have permission from instructors to go to other areas of the Vocational Center or attached High School.

BUS REGULATIONS

Students attending the Center will abide by the regulations of the sending school providing bus transportation. All students should familiarize themselves with these regulations.

CELL PHONES

Students are prohibited from using personal electronic devices (smartphones, smartwatches, tablets, cellphone) during the school day.

- A. All such devices must remain off or silenced for the duration of the school day.
- B. All personal electronic devices must be stored in a backpack or out of sight.

CHANGING YOUR SCHEDULE

If you wish to change your schedule, you will need to make an appointment with your sending school guidance office.

COURSE CREDIT

All courses must be successfully completed before any credit can be awarded. **No partial credit will be granted unless approved by the instructor and administration.**

DIGITAL CITIZENSHIP

MSAD 61's computers, network, and internet services are provided for educational purposes and research consistent with the District's educational mission whether on or off school property. Students may not access or post abusive, vulgar, sexually explicit or suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages. Students may not copy, download, or share any type of copyrighted material without the owner or Technology Coordinator's permission. Violators will lose technology privileges which may result in dismissal from Lake Region Vocational Center.

DRESS CODE

The Appropriate Dress Policy is an important component of learning in M.S.A.D. #61. It will prepare students to successfully enter the work force and/or continue their education.

Inappropriate attire that is prohibited includes, but is not limited to, the following:

- Clothing that distracts from the learning process or educational environment.
- Halter tops and clothing that exposes midriff.
- Clothing that does not cover undergarments when standing, sitting, or bending.
- Clothing (including hats) that promotes or encourages profanity, drugs, alcohol, tobacco, violence, pornography, racial intolerance, or is disruptive to the school environment.
- Large, heavy chains.
- Sunglasses

- Hoods are not permitted to be worn on the head during instructional hours. Instructional hours begin when students enter the building and ends at 3:30pm.
- Some programs may have additional dress requirements for safety.

A student with inappropriate clothing will be directed to change and parents/guardians will be notified. Students refusing to comply will be considered insubordinate and disciplined accordingly.

DRUGS AND ALCOHOL

Lake Region Vocational Center recognizes that the use of alcohol and drugs is a significant health and safety problem and results in negative effects on behavior, learning, and general development. The use, possession, and trafficking of alcohol, drugs and drug paraphernalia by anyone on school property or during a school sponsored activity is prohibited.

EMERGENCY RESPONSE PLAN

SAD#61 has a coordinated Emergency Response Plan in place to cover emergency situations. Periodically throughout the school year, practice drills will be held in both building evacuation and lockdown situations.

EXIT PROCEDURE IN CASE OF EMERGENCY

Soon after school starts, each student will learn the emergency exit procedures which will be posted in every room. Should it become necessary to evacuate the building, students should stay a safe distance from the building and out of the way of emergency vehicles. After evacuation, notification by the public address system will explain the nature of the alert and give any necessary instructions. Quiet and orderly conduct is a must for all drills. When the fire alarm sounds, **EVERYONE MUST LEAVE THE BUILDING** and remain with their class until instructed otherwise.

EXTRA HELP

Lake Region Vocational Center teachers will be available for extra help any day of the week when prior arrangements have been made. It is the student's responsibility to arrange for help with specific teachers.

FIELD TRIPS

Students may occasionally participate in field trips. These trips will be arranged by the Lake Region Vocational Center staff and will be supervised. Any parent who does not want their child participating in field trips needs to notify the school in writing.

GRADING SYSTEM

The school year is divided into four quarters of approximately nine or ten weeks each. At the end of the quarter, rank cards are issued for the purpose of informing you and your parents/guardian of the progress being made in each subject. Your grade will be determined using industry

standards.

Lake Region Vocational Center uses a numerical grading system with grades of 0-100. For purposes of comparison to a letter grade system, the following standards apply:

A - 93-100	I - Incomplete
B - 85-92	P - Passing
C - 76-84	WF - Withdrew Failing
D - 70-75	WP - Withdrew Passing
F - Below 70	

GRIEVANCE

Decisions made by school personnel which students believe are either unfair or are in violation of their rights or school policy, may be appealed. The appeal procedure will include appropriate lines of communication, adherence to a timeline, and procedural steps.

GUESTS

Students are required to obtain prior permission (at least one day in advance) from the vocational office and instructor in order to have guests visit school.

GUIDANCE SERVICES

Guidance services are available to all students through his/her sending school guidance department.

ILLEGAL STUDENT ACTIVITY ON CAMPUS

All students should be aware that any illegal actions on their part will result in the information and the individual being turned over to the police with a request for court action. The school officials will take very serious disciplinary action against those students involved in illegal activities.

INSURANCE

It is recommended that all students carry the student insurance or have a comparable type. The accident coverage, while not complete in coverage, gives substantial aid in injury cases. All accidents and injuries must be reported immediately to the teacher in charge.

INTERNET ACCESS

Before students may access the Internet on any LRVC computer, a Telecommunications Access Agreement must be signed by the student and the student's parent. Forms are available with each instructor. Privileges may be revoked as per school board policy for failure to comply to the rules.

ISSUED EQUIPMENT

You may be issued tools/equipment for use in class. You will be responsible for maintaining these

items in the same condition as when received. All equipment is to be returned upon notice by the teacher. You will be charged for lost or damaged tools/equipment.

LIBRARY

The Lake Region High School Library has a large collection of books and periodicals of all types and subjects and is available to all LRVC students. In order to visit the library, students must obtain permission from the teacher to whom they are assigned. Each vocational program has a collection of related books and periodicals in the classroom that your teacher may sign out to you.

LOCKERS

Students may be assigned a locker in the classroom and will be held responsible for that locker during the school year. Only school locks are to be placed on the lockers. There are to be no decals pasted on the lockers. All lockers must be emptied each year before the close of school. The school reserves the right to inspect any locker.

LOITERING

There is to be no loitering in the corridors during the school day. Special permission must be obtained to remain in the school building after school hours unless you are scheduled for an extra curricular activity or extra help and/or makeup.

LOST AND FOUND

Found articles will be turned in to the vocational office for students to claim.

MEDICAL ISSUES

Parents/Guardians are asked to notify the nurse or school when their student has a specific and ongoing medical issue (asthma, diabetes, allergic reactions, bee sting allergies, etc.), so that a specific plan can be established for safety.

Temporary medical concerns such as head lice, chicken pox, and incidence of communicable (contagious) diseases must be reported as well.

MEDICATION

Whenever possible, medication should be administered at home before and after school hours. For the protection of students and staff, administering medication at school by the nurse is only allowed when it is part of a physician's/dentist's plan of care and when there is no satisfactory alternative. Students shall not be permitted to carry or self-administer prescription or over-the-counter medication except under special circumstances as requested and prescribed by the student's physician (such as in the case of responsible, adequately instructed asthmatic/allergic student given permission to carry an inhaler and self-medicate). If medication is to be administered during school hours, the parent/guardian must contact the school nurse to establish a medication procedure.

NO SCHOOL ANNOUNCEMENT

The "No School" decision is made at the discretion of the SAD#61 Superintendent of Schools and is announced electronically to the contact information on file with LRVC and on local television and radio stations in the morning. If your home school has no school due to weather conditions, no transportation to LRVC will be provided.

NON-DISCRIMINATION

It is the policy of Lake Region Vocational Center not to discriminate on the basis of race, color, national origin, sex, or disability in its educational programs and its educational practices. If you have any questions, have witnessed, or have experienced acts of discrimination based on these criteria and wish to express a grievance, please contact Title IX/504 Coordinator, Madelyn Litz @ 207-647-5135.

PERSONAL ELECTRONIC DEVICES

The use of personal electronic devices in the classroom will be at the discretion of the teacher. These devices also include any electronics that are attached to ear devices.

PERSONAL PROPERTY

Students should be aware that LRVC takes no responsibility for personal property that is brought to school by students. Please take proper precautions to see that your locker is locked (if provided) and that only you have the combination.

POST-GRADUATE STUDENTS

Post-graduate students' enrollment at LRVC is based on the availability of space.

PROGRESS REPORTS

Progress reports will be sent home at the end of each quarter or at other appropriate times. These reports are to inform you and your parents of your progress in your vocational program.

REPORT CARDS

Depending on arrangements with each sending school, student grades are either reported through their sending school report cards or are sent directly home from the Vocational Center each quarter.

SAFETY STANDARDS

Students at LRVC must follow safety standards that are in keeping with cleanliness, neatness, hygiene, and attire which are appropriate for classroom activity and also meet industry standards.

SENDING SCHOOLS

LRVC serves students from: Sacopee Valley High School, Lake Region High School, Fryeburg Academy, and Lake Region Middle School.

SCHOLARSHIPS

LRVC is able to offer a variety of scholarships upon graduation. Most are for general distribution, but some are awarded to specific vocations according to the benefactor's guidelines. We encourage all LRVC seniors to apply for these funds.

SCHOOL AND STUDENT PROPERTY

Defacing school property will not be tolerated. An accurate record of the condition of all textbooks and tools issued is maintained and you will be assessed the cost of replacement if destroyed or lost. Please respect other people's property.

SCHOOL RECORDS

LRVC subscribes to the Family Educational Rights and Privacy Act of 1974 as approved by the U.S. 93rd Congress (PF 93-380). If you desire to discuss your school records, please make an appointment with the Vocational Director.

SMOKING REGULATIONS

The SAD#61 School Board forbids student smoking or carrying tobacco and vaping products on school property at any time. Students found using or in possession of tobacco and vaping products on school property will be subject to disciplinary action.

STUDENT BEHAVIOR

One purpose of LRVC is to teach professional work ethics and to ensure successful employment after graduation. Students are expected to dress, act, and speak in a manner appropriate to the workplace of their chosen vocation.

STUDENT ILLNESS CLINICAL PROTOCOL

LAKE REGION SCHOOL DISTRICT Student Illness Clinical Protocol

Attending school each day is critical for children's successful academic and social growth. Students from Pre-K through high school benefit significantly from regular attendance, which allows them to learn, grow, and engage meaningfully with their peers.

While we strive for consistent participation, the health and safety of our entire school community remain our top priority. To help prevent the spread of illness and ensure the collective well-being of students and staff, a student will be required to stay home or will be sent home from school when any of the following clinical indicators are present:

1. Immediate Exclusion Procedures- How will I know when my student will be sent home from school?

- **Fluid Contamination:** Uncontained blood, diarrhea, or excessive/uncontrolled nasal secretions.
- **Vomiting**

- **Fever:** Any student with a recorded temperature of **100.4°F** or higher, oral or equivalent.
- **Atypical Rash:** Any new, unexplained rash, especially those featuring blisters, open sores, or accompanied by a fever.
- **Physical Distress:** Students exhibiting a sore throat, "pink eye" symptoms, uncontrolled coughing, labored breathing, or extreme fatigue/body aches that prevent active classroom participation.

2. Return to School Requirements- When can my student return to school?

When a student can return to school depends on the nature of the illness. In general, a child returning to school should be well enough to participate in school activities. For general symptoms, students may return to the school setting when:

Symptom Category	Required Status for Return
Fever	Student has not had a fever (and is not using fever-reducing medicine) for at least 24 hours.
Respiratory Virus	Respiratory virus symptoms are getting better overall for at least 24 hours. Students and staff returning after a respiratory illness can consider additional actions to reduce spread.
Gastrointestinal	No vomiting for at least 12 hours; can tolerate solid food. Diarrhea has improved. Student is not having 'accidents'. Student has no more than 2 bowel movements above their usual daily routine. Bloody diarrhea should be evaluated by a healthcare provider prior to return.
Rash	Fever with a new rash has been evaluated by a healthcare provider and fever has resolved.
Skin Lesions	Uncovered skin sores are crusting, and the child is under treatment from a provider.

3. General Information

1. If a student meets exclusion criteria, is ill or seriously injured, attempts to notify a parent/guardian will be made. To ensure that we can make contact when needed, please make sure that the school has updated contact information at all times.
2. School personnel are authorized to provide minor first aid only. School personnel are not licensed to diagnose illness or injury.
3. For emergency care, 911 will be called when deemed necessary.
4. Parents/guardians are responsible for notifying the school of pertinent health information by:
 - Completing the Health History Questionnaire, or
 - Contacting the school nurse
 - Medical documentation will be required for school accommodations
5. A physician/licensed medical professional’s note may be required to provide a diagnosis of concerning symptoms, to verify a safe return date for contagious illnesses, or to outline necessary physical restrictions or classroom accommodations.

For students with chronic health conditions or disabilities requiring accommodations, please refer to the District’s Section 504 Policy or contact the School Nurse to develop an Individualized Health Plan (IHP).

STUDENT OF THE MONTH

Each month the LRVC staff selects a Student of the Month, chosen from students nominated by their instructors. This award is sponsored by the local Masons organization.

STUDENT ORGANIZATIONS-SkillsUSA

All students at LRVC are encouraged to join SkillsUSA.

SkillsUSA is a national organization for students in the trade, industrial, technical and health occupations programs in vocational schools and colleges. The club is designed to give students the tools for developing good leadership skills, competition awareness, and to bridge the gap between vocational students and industry.

TEXTBOOKS

Students may be issued a textbook in good condition in their vocational class. The student is **responsible** for maintaining the book in the same condition as when received. All textbooks should be covered as soon as possible. Books are to be returned at the end of the course.

VISITORS

All visitors to the school **MUST** check in at the Vocational Director's Office and receive permission to enter a program area.

VSAT (Vocational Student Assistance Team)

The VSAT is a group of concerned school staff committed to offering support and recommending alternatives and resources for students who are identified as being "at risk." As a group, they will provide resources that will enable students to better manage their lives and make our school and community a healthier place to learn.

"At risk" issues include absenteeism and truancy; student alcohol/drug use, abuse and dependency; parental alcohol/drug abuse; and self-destructive behaviors such as self-injuries and injuries to others.

WEAPONS

Students are prohibited anywhere on the MSAD #61 campus from possessing and/or using articles commonly used or designed to inflict bodily harm and/or threaten, intimidate, coerce, or harass another person. Examples of such articles include, but are not limited to firearms, metal knuckles, daggers, spring blade knives, air guns, stun guns, and devices intended to injure a person by an electric shock.