

The Independent School District of Boise City



Dennis Technical Education Center



*Student Handbook
2009-2010*



Dennis Technical Education Center Calendar of Events – 2009 - 2010

boiseschools.org/schools/tech_center/

- October 13, 2009** Back to School Night 6:30 – 8:00 pm
- October 2009** SkillsUSA Fall Leadership Conference–College of Southern Idaho
- January 26, 2010** New Student Orientation 6:30 – 8:00 pm
- April 2010** SkillsUSA State Leadership & State Conference – Boise, ID
- May 2010.....** Canon Envirothon – Challis, Idaho (envirothon.org)
- June 2010** SkillsUSA National Leadership & Conference – Kansas City, MO

Secondary Traditional Calendar

August 31	First Day of School
September 7	Labor Day (Holiday)
October 1, 2	State In-service Days (No School K-12)
November 4, 5, 6	Kindergarten Parent/Teacher Conferences (No School K)
November 6	Secondary Staff Development Activities (No School 7-12)
November 25	K-12 Early Release
November 26, 27	Thanksgiving Vacation
December 18	K-12 Early Release
Dec. 21 - Jan. 1	Winter Break
January 18	Martin Luther King Day (Holiday)
January 20, 21, 22	Secondary End of Semester Testing (7-12 Early Release)
January 22	End of First Semester (K-12 Early Release)
February 15	Presidents' Day (Holiday)
March 29 – April 2	Spring Break
May 31	Memorial Day (Holiday)
June 2, 3, 4	Secondary End of Semester Testing (7-12 Early Release)
June 4	Last Day of School (K-12 Early Release)

On the early release days listed above, students and/or schools will make the choice on whether they come to the Dennis Center or remain at the home high school.

Dennis Center early release class hours are as follows:

1/2 period -- 8:10 - 9:35 am

3/4 period -- 10:35 - 11:30 am

5/6 period -- is not held

The early release days at the end of each semester are for testing and students are required to attend during their assigned times.

STUDENT HANDBOOK

The Dennis Technical Education Center* offers a selection of professional technical classes which are located at various off-campus sites throughout the Boise School District.

Class and/or lab site locations are as follows:

- Automotive Technology, Diesel Technology, Collision Repair, Welding, Electronics Technology, Automotive Accessories, Precision Machining, Building Construction Trades I, Digital Photography, Commercial Graphic Design, Home Technology Integration (HTI), and Zoology/Fish & Wildlife Sciences – *Dennis Technical Center*
- Information Technology – *Frank Church High School – (adjacent to the Dennis Center)*
- Residential Construction Trades II & III – *Pre-arranged construction site*
- Health Professions – *Boise Language Academy – 334 S. Cole Rd.*
- Marketing – *Black Eagle Business Complex – 9019 W. Barnes Dr. (off Maple Grove Rd.)*
- Individualized Occupational Training – *At student’s home high school & Pre-arranged site locations*

PURPOSE

The Dennis Technical Education Center’s objective is to prepare students for effective participation in an international economy as world-class workers and citizens.

We will:

- Prepare students for further career and technical education.
- Prepare students for lifelong learning.
- Prepare students for initial and continued employment.
- Assist students in making educational and career choices.
- Provide for application and reinforcement of related learning from other disciplines.
- Assist students in developing; decision-making, communication, problem solving, leadership, and citizenship skills.
- Prepare students to make informed consumer decisions and apply practical life skills.
- Prepare students with job/career specific skills.
- Provide a defined pathway to post-secondary technical institutions.
- Provide incumbent workers with the opportunity to increase skill levels.

The Center’s classes are an extension of the student's home high school. Credits earned at the Center are recorded at the student’s home high school. All rules, policies, procedures and contracts as outlined in the **Secondary Student Planner** are applicable at the home high school and apply at each of the Center’s off-campus site locations, including travel to and from these site locations.

The Center’s staff, as with all educators, has high expectations of helping to develop responsible and caring students. It takes everyone; students, staff, and parents, working as a team to help students become successful. *This handbook covers many of the more obvious expectations of performance, dress, and behavior. All possible situations cannot be noted.* Judgments will need to be made on an individual basis and some adjustments may need to be made in given situations. The basis for this handbook is The Independent School District of Boise City’s Policies, Procedures & Due Process for Attendance, Discipline & Transportation.

*** The Dennis Technical Education Center will be referred to as “the Center” or “the Tech Center” throughout the rest of the handbook.**

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FORMS:

- Student Photo Release Form
- Release Form for Student’s Work
- Parent Form
- Student Form
- Search & Safety Letter
Board Policy 3260 & 3261

ATTENDING OFF-CAMPUS CLASSES:

It is considered a privilege for a student to attend any of the Center's off-campus classes. Also, in order to attend classes at the Center, a student must be enrolled and actively attending classes at a regular or alternative high school. Students are required to display the utmost responsibility and courtesy at off-campus classes and while in transit between all educational locations.

The privilege of attending off campus classes relies on a bond of trust between staff and student. In order to enroll or maintain enrollment at the Center, students must agree to and follow all safety procedures, dress, and behaviors as outlined in the student handbook or as directed by a staff member.

ATTENDANCE:

Students, parents, educators, and employers recognize the importance of attendance and punctuality at school. These are two of the most important qualities listed by employers for employment. Students need to experience the classroom learning environment every day in order to stay current in technical skills. Developing good habits in attendance and punctuality is a critical part of a student's education.

INDEPENDENT SCHOOL DISTRICT OF BOISE CITY / BISHOP KELLY/ KUNA HIGH

90% Attendance Policy and Procedure:

When a student exceeds nine (9) absences in any class during a semester excluding valid excused absences (activity absences and medical) credit will be denied for that particular class.

All secondary teachers will keep accurate attendance records in their regular grade book. Thus, the teacher's grade book will be the authoritative documentation in the event of a disagreement relative to a student's attendance.

Computer-generated letters will be sent home when students receive their fifth, sixth, and ninth absence in a class.

The teacher will contact students and parents/guardians when a student is in jeopardy of losing credit. The assistant principal will inform students and/or parents/guardians of the options available to them and of their right of appeal.

90% Attendance Options:

When a student loses credit due to the 90% Attendance Policy, a student has two (2) options:

1. A student is placed in a study hall for the remainder of the semester. The student will receive an "F" for the class. Students are allowed a maximum of two study halls during one semester. If he/she loses a third class, he/she is not considered a full-time student and will be withdrawn from school until the following semester.
2. A student may remain in the class, during the appeal process, with the approval of the teacher and an off-campus supervisor. Students will not be allowed to remain in class for a no credit.

NOTE: Factors determining whether a student may or may not remain in class include; total days absent, disciplinary record, attitude, and any safety violations

90% Appeal Process:

If a parent/guardian or student wishes to appeal the loss of credit due to the 90% Attendance Policy, he/she must present a written appeal to the assistant principal at the student's home high school within two (2) days of the notification date of loss of credit. A student may remain in the class under appeal until a decision is made.

Appeals may be made on the basis of doctors' excuses, funerals, court appearance, or other extenuating circumstances. Verification should accompany the letter of appeal. The assistant principal will rule on the appeal and notify the concerned parties. If a student has received one or more truancies during the semester in which the 90% was exceeded, the appeal may be seriously jeopardized.

TARDIES:

A student is tardy to class if he/she is not in his/her assigned class when the tardy bell rings. A student who is twenty (20) or more minutes late to a class is considered absent. Students who are intentionally absent from a class to avoid a tardy may be considered truant especially if they remain on campus or leave campus without a Permit to Leave (PTL) card.

- All students who are tardy need to sign-in at the front desk.
- Students who leave the classroom to obtain materials that should have been brought to class may be marked tardy by the teacher.
- When a student from the Boise School District reaches a seventh tardy (with Saturday school) in a semester or if a Frank Church student reaches a sixth tardy in a quarter he/she will lose credit, be withdrawn from class and receive a grade of "F".
- Meridian School District students will be required to attend Saturday school after their 4th and 5th tardy. The 6th tardy is a loss of credit.
- When a student loses credit in a class for tardies, he/she will be assigned to a study hall during that period.

Note: Tardies may not be appealed.

MERIDIAN SCHOOL DISTRICT ATTENDANCE POLICY

- 3 absences – maximum (per semester)
- 4th absence – loss of credit
- Appeals go to the home high school in writing
- 3 tardies – allowed (per semester)
- 4th & 5th tardy – Saturday school
- 6th tardy – loss of credit

KUNA HIGH SCHOOL & BISHOP KELLY ATTENDANCE POLICY - Modified to Boise School Districts' Policy at the Tech Center. *(See page 3 – Independent School District of Boise City ...)*

FRANK CHURCH HIGH SCHOOL'S ATTENDANCE POLICY

90% Attendance: Frank Church High issues credits at each quarter. A student's 90% attendance is therefore recorded each quarter. If a student exceeds five (5) absences in one quarter, thus not maintaining at least 90% attendance, he/she will lose credit.

POLICIES APPLYING TO ALL SCHOOLS

A student may re-enroll at the Tech Center at the beginning of the next quarter, semester or grading period with the teacher's and/or administrator's approval. Again 90% attendance rule applies on a quarter or semester basis.

Transition: Any student that drops his/her home high school and enrolls in an alternative school, while attending the Center, will keep their attendance, tardy and discipline records that pertain to their off campus class. In other words, all of the students' records while attending the Center's programs will transfer with the student.

When a student transfers from a home high school to an alternative school, he/she will be allowed a maximum of two days to transfer. This two-day grace period will not count against their 90% attendance.

ATTENDANCE REPORTING POLICY:

It is the student's responsibility to update the Tech Center's attendance profile based on the home high school records. **Parents/Guardians:** Always, call the Tech Center (854-5840 or 854-5810) **and** the home high school when your student is absent.

JOB SHADOW AND TECH PREP COLLEGE TOUR ATTENDANCE POLICY:

Good attendance is important for successful careers in trades and industry. We honor our industry advisors by allowing only those students with five (5) or fewer absences to job shadow or attend tech prep tours to our partner colleges.

MISSED BUS POLICY:

Students are allowed two (2) IB's (In-building) per semester due to a missed bus. When/if a student misses the bus from his/her home high school to the Tech Center he/she is to report and sign-in at his/her

home high school attendance office. The following day the student is to report the missed bus absences to the Tech Center's attendance office.

TRUANCY POLICY:

All truancies are considered major disciplinary violations. A truancy is an unexcused absence from school. If a student leaves school without a Permit to Leave (PTL) card, it is also considered a truancy. (*See Permit to Leave Policy*)

Truancy will also be issued if a student is not in his/her assigned class/area and under the supervision of the assigned teacher while on Tech Center campus. Example: students may not be in the parking lot, another shop area, another class or hallway without written approval from their classroom teacher for that specific period.

NOTE: If a student is seen on the grounds & does not report to class or front office the situation will be handled as a truancy.

In the case of court petitions, habitual truancy is defined as three (3) truancies in a single semester or four (4) total truancies over the three-year period of grades ten through twelve. A student is allowed four (4) truancies for the three years he/she attends high school.

All truancies are immediately forwarded to the assistant principal at the student's home high school.

Note: Truancies that occur at the Center during regular school hours will result in loss of driving privileges and mandatory bus transportation to and from the home high school. Truancies that occur during after school hours (7/8 period) will result in three-day suspension from 7/8 period.

“FAKE” PHONE CALLS:

If a student has someone other than his/her parent/guardian call the attendance office to excuse him or her, this call will be considered a "fake" telephone call. The attendance office may follow up on calls that excuse students. All "fake" calls are an automatic one-day in-house suspension.

PERMIT TO LEAVE POLICY/PROCEDURE

Once a student reports to class, the only time he/she may leave is with a Permit to Leave (PTL) card. Students must obtain a PTL card from the Tech Center's attendance office. If the student leaves before obtaining a PTL, he/she will be issued a truancy.

Procedure for Obtaining a PTL (Permit to Leave):

1. A parent/guardian must call the Tech Center's attendance office to request a PTL card.
2. The student must pick up the PTL card at the attendance office before leaving the off-campus site. *If an emergency should arise the location of the student will be known.*
3. After a student picks up a PTL card, he/she will give a portion to the teacher. This informs the teacher that the student has permission to leave campus.
4. When the student returns to school, he/she will return the signed PTL card to the attendance office. *The signed PTL card will then become an excused admit card.*

Note: PTL (Permit to Leave) may go against the student's 90% attendance.

MAKE-UP WORK POLICY

As a general guideline, make-up work and assignments for students with an excused absence will be provided only after the student has been absent for three (3) consecutive days. The classroom teacher will provide make-up material for classes missed, for legitimate reasons, as follows:

1. Text pages covered in class and/or portions of the class outline covered during the student's absence.
2. Information relative to the assignment of special projects required of all students.
3. A copy of all handout materials given students present in the class.

Papers, assignments, tests, etc., that were announced while the student was in attendance prior to the absence are due to be submitted or completed on the day the student returns to school. A student will be allowed two (2) days for each day of excused absence to make up new material presented during the absence. Make-up time is not to exceed six (6) school days from the time a student returns to school following an absence. Additional time may be granted at the principal's discretion under extenuating circumstances.

Procedure for Obtaining Make-Up Work:

When a student has been absent for three (3) consecutive days, the student or parent/guardian may call the instructor at 854-5810 between 7:45-8:05 am, 9:50-10:25 am, or after 2:35 pm to request assignments.

Note: Shop work cannot be made up at home or in study hall. Therefore, a student may be assigned makeup shop work during and after regular class hours (3:30 – 5:00 pm).

TELEPHONE CALLS AND MESSAGES:

Parents/guardians are asked to refrain from calling the office to leave messages for students unless it is an emergency situation. Please feel free to notify the student's counselor if a family crisis arises.

MAJOR DISCIPLINARY VIOLATIONS POLICIES:

The following are examples (not inclusive) of major disciplinary violations.

1. Truancy.
2. Insubordination toward or non-compliance with an instructor's or staff member's directions.
3. Unauthorized entry, theft, and/or vandalizing of school property or property of school employees, students, and/or visitors.
4. Verbal or physical abuse (hazing, fighting) of other students, school employees or visitors.
5. Possession, use, sale, distribution and/or intent to distribute any illegal or controlled mood-altering chemical, medication, look-alike drug, or abuse chemical on school property, at school-sponsored events or on school buses. Individuals' under-the-influence of such chemicals on school property, at school-sponsored events or on school buses shall be in violation of this policy.
6. Use and/or possession of tobacco on school grounds.
7. Possession of firearms or other objects that might be considered weapons.
8. Possession or ignition of fireworks or other explosives.
9. Making bomb threats or activating the school fire alarm without appropriate cause.
10. Refusal of students to identify themselves to school personnel upon request.
11. Violation of school parking and safe driving regulations.
12. Inappropriate or unauthorized use of school computers or equipment.

Whenever a student is found to be in violation of any major disciplinary violation(s), any or all of the following proceedings may be initiated:

- Behavior contract
- In-House suspension or Saturday School
- Informal or formal suspension proceedings
- Expulsion proceedings SEE "AUTOMATIC REMOVAL " ON PAGE 15
- Referral to the proper law enforcement authority
- Referral according to the Summary of Substance Abuse Administration Procedures

Note: If a student is removed from the Dennis Center for any reason, and wishes to return the following grading period, a behavior/attendance contract will be implemented. The contract must be signed by both student and parent/guardian in order for the student to regain the privilege of attending classes at the Center.

SUSPENSION/EXPULSION: POLICIES AND PROCEDURES:

By law, the Board of Trustees of any Idaho school district is empowered to "deny attendance to any of its schools, by suspension or expulsion, to any pupil who is habitually truant, or who is incorrigible, or whose conduct, in the judgment of the Board, is such as to be continuously disruptive of school discipline, or of the instructional effectiveness of the school, or whose presence in a public school is detrimental to the health and safety of other pupils." (Idaho Code Sec. 33-205) THIS POLICY WILL BE IMPLEMENTED TO AFFECT THIS PURPOSE.

1. DEFINITIONS:

- A. **Suspension:** A temporary exclusion (no longer than the balance of a semester) of the student from school. At the end of the period of suspension, the student shall be automatically readmitted to school if no additional action has been taken.
- B. **In-house Suspension:** A suspension in which the student remains in school but is confined to the detention room for the time assigned. These days will not be counted against the student's attendance.
- C. **Temporary Suspension:** A suspension of five (5) days or less, which may be extended to an emergency suspension upon a finding that immediate return to school attendance by the temporarily suspended student would be detrimental to the other pupils' health, welfare or safety.
- D. **Emergency Suspension:** A temporary suspension not to exceed ten (10) school days in which the student can be immediately removed from school without prior notice and hearing, upon a finding that the school attendance by the student would be detrimental to the other pupils' health, welfare or safety.
- E. **Expulsion: Permanent suspension** of a student from attendance at any school within the Independent School District of Boise City. This student may be readmitted to the school by the Board of Trustees upon such reasonable conditions as may be prescribed by the Board.

2. PROCEDURES:

Due process procedures for the above suspensions are outlined in The Independent School District of Boise City's Policies and Procedures Bulletin. This handout including appeal processes as described therein may be obtained in the school's main office or from the principal/assistant principal.

3. SPECIAL EDUCATION & 504 STUDENTS SUSPENSION/EXPULSION PROCEDURES:

All disciplinary action, which results in a special education student being removed from their educational programs, requires immediate involvement of special education supervisory staff.

NOTE: Students that aggressively harm themselves, other students, staff, vehicles, equipment, or are considered a safety hazard will be removed immediately.

DISCIPLINARY POLICIES:

Prohibition of Gangs and Hate Groups: Gangs, hate groups and similar organizations or groups which advocate hatred or discrimination on the basis of race, color, religion, sex, ancestry, national origin or handicap are inconsistent with the fundamental values and educational environment of the Independent School District of Boise City. The activities of such groups and their members are prohibited on school district property and at all school functions. Such prohibited activities include, but are not limited to: the congregation of members, the solicitation or recruitment of members, the intimidation of others, the advocacy of discrimination, and any other behavior, such as the wearing of gang colors or insignia and the use of language, codes, gestures that provoke violence or seek to advocate the purpose and objective of such groups. Disciplinary action may include suspension or expulsion.

Sexual Harassment: It is the policy of this district to maintain a learning environment that is free from sexual harassment. Each student has the right to work in an atmosphere that promotes equal opportunities, free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive. It shall be a violation of this policy for any employee or student to harass through conduct or communication of a sexual nature. Sexual harassment is a form of misconduct that undermines a student's relationship with educators and with other students. No student, male or female, should be subject to unasked and unwelcome sexual overtures or conduct, either verbal or physical. This behavior refers to sexual overtures or conduct that are not only unwelcome but that are personally offensive, that affect morale and that, therefore; interfere with a student's ability to study or participate in school activities or programs.

Students who believe they are being harassed should report the situation to any of the following persons immediately: a) a guidance counselor; b) a teacher; c) the assistant principal or d) the principal of the school.

Prohibition of Weapons: The Boise School District has "**zero tolerance**" for any student who brings to school weapons, look-alike weapons, or other objects/substances/chemical sprays, which are a threat to the health and safety of other students, staff members or visitors, or is a disruption to the educational process.

Possession and/or use of these objects/substances at school or at any school-sponsored activity will result in formal suspension procedures and possible expulsion.

It is everyone's obligation to report anyone with a weapon at school. Students are encouraged to be mature in this serious responsibility to classmates and staff. The Center is a community dedicated to working TOGETHER to make this a safe place to learn and to work. Students, staff, parents and administrators must make safety a number one priority.

If a student has knowledge of anyone with a weapon, report it to any teacher, counselor or principal IMMEDIATELY. Students should move away from the endangered area without delay.

Desks and lockers are school property and school authorities may make reasonable regulations regarding their use. Lockers are subject to inspection and search by school officials if it is determined there is reasonable suspicion.

STUDENT BEHAVIORAL EXPECTATIONS:

1. **Hall Passes:** A student must obtain a hall pass from his/her instructor if it becomes necessary for the student to leave the class or the shop for any reason.
2. **Cell phones, CD players, Headphones, iPods, Walkman, pagers, etc:** Students are **NOT** permitted to have these items in their possession while on Tech Center premises. These items will be confiscated. **1st offense: returned at end of the day - 2nd: returned at end of 7 days or parent picks up - 3rd: held until end of semester or student is removed from program. NO EXCEPTIONS**
3. **Hats/Head Coverings:** Hats and head coverings may not be worn by students inside the school building. Students will not wear hats in the parking lot during class hours. Welding students are permitted to wear welding caps in the welding shop only.
4. **Fighting: "You throw, YOU GO!"** Any student responsible for instigating a fight and/or any aggressive form of physical contact (i.e. pushing, shoving, hitting, punching, and choking) with another student will be suspended or removed from class. The duration of the consequence will be dictated by the seriousness of the situation and at the discretion of the principal or designee. This includes any form of verbal abuse or physical acts (Note: see page 15 "AUTOMATIC REMOVAL")
If students involved in a fight cannot reach a peaceful resolution, upon return from suspension, then one or both students will be removed or scheduled into another time period.
NOTE: Fights or any other irresponsible behavior that occurs off school grounds, during school hours, and while in transit to or from the Center will be subject to disciplinary action. Discipline includes suspension, loss of driving privilege and/or mandatory bus transport.
5. **Food & Drink:** Food and/or drink may be purchased before or after class. Each teacher will determine if it is allowed in classrooms. Food and drink may not be purchased at any time during class.
6. **Litter:** It is the responsibility of the entire school community to keep the building and its premises clean. It is expected that students will pick up litter and place it in a proper receptacle.
Students who litter may face disciplinary action. They may be assigned litter detail and/or lose driving privilege. If litter is thrown from a vehicle, the driver is responsible.
7. **Graffiti:** Gangs use graffiti to mark territory. It may appear as symbols, names, or numbers painted on various structures or written on books, notebooks, desks, etc. Many times the name of the group or gang member's nickname is written in a decorative Old English script ("SUR 13", "CRIPS", "POSSE"). The Center's policy is to immediately cover or remove any graffiti.
Any student responsible for any form of graffiti (i.e. markings on lockers/bathroom walls, territorial gang markings on any surface, etc.), risks suspension from school, imposition of fines, assignment to litter detail, and/or referral to law enforcement for prosecution.
8. **Identification:** Students are expected to identify themselves (name, class, and school) to any staff member when asked. A student will be considered insubordinate (Major Disciplinary Violation) if a truthful identification is not made. Students must wear ID badges at all times. ID badges must be located in the upper left corner of the uniform.

9. **Student Dress:** Student attire is expected to be appropriate for the workplace and grooming should be appropriate to the school and work setting and must not be a distraction or endangerment to themselves or other students' health or safety.
 - a. While in the lab area, students must wear safety glasses, student ID badges, appropriate uniform and shoes that cover their toes.
 - b. Coveralls, aprons, and/or uniforms must be purchased at the Center.

Note: *Students will not mark or paint on their coveralls or on another student's coveralls. Students found in violation will purchase new coveralls within three school days or lose the privilege of attending classes at the Center. Any coveralls that are ripped or torn or considered unsafe by a staff member must be replaced immediately at the current replacement cost.*
 - c. Clothing or other items decorated or marked with illustrations, words or phrases which are profane or obscene, which encourage the use of drugs, alcohol, tobacco, and/or illegal substances or promotes gang or other behaviors that violate district policies are not permitted. Students will be asked to turn shirts inside out.
 - d. Students may NOT have chains including wallet chains (excluding jewelry) in their possession.
 - e. Articles of clothing or other items suggesting lewd or sexual themes (double meanings), or are too revealing are not permitted.
 - f. Students may not wear any shoes containing a roller device.

Note: *Any personal electronic devices (cell phones, iPods, and etc) will be secured in school safe.*

10. **Public Display of Affection:** Excessive physical contact and public displays of affection (*Holding hands at arms length is all that is acceptable.*) are not acceptable on school grounds, school buses, at school activities, or work sites. Students that abuse this policy will be removed or re-scheduled to a different class period.
11. **Smoking Policy:** Students are not permitted to smoke or to chew tobacco within sight of the school grounds. Students are also not permitted to carry tobacco products on campus. Violation of this policy will be met with disciplinary action as outlined in the Substance Abuse Policy.
12. **Cheating:** Cheating in any form or manner will cause the offending student to lose credit for the assignment. A second instance of cheating in the same class will cause the student to be withdrawn from the course in which the cheating occurred and the student will be assigned to a study hall. The offending student will receive an "F" grade for the semester course.
13. **Parking:** All students who wish to park their vehicles in the school parking lot must park in the designated areas. Students who park in unauthorized zones will lose driving privileges. The school does not assume responsibility for any vehicle parked on the Center's grounds. Vehicles left in the parking lot overnight, without permission, will be towed at the owner's expense. **There is no loitering, sitting in vehicles or music playing in the parking lot. Upon arrival at the Center, students must immediately enter the building.**
14. **Lockers:** A locker is provided to each student for the safe keeping of books and personal articles. The school however, is not responsible for any articles that might be stolen from these lockers. Students are issued locks in order to secure their belongings. They are also encouraged NOT to leave valuables in the lockers and NOT to share locker combinations with "friends." Students will be held responsible and if necessary, assessed for any damage caused to a locker by neglect, vandalism or misuse. **DO NOT WRITE** on the front of the lockers. Lockers are subject to inspection and search by school officials if it is determined there is reasonable suspicion.
15. **Posters and Advertisements:** The building supervisor or his/her designee must approve all posters, announcements, and/or advertising. Masking tape is the only tape permitted to hang posters, etc.
16. **Language:** Students are to use appropriate language at ALL TIMES on campus. Students who violate this policy may face in-house or home suspension.

17. **Vandalism:** Theft, destruction of, writing on (keying), or intentional damage of any type to the school, vehicles, personal property, etc. will result in immediate removal from the Tech Center and referral to law enforcement.
18. **Verbal Abuse:** Anyone, who threatens, insults, abuses, harasses or attempts to intimidate a student or a school employee will face immediate disciplinary action. There is zero tolerance for anyone who jeopardizes another person's safety or well being either by word or action. Discipline Policy may require removal from the Center or rescheduling into another class time.
19. **Theft:** Anyone who steals or is in possession of a stolen item(s) will be removed (See Driving Privilege). **NOTE: It is a student's responsibility to report any information concerning a theft, vandalism or an impending fight (on or off campus).**
20. **Lost or Stolen Items:** the Tech Center is not responsible for any lost or stolen items especially items that are not allowed on campus i.e. personal electronic devices (cell phones, iPods, and etc).
21. **Name calling, horseplay, goofing around, teasing** or any behavior considered inappropriate or unsafe at the Tech Center will result in a safety violation and disciplinary action.

WARNING: SOME MATTERS OF DISCIPLINE MAY CARRY OVER TO THE FOLLOWING YEAR

COMPUTER USE:

All students must have the instructor's permission in order to:

- Use a school computer
- Adjust any controls or settings
- Enter a website or play a game
- Download a program

If it is determined that a student has misused a school computer or did not receive permission on any item previously mentioned then the student will lose computer use privileges. If computer use is necessary for in-class assignments, the offender will be removed from the class with a grade of "F".

STUDENT PROJECTS *(personal & required):*

Any project a student wishes to manufacture and all projects that involve welding, torching, sawing, machining, cutting, or grinding needs to be approved not only by the instructor but also by the building supervisor. Students will present a diagram of the project for approval. If the plan is approved, a copy of the diagram will be inserted into the student's file. Any modification or change to the plan, to the item or to the project needs to be approved by the instructor.

Under no circumstances may a student construct or manufacture (1) any type of weapon or weapon look-alike to include swords, knives, sling shots, crossbows, spears, etc.; (2) any devices that may be considered dangerous to person or property to include darts, dart guns, spears, pipe bombs, hatchets, axes, brass knuckles, branding irons, etc.; or (3) any device that could be considered drug paraphernalia including water pipes, bongs, clips, toke objects, and etc.

Unauthorized projects or unauthorized modifications to a class project will result in confiscation of the item and will result in suspension or removal from the Center and possible expulsion from the home high school.

NOTE: No project may be removed from the Center without prior approval by the instructor.
No project may be stored in a locker without instructor's approval.

SAFETY/DISCIPLINE REFERRALS:

It is the utmost concern of the Center’s staff that each student learns and works in a safe, non-threatening educational environment. Teaching safety issues is our first priority. Safety habits and attitudes are among top concerns of any employer. Our staff strives to convey this idea. The Center provides one free pair of safety glasses, a student ID badge, a lock and a locker for each student. The student pays for coveralls. It is the student's responsibility to wear the glasses, wear the designated shop attire, and to wear shoes not sandals or flip-flops. It is also the student's responsibility to secure safety glasses in his/her locker at the end of each day. Any running, teasing, jabbing, sparring, or horseplay of any kind or by any other name will not be tolerated.

Any safety or discipline violations will be noted on a Violation Log (see below). Please note procedures for 1st, 2nd & 3rd offenders. All write-ups are sent to the student's home high school.

SAFETY/DISCIPLINE VIOLATION LOG

Date of Infraction _____

Student's Name _____

School: Boise__ Borah__ Cap__ Timb__ MtnC__
 Mer__ Cent__ Eagle__ Mtn. View__ EA__ MA__ Kuna__ BK__ Other__

Teacher's Signature _____ Period 1/2__ 3/4__ 5/6__ 7/8__

Student has been verbally warned yet continues to violate the following safety rule(s):

- ____ Eye Protection (Student is without glasses or not covering eyes in shop.)
- ____ Bare Legs (Student is without coveralls in shop.)
- ____ Wearing sandals or open toe shoes.
- ____ Out of assigned area without permission.
- ____ Insubordination
- ____ Other (Please specify) (i.e. not wearing ID badge) _____

____ 1st Infraction: Student will do clean up work at teacher's discretion.
 Student will not be allowed to work in shop unless safety issue is addressed.
Parent contacted: _____

____ 2nd Infraction: Student’s parents/guardians contacted again and student sent to building Supervisor for work and possible suspension.
Name of adult contacted _____

____ 3rd Infraction: Student removed from class with a grade of "F" due to being a safety hazard to self and/or others.

Student's Signature _____ Phone Number _____

WARNING: Any student who loses or intentionally damages their safety glasses, ID badge or coveralls will be required to purchase a replacement. The offending student will not be allowed to work in shop until he/she replaces lost or damaged glasses, ID badge or coveralls. If any student is without safety glasses, ID badge or coveralls for more than three (3) school days they will be removed from class.

SUBSTANCE ABUSE:

Any student who comes on the Tech Center's grounds or to ANY school activity on or off campus under the influence of or in possession of any drug (i.e. tobacco, alcohol, or any illegal substance) will be prosecuted (Idaho Code 33-210). Students will be remanded to the custody of the Boise Police Department. They may face suspension and possible expulsion from the Boise School District or other area school districts.

The Student Assistant Team at the student's home high school will be notified by the Center's supervisor if a suspected substance abuse problem occurs.

Due process and specific consequences are listed in the Substance Abuse Violation Procedures. Copies of this policy are available from any assistant principal or for any member of the school's Student Assistant Team (Page 3233 District Policy Manual).

Note: *SEE AUTOMATIC REMOVAL POLICY (page 15)*

VISITORS:

1. All visitors must check-in at the front desk.
2. Parent/Guardians are welcome to come and observe students but may not work on any vehicles.
3. Visitors are not allowed to work on any vehicles on campus.
4. Students may not bring friends or other non-enrolled students to any off-campus class site.
5. It is considered a truancy or trespassing for students to be at the Center's site during times they are not assigned to be there.
6. To be on the Center's grounds at a time other than the student's regular assigned time, a student must have permission from all of the following: Supervisor, instructor, parent/guardian, and home high school assistant principal.
7. Students who transfer school buses at the Center are not allowed to loiter in or around the parking lot. Students must remain by the buses until the dismissal bell rings.

NON-STUDENT VEHICLE REPAIR WORK ORDERS:

1. The owner of the vehicle must initiate the work order. **All vehicles are subject to a lab fee.**
2. No work order will be issued without proper identification of vehicle registration and proof of insurance.
3. Owner identification and release of responsibility must be completed before work is initiated.
4. The instructor must approve all project vehicles before being delivered to the Center.
5. Project vehicles may not involve repairs that will require the vehicle to be on the site for more than two (2) weeks unless prior arrangements are agreed upon with instructor and supervisor.
6. While a project vehicle is at the Center, it must be having work done. Repair parts must be ordered and paid for immediately. Customers may not bring their own parts. Parts must be purchased through the Tech Center.
7. Owners must remove their vehicle upon request. If not, the vehicle will be towed at the owner's expense.
8. All repair or project vehicles must have a work order displayed on the driver's side of the dashboard.
9. No work of any kind is to be done on a vehicle while it is in the parking lot.
10. **The Center is not responsible for vehicles either parked in the lab, bullpen or parking lot areas: regardless of fire, theft, accidents, or any other cause. Owner of the vehicle assumes all risk.**
11. Students are not to be inside any vehicle during the final five (5) minutes of class.
12. Only students with a current Idaho driver's license may be allowed to start, run, or drive a vehicle on campus.
13. Only one student at a time may be in a vehicle during class hours.

STUDENT VEHICLE REPAIR WORK ORDERS:

- Issued only to enrolled students for individual and immediate family vehicles and subject to a lab fee.
- Students who bring a vehicle to the Center for repairs may not keep the vehicle on or around the property overnight without prior approval.
- No student work orders will be issued without proof of registration, insurance, valid driver's license, and a valid Tech Center parking permit.
- Student repairs must be pre-approved and pre-scheduled.
- No illegal modifications may be performed on a vehicle to include illegal modifications of suspension, steering, drive train, exhaust as defined by Idaho State Law.
- No vehicle with any illegal modification may be worked on at the Tech Center.

TRANSPORTATION

BUS BEHAVIOR POLICIES AND PROCEDURES:

Safety is the most important factor in the school transportation program. Many times, safety is a reflection of the passengers' behavior on a bus. When students conduct themselves well, safety hazards are greatly reduced. Students who do not respect the rights and safety of others and fail to observe proper bus conduct must expect to forfeit the privilege of riding the buses provided by the school district.

First Offense: Students will be warned by their assistant principal and a written notification will be sent home to parents. A possible suspension of privileges might occur.

Second Offense: Students will forfeit their privilege to ride the bus for one week (five school days). Students must be in attendance at school for the five days.

Third Offense: Students will be suspended from the bus for the balance of the semester or possibly for the remainder of the school year.

NOTE: To insure the safety of all our transported students, incidents that occur while on the bus, to or from the Center, will count as a safety violation against the offending student's safety record

DRIVING PRIVILEGES:

The Center provides bus transportation to and from the home high school to off campus sites. **Students are allowed to drive to their site with the understanding that it is a privilege, not a right.** Students drive and park their vehicles at their own risk. Students may only drive their personal or immediate family member's personal vehicle. Under no circumstances may a student drive a friend's vehicle. (SEE PARKING OR SHOP PERMIT POLICY)

If a student misses the bus and is not allowed to drive according to the Center's policy, he/she must report to their home high school's office. The absence will count as an in building absence (IB). **Students are only allowed two (2) IB's (In-building) per semester due to a missed bus. (See pg. 4) Under no circumstances may the student drive who does not have driving privileges at the Center.**

The Center is not responsible for any damage or theft to a vehicle. **If in the opinion of a staff member, a student demonstrates any type of driving irresponsibility while on the site or to and from the site, he/she will lose their driving privileges and must ride the bus.**

Since driving to an off campus class is a privilege, any vehicle entering or leaving an off campus location or parked in an off campus parking lot is **subject to search with or without owner's permission or with or without owners presence at the time of search.** This is especially true if a theft has been reported or if there is reasonable suspicion of illegal materials in the vehicle.

The following are examples of, but not limited to, incidents that are strictly forbidden and will result in revocation of the driving privilege.

1. Blocking traffic or not yielding to school buses.
2. Leaving school grounds with riders in the back of a pickup truck.

3. Driving a friend's vehicle.
4. Dumping litter out of vehicle.
5. Spinning tires.
6. Excessive speed in parking lot and on the street.

NOTE: Speed limit in and around the parking lot is 5 mph.

7. Lack of valid driver's license.
8. Lack of proof of insurance or registration.
9. Complaints from any local businesses or citizens.
10. Radio playing in parking lot or shop.
11. Parking in non-student assigned areas or parking off campus.
12. Returning to school early and creating a disturbance in the hallways or parking lot.
(See "Return to Home School Policy pg. 15)
13. Threats or intimidation to another student or person.
14. Meeting off campus to fight or witness a fight.
15. Leaving the Center during class hours without permission (truant).

PARKING OR SHOP PERMITS:

First permit is free. Additional permits and replacement permits will require a fee.

- Permit must be affixed and displayed in lower left-hand corner of windshield (driver's side).
- Permit **must remain** on the vehicle to which it was issued. *It must not be transferred to another vehicle.*
- Student must show proof of proper/personal registration and insurance.
- Permits are only issued to personal or immediate family vehicles.
- Parking permits will not be issued to fleet vehicles or vehicles with dealer plates.

Juniors and Seniors:

- May drive with an authorized and valid Tech Center parking permit.
Note: Vehicles without a valid Tech Center parking permit will be towed at owner's expense.

Sophomores:

- Same rules as above apply plus the items listed below.
- Juniors and Seniors will receive priority.
- Student must provide proof of their home high school parking permit.
- Student must provide a driver's license.

Drivers/owners are responsible for any incident in and around their vehicle. Any infractions may result in one or more of the following:

- | | |
|----------------------------------|--|
| 1. Loss of driving privilege. | 5. Parking lot clean-up. |
| 2. Mandatory bus transportation. | 6. Confiscation of Tech Center parking permit. |
| 3. Traffic citation issued. | 7. In-house suspension. |
| 4. Removal from classes. | |

RETURN OF DRIVING PRIVILEGE:

If a student loses driving privileges and has to ride the bus, a contract will be developed with terms, conditions and a time frame that must be followed, in order for the privilege of driving to be reinstated. Students breaking their contract in any way will be considered insubordinate and will be further disciplined. All driving infractions will be reported to the student's home high school assistant principal and resource officer for further discipline and/or to have a citation issued.

POLICY UPON RETURNING TO HOME HIGH SCHOOL:

Students returning to the home high school from off-campus programs are not allowed to go to their lockers or any area where classes are in session. Students must wait until classes at the home high school have been dismissed before entering the building. **There will be no exceptions without prior approval.** Refusal to follow this policy will be considered insubordination and thus dealt with accordingly.

STUDENT INSURANCE:

Boise School District has no insurance coverage for any student. Likewise, the Dennis Technical Education Center has no coverage for student accidents or injuries within or around the labs. Parents are advised to purchase health insurance for their student.

AUTOMATIC REMOVAL/SECURITY:

Shop situations can be and are dangerous because of the use of chemicals, hand and power tools and heavy equipment. As a matter of concern for student and faculty safety, the Dennis Technical Education Center's policy is to immediately remove any student who behaves in an unsafe or inappropriate aggressive fashion that may harm themselves, others, or equipment. Furthermore, any student in possession of, or under the influence of an illegal substance will lose the privilege of attending an off-campus class.

SECURITY:

1. Students may only enter the building through the Center's main door (south entrance).
2. At dismissal, students only exit the building through the hallway side doors.
3. Students may not exit through any lab area.
4. Any student needing to return to the parking lot must obtain permission and a hall pass from the instructor and then report immediately to the front desk to be escorted to the lot.
5. Students must wear ID badges at all times. ID badges must be located in the upper left corner of the uniform.

APPEAL PROCESS – ISSUES/CONCERNS:

If students have an issue or concern that they need to voice, please follow the chain of command listed below until the issue is resolved.

Student

Teacher

Assistant Principal – Mr. Kyle Kallmeyer

Principal – Mr. Jim Marconi

Area Director – Mr. Coby Dennis

Superintendent – Dr. Stan Olson

CODE OF CONDUCT

Students attending the Dennis Center or other PTE programs may have the opportunity to participate in extracurricular activities and/or competitions. Students attending these various events represent their school district and the Dennis Center and as such have high behavioral expectations. The events include, but are not limited to; SkillsUSA State and National Competitions, Envirothon, Ford AAA, HOSA, SkillsUSA Leadership Conference, and PIEA. These competitions are our equivalent of a varsity sport and as such are subject to the same code of conduct as outlined in the Boise School District Policy Manual (# 3580). When you sign this handbook, you agree to the responsibility of following this policy.



Independent School District of Boise City
Student Release Form

The Independent School District of Boise City is including photographs of students, teachers and school activities on our web site. Photographs that include you or your student have been taken and may be chosen for use on the web site. In order to consider using a photograph of you or your student we need your permission to do so.

In most cases names will not appear in conjunction with photos. Identifying information can be kept confidential.

The form below will be used to document your permission for possible use of photographs on the web site and/or student activities. A parent or guardian must fill out the upper portion of the form for students under age 18. Subjects over 18 should use the lower portion. Please fill out the appropriate section and select your options.

Please complete, sign, and return to the Tech Center.

Permission Form – under 18

Student's Name: _____ School: _____

Your address: _____

I am the parent/legal guardian of the child named above. I have read the information at the top of this sheet and agree to the following:

(Please check the appropriate box below)

- I **do** give permission to you to include my child's photograph on the Independent School District of Boise City's web site and/or student activities.
- I **do not** give permission to you to include my child's photograph on the Independent School District of Boise City's web site and/or student activities.

Signature of Parent or Guardian: _____ Date: _____

Permission Form – over 18

Your Name: _____ School: _____

Your address: _____

I am the person named above and am more than 18 years of age. I have read and understand the information at the top of this sheet.

(Please check the appropriate box below)

- I **do** give permission to you to include my photograph on the Independent School District of Boise City's web site and/or student activities.
- I **do not** give permission to you to include my photograph on the Independent School District of Boise City's web site and/or student activities.

Signature: _____ Date: _____

Date of Birth: ____/____/____



Independent School District of Boise City Release Form for Student Work

The Independent School District of Boise City is including work by students on our web site. Work by your student has been chosen for possible inclusion on our web site. We need your permission to include the student's name, grade and/or school with the work.

The form below will be used to document your permission. A parent or guardian must fill out the form for students under age 18. Students over 18 should use the lower portion. Please fill out the appropriate section and select your options. Declining name, age or school permission will not affect whether or not the work is used on the site, only how much identifying information is included. You can, however, decline permission to have your student's work published. Please complete the form, sign it and return it to your student's teacher.

Permission Form – Under 18 (please print)

Student's Name: _____ School: _____ Grade: _____

Your address: _____ City: _____ Zip: _____

I am the parent/legal guardian of the child named above. I have read the information at the top of this sheet and:

I do give permission to publish my student's work on the Independent School District of Boise City's web site.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
---	--	---------------------------------------

(If you checked "YES" please select one box in each row)

<input type="checkbox"/> I do give permission to you to include my child's FIRST NAME on the Independent School District of Boise City's web site.	<input type="checkbox"/> I do not give permission to you to include my child's NAME on the Independent School District of Boise City's web site.
<input type="checkbox"/> I do give permission to you to include my child's GRADE on the Independent School District of Boise City's web site.	<input type="checkbox"/> I do not give permission to you to include my child's GRADE on the Independent School District of Boise City's web site.
<input type="checkbox"/> I do give permission to you to include my child's SCHOOL on the Independent School District of Boise City's web site.	<input type="checkbox"/> I do not give permission to you to include my child's SCHOOL on the Independent School District of Boise City's web site.

Signature of Parent or Guardian: _____ Date: _____

Permission Form – Over 18 ONLY (please print)

Your Name: _____ School: _____ Grade: _____

Your address: _____ City: _____ Zip: _____

I am the person named above and am 18 years of age or older. I have read the information at the top of this sheet and:

I do give permission to publish my work on the Independent School District of Boise City's web site.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
---	--	---------------------------------------

(If you checked "YES" please select one box in each row)

<input type="checkbox"/> I do give permission to you to include my NAME on the Independent School District of Boise City's web site.	<input type="checkbox"/> I do not give permission to you to include my NAME on the Independent School District of Boise City's web site.
<input type="checkbox"/> I do give permission to you to include my GRADE on the Independent School District of Boise City's web site.	<input type="checkbox"/> I do not give permission to you to include my GRADE on the Independent School District of Boise City's web site.
<input type="checkbox"/> I do give permission to you to include my SCHOOL on the Independent School District of Boise City's web site.	<input type="checkbox"/> I do not give permission to you to include my SCHOOL on the Independent School District of Boise City's web site.

Signature: _____ Date of Birth: ____/____/____ Date: ____/____/____



www.boiseschools.org

www.meridianschools.org

8201 W. Victory Rd. • Boise ID 83709
Phone: 854-5810 •• Fax: 854-5811

Parent/Guardian Form

I have reviewed and discussed with my son/daughter _____
(Student's name)

the student handbook for the Dennis Technical Education Center.

I understand that compliance with all of the policies and procedures is required for participation in any or all programs offered at the Dennis Technical Education Center.

If you have any questions regarding this form call 854-5810.

(Parent/Guardian's signature)

(Date)



www.boiseschools.org

www.meridianschools.org

8201 W. Victory Rd. • Boise ID 83709
Phone: 854-5810 •• Fax: 854-8511

Student Form

I have reviewed the Student Handbook for the Dennis Technical Education Center.

I understand in order to participate in any or all of the programs at the Dennis Technical Education Center, for safety and job skill development purposes; I will comply with the following three (3) directives:

- **I will comply with instructor's directions.**
- **I will comply with all policies and procedures of the Dennis Technical Education Center.**
- **I will not have in my possession while at the Tech Center any personal electronic devices this is to include cell phones, music devices, and etc.**

If you have any questions regarding this form call 854-5810.

(Student's signature)

(Date)

(Print first and last name)



August 31, 2009

Dear Parents:

The mission of the Dennis Technical Education Center is to prepare students for the opportunities and choices in a global job-market. In order to do this, we must maintain a safe learning environment and deliver a high quality industry approved curriculum.

The Boise School District Board of Trustees and our Technical Advisory Committees (industry representatives) recognize that it is important to educate students about safety issues and the dangers of substance abuse. Board policies #3260 and #3261 make provision for searches to ensure the safety of students. The search may include a student's locker or car, and may include the use of a police canine unit. The extent of the search depends on the situation.

Per Board Policy requirements, this letter is to inform you that we will conduct police canine unit searches on our campus. To ensure that searches are properly conducted within the laws of the State of Idaho and Board Policy, the searches will be managed by the Ada County Sheriff's K-9 Detection Unit.

Our desire is not to disrupt the educational process, but to provide a safe learning environment that meets parent expectations, industry standards, community standards and the needs of our students. Our intent is to reinforce your expectations as parents that drugs do not belong on our campus and that we are promoting healthy choices for our students. The school staff, students, parents and community industry leaders must work together to achieve a drug-free educational environment for the leaders of tomorrow. If you have any questions or concerns about this procedure, please do not hesitate to contact me at 854-5820.

Respectfully,

Jim Marconi
Principal