

Student Responsibilities

FIELD TRIPS

Field trips aid in enriching the shop and academic curriculum at Old Colony. Students will be invited on occasion, to participate in such activities with parents/guardian consent. Permission slips will be sent to parents/guardian before a field trip takes place. If the parent/guardian signs and returns the permission slip, the school will make arrangement to include the student on the proposed field trip. If the parent/guardian does not sign and return the permission slip, the school will assume the parent/guardian does not wish to have his/her child participate in the field trip. School attendance is mandatory whether the students go on the field trip or not.

Students participating on trips for which bus transportation is provided by the school, **MUST** ride on the buses unless special permission has been granted by the designated administrator. Students are subject to school rules and regulations while on the field trip. Instructors may develop field trip regulations suitable to their discipline, examples: field trip reports, student dress etc.

HOMEWORK

It has been found that much of the success or failure of an individual student depends on his/her ability to study. This, in turn, rests in no small part upon the study conditions in the home. Every student should have a regular schedule for study which is carefully followed. The habit of study is not an easy one to acquire, but like so many others, constant repetition over a period of time will tend to strengthen it in the mind of a student.

TEXTBOOKS AND WORKBOOKS

Textbooks are loaned not given to the students. Students are responsible for the care of all books issued, and **MUST** pay for damaged, stolen, or lost books.

ALL BOOKS MUST BE COVERED WITHIN ONE (1) WEEK OF RECEIPT

EQUIPMENT, BOOKS, AND MATERIALS

All of us at Old Colony share the opportunity to build a school reputation and take pride in our school.

Everyone is asked to respect school property and display pride in keeping the corridors, rooms, and grounds free from paper and refuse. Those who are careless will be held liable for the cost of the damages they commit and properties they lose. The original condition of the property and the extent of the damage determines the assessment. Example: All students are responsible for the desks that they use and will be required to refinish or pay for the refinishing or replacing of a desk if it is defaced or damaged. Students defacing school property will be suspended.

DISTRICT ACCEPTABLE USE POLICY

Old Colony RVTHS is providing students access to the district's electronic network. This network includes Internet access, computer services, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for students' acceptable use of the Old Colony RVTHS electronic network.

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- The Old Colony RVTHS electronic network has been established solely for educational purpose. The term “educational purpose” includes classroom activities, career development, and high-quality self-discovery activities.
- The Old Colony RVTHS electronic network has not been established as a public access service or a public forum. Old Colony RVTHS has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students under the age of 18. Access is a privilege — not a right.
- It is presumed that students will honor this agreement they and their parent/guardian have signed. The district is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this policy.
- The district reserves the right to monitor all activity on this electronic network. Students will indemnify the district for any damage that is caused by students' inappropriate use of the network.
- Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Old Colony RVTHS electronic network.

General Unacceptable Behavior

While utilizing any portion of the Old Colony RVTHS electronic network, unacceptable behaviors include, but are not limited to, the following:

- Students will not post information that, if acted upon, could cause damage or danger of disruption
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates district rules.
- Students will not abuse network resources such as sending chain letters or “spamming”.
- Students will not display, access or send offensive messages or pictures.
- Students will not use the Old Colony RVTHS electronic network for commercial purposes.
- Students will not offer, provide, or purchase products or services through this network.
- Students will not use the Old Colony RVTHS electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional district systems, such as student information systems or business systems.
- Students will not use district equipment, network, or credentials to threaten

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employees, or cause a disruption to the educational program.

- Students will not use the district equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Students will not use the Old Colony RVTHS computers or network for playing recreational games.

E-Mail, Interactivity, Web 2.0 and Emerging Technologies

- The district encourages the use of technology integrated activities and resources to enhance the educational experience. Students will participate in a variety of educational activities that incorporate technology resources. The use of these technologies and resources must be part of an educational exercise that has been approved by the district.
- Students will not establish or access Web-based e-mail accounts on commercial services through the district network unless such accounts have been approved for use by the district for educational purposes.
- Students may not use chat or instant messaging, unless it is a moderated environment that has been established to support educational activities and has been approved by the district.
- Students will not use the Old Colony RVTHS network to post information on the Internet such as web sites, forums etc unless the specific site and activity are part of an approved educational exercise.
- Students will be provided with accounts to sites and services that contribute to the educational activities of the district. Students should take reasonable precautions to safeguard their account information and prevent others from using their accounts. Under no conditions should students provide their passwords to another person.
- Students will not download streaming video and audio (music) for recreational purposes. (This includes radio feeds.)

Personal Safety

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
- Students will not make arrangements to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.
- Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about another person.
- Students may be identified on the district's web site by their full name with parental approval. Group or individual pictures of students with student identification are permitted with parental approval.

System Security

- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the Old

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Colony RVTHS electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".

- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Web sites blocked by district policy, including the use of proxy services, software, or Web sites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

Software, Hardware and Files

- Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the district technology department.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Old Colony RVTHS electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on district servers or lab workstations are private.
- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the district technology department.
- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the district's discipline code and policies will be enforced.

Plagiarism and Copyright Infringement

- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the students'.
- District policies on copyright will govern the use of material accessed and used through the district system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.
- Use of copyrighted material for educational projects will conform to acceptable use as defined by Fair Use provisions of the copyright law including appropriate citation of the copyrighted material.
- Students are encouraged to utilize online resources and digital media licensed through Creative Commons.

Due Process

- The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.

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- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of the Old Colony RVTHS network.

Limitation of Liability

- The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.

Violations of this Acceptable Use Policy

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by the school administrators. The superintendent or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

SUMMER SCHOOL

Students found to be deficient in fulfilling the academic requirements for promotion and/or graduation must attend a summer school program during July and August. Use of a private tutor is not allowed unless documentation of a medical problem is reported to the administration which would require private tutoring during the summer months.

All students must pass their summer school course with a "c" or better in order to receive credit for that course.

Note: No student will be allowed to take more than two (2) Summer School courses (see promotion and graduate requirements).

All Rules and regulations outlined in this handbook will be enforced during all summer school sessions conducted on the Old Colony Campus.

Evidence of the satisfactory completion of this summer school course must be submitted to Old Colony if taken at one of the area high school summer school programs.

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TELEPHONE

Pupils who have to make telephone calls must do so with permission from the Administrative Assistant.

Students may not leave class or shop to make a phone call. All emergency calls will be handled by the main office.

CAFETERIA

Old Colony has a large, well-lighted, cafetorium. Students are expected to use the cafetorium for lunch and to behave in a relaxed but orderly manner. The following rules apply at all times:

- All students must report directly to the cafeteria.
- All students are responsible for clearing the tables where they sit.
- All students are to put plates, silverware, and trash in the designated areas.
- Do not throw food.
- Do not push, bang, or rock, vending machines.
- Students are only allowed outside when the doors are open.
- Stay on the grass square.
- No food or beverages are to leave the cafeteria.
- Only enter the food area when the bell rings.
- Please put back\push in your chairs prior to exiting the cafeteria.
- All students must ask permission to leave the cafeteria.
- When leaving the cafeteria, all students must sign out and in upon return.
- No student may leave the cafeteria to go to either academic or vocational classrooms.
- No student may go to the student parking lot without permission.
- All students must enter and exit the cafeteria using the inside doors and corridor.
- The use of electronic devices are not allowed.

SAFETY

Each vocational department will post its own set of safety rules. It is the responsibility of each student to know thoroughly and to observe completely the safety rules of his/her department. Individual departments will give a safety examination to each student which they must pass satisfactorily in order to use the machinery in the shop.

Safety glasses must be worn in all shops as required by the Massachusetts State Law. The use of tinted safety glasses are prohibited inside the shop.

Shop dress and hair length must conform to the safety regulations of the shop concerned. Safety is habit forming and is always noticeable in the work habits of the accomplished employee.

Material Safety Data Sheets (MSDS) are available for parental review. MSDS is the document that provides information on each toxic or hazardous substance used or stored in the shop. Parents may contact the Vocational Coordinator at (508)763-8011 ext. 119 to review these documents.

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STUDENT AND SCHOOL SAFETY POLICY

The Old Colony Regional Vocational Technical High School District is committed to providing a safe, orderly, and productive learning environment for all members of the school community. This policy addresses those instances concerning threats against another person or persons by a student(s) or others. In addition to the foregoing, this policy addresses those further instances where a student, through verbal or written expressions, gestures or other physical acts, may be at risk for self-injurious behavior or injury to others.

Accordingly, in those cases where inappropriate student behavior, inconsistent with the principles set forth in this Policy, is observed by an employee of the Old Colony Regional Vocational Technical High School District, it is expected that such employee will take steps as necessary to initiate the following process in a reasonably timely manner.

1. At such time as a school employee witnesses or otherwise becomes aware of an instance of student behavior that may, in the exercise of such employee's reasonable judgement, pose a threat to the safety of any member of the school community and/or place such student at risk due to self-injurious behavior, then, in such event, it is expected that such behavior will be reported immediately to the Superintendent-Director or the Principal. (In the event when the Superintendent-Director and the Principal are not on site, any administrator or the administrative assistant should be contacted.) A written report of the incident will thereafter be submitted in a timely manner, but, in no event, shall such report be submitted later than the close of the school day on which the incident was observed.
2. The Superintendent-Director or Principal to whom such report was made shall meet as soon as it is practical thereafter with the student(s) for the express purpose of conducting a preliminary investigation in order to determine whether probable cause exists to warrant further action being taken.
3. Wherever it is determined by the Superintendent-Director or the Principal that probable cause exists to warrant further action, the following measures shall be implemented:
 - a) The parent(s) or guardian(s) of the student shall be contacted immediately.
 - b) The Rochester Police Department shall be contacted if necessary and notified of (1) the facts as they may exist, and (2) the status of such investigation at the time.
 - c) The Superintendent-Director will be notified that the Safety Policy is being initiated if the Principal or another administrator is conducting the investigation.
 - d) A meeting of all above parties will be held in order to determine the degree to which the student's conduct as alleged places any member of the school community at risk or the student at risk for self-injurious behavior and in order to determine the appropriate action to be taken. Appropriate staff such as counselors, school adjustment counselors, psychologists, and/or school nurse may also be in attendance.
4. At the conclusion of the investigation, the Superintendent-Director or the Principal may initiate such disciplinary action, as he/she deems reasonably prudent in view of the facts then known. Such disciplinary action may include, but shall not be limited to, the suspension or permanent exclusion of such student. Moreover, as a condition of re-admittance as a participating student member of the school community following suspension, such disciplinary action may further include the requirement that such student undergo an evaluation by a competent medical evaluator to determine whether such individual is a threat to himself/herself or any other member of the school community.

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5. At the conclusion of the investigation, if it is warranted, the Administration will meet with all staff members or appropriate staff members to summarize the results.

CLASSROOM ATTIRE

Determining a dress code which makes allowances for the rapid changes in fashion is a difficult task. Every possibility cannot be included. Students whose dress is questionable, as well as those not following the dress code, will be sent to the Administrative Assistant's office by their teachers.

Classroom attire shall be neat and clean. Any type of clothing which detracts from the educational program will not be allowed.

Sleeping apparel will not be allowed to be worn.

Tank tops are not to be worn. Clothing with obscene or unacceptable messages are not allowed. Shirts or blouses which expose the midriff, cleavage, shoulders or back are not acceptable. Short skirts are not acceptable.

Jeans or Levis are allowed, provided they are not tattered and torn or overly worn-out. Boxer shorts should not be visible.

"Knee-length" loose fitting shorts will be allowed during the academic cycle only. Cutoffs or short shorts are not allowed.

Shoes or sneakers will be worn. Footwear which will mark or damage floors is not to be worn.

Hats may not be worn in the building unless they are part of the students' uniform. They should only be worn in the shop area.

Wallet chains, the wearing of large chains, and clothing with chains will not be allowed.

PHYSICAL EDUCATION

Physical education for all students is offered during the academic cycle. The purpose of physical education is to contribute to the student's capacity to perform to his or her daily task with a minimum of physical exertion on the body and to have a reserve for "crisis" situations.

Old Colony, by exposing each student to physical education fitness activities, good health practices and recreational pursuits, will contribute to the development of each student's physical and mental health.

Given a set of standards and qualified personnel to implement and measure them, the student will improve his/her physical ability to perform his/her daily tasks most of the time.

The standards are:

1. Proper uniform
2. An attitude of willingness to cooperate in the activity planned.
3. Compliance with all school regulations relating to physical education.

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A doctor's certificate is required if a student is to be excused from participation in gym classes for two (2) days or more. All such excuses will be verified by the school nurse, prior to the start of the normal school day.

Uniform for physical education includes gym shorts, gym shirt, athletic socks, and sneakers. A sweat suit is optional. Leather soled shoes and athletic footwear that will leave marks on the gym floor may not be worn on the gym floor at any time. All students must have a complete change of clothes to gym attire.

Because of safety issues involved in wearing jewelry during physical education class, the wearing of jewelry will not be allowed. If removing the jewelry is not possible, tape may be allowed. The student will be responsible for proper grooming and personal cleanliness. Shower facilities are available.

Lockers

All students will have combination locks to use on their own locker. All valuables should be locked in lockers. THE SCHOOL IS NOT RESPONSIBLE FOR STOLEN ARTICLES. Locker combinations are to be memorized. Students are responsible for replacing lost combination locks. LOCKERS ARE NOT TO BE SHARED.

Disciplinary Action

Students who fail to comply with the rules and regulations established by the physical education department, specifically:

Offenses

1. Unprepared for class.
2. Unexcused absence from class.
3. Refusal to participate.
4. Not following rules and regulations will be subject to the following disciplinary actions:

Discipline

1. Student will receive a zero for that class period.
2. Student will receive a detention and participate in physical activities during their detention period.

HAZING

Any student who is a principle organizer or participant in the crime of hazing shall be referred for disciplinary action which may include suspension or referral to the District School Committee for an expulsion hearing.

Further punitive action may be taken through the judicial system in accordance with MGL Chapter 269 Section 17 as follows:

Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully

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or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such a crime shall, to the extent that such person can do so without danger or peril to himself or others, report such a crime to an appropriate law enforcement official as soon as reasonably practical. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

HARASSMENT

Harassment includes unsolicited remarks, gestures or physical contact, display or circulation of written materials, pictures, or rumors that are derogatory to either gender or to racial, ethnic, religious, age, sexual orientation or disabled individuals or groups.

Any violation of this policy should be brought to the attention of the Administrative Assistant and/or Principal who will conduct an investigation and take appropriate action. Any employee, student, or member of the school community found to have engaged in harassment shall be subject to sanctions, including but not limited to, warning, suspension, termination, or permanent exclusion.

SEXUAL HARASSMENT POLICY

I. Introduction

All persons associated with the Old Colony Regional Vocational Technical High School District including, but not necessarily limited to, the school committee, the administration, the staff, and the student, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in a investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the Old Colony Regional Vocational Technical High School Committee takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace and school environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace or school conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

II. Definition of Sexual Harassment

Unwelcome sexual advances; request for sexual favors; or other physical conduct of a sexual nature may constitute sexual harassment:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.

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2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment, depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances - whether they involved physical touching or not
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the school district.

III. Complaints of Sexual Harassment

If you believe you may have been harassed, or if you witness or learn about the harassment of another individual, a student should inform a Guidance Counselor immediately, and a staff member should inform his/her immediate supervisor. All of those individuals are responsible for enforcing this policy and may be contacted at Old Colony Regional Technical Vocational High School, 476 North Avenue, Rochester, MA 02770 or by telephone by dialing (508)763-8011.

IV. Investigation

Old Colony will promptly investigate every complaint of harassment. When we receive the complaint we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in

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such a way as to maintain confidentiality to the extent practical under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, where it is appropriate we will also impose disciplinary action.

V. Disciplinary Action

If it is determined that inappropriate conduct has been committed steps the school may take include, among others, warnings, transfers, suspension, exclusion, probation, and discharge. Any staff member or student who is dissatisfied with the results or progress of the school's investigation may discuss his/her dissatisfaction directly with.

Gary Brown
Superintendent-Director
Old Colony Regional Vocational Technical High School
476 North Avenue
Rochester, MA 02770-899
(508)763-8011 ext. 116

VI. State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim ("EEOC" - 180 days; MCAD - 6 months).

1. The United States Equal Employment Opportunity Commission ("EEOC")
10 Congress Street-10th Floor
Boston, MA 02114
(617)565-3200
2. The Massachusetts Commission Against
Discrimination ("MCAD")
Boston Office:
One Ashburton Place-Rm 601
Boston, MA 02108
(617)727-3990

BULLYING PREVENTION AND INTERVENTION PLAN

Priority Statement

The Old Colony Regional Vocational Technical High School District is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic and vocational technical standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

The Old Colony Regional Vocational Technical High School District recognizes that bullying and cyber-bullying have a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying and cyber-bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

The Bullying Prevention and Intervention Plan is a comprehensive approach to addressing bullying and cyber-bullying, and the Old Colony Regional Vocational Technical High School District is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence.

Prevention and Intervention Plan

The Superintendent and the Principal shall oversee the development of a Prevention and Intervention Plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the Bullying Prevention and Implementation Plan.

Reporting Bullying or Retaliation

Reporting by Staff

Old Colony staff members are required to report immediately to the principal or administrative assistant any instance of bullying or retaliation the staff member becomes aware of or witnesses. Oral reports made by or to a staff member shall be recorded on a District Discipline Form or an Incident Reporting Form. The requirement to report to the principal or administrative assistant does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with the Old Colony Regional Vocational Technical High School District policies and procedures for behavior management and discipline.

Reporting by Students, Parents or Guardians, and Others

The Old Colony Regional Vocational Technical High School District expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or administrative assistant. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, counselor, or with the principal or administrative assistant.

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Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a staff member. The target shall, however, not be subject to discipline for failing to report bullying.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Reporting Methods

Bullying reports can be made by completing an Incident Reporting Form, emailing reportbullying@oldcolony.us, calling the principal at (508) 763-8011, extension 118, or the administrative assistant at extension 125, leaving a voice mail at extension 211 or mailing a note to the Superintendent-Director, principal or administrative assistant.

Use of an Incident Reporting Form is not required as a condition of making a report. Staff members can report an incident on a District Discipline Form or an Incident Reporting Form. The Old Colony Regional Vocational Technical High School District will: 1) include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians; 2) make it available in the school's main office, the counseling office, the school nurse's office, and other locations determined by the principal or administrative assistant; and 3) post it on the Old Colony website. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

At the beginning of each school year, the Old Colony Regional Vocational Technical High School District will provide the school community, including administrators, staff, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation. A description of the reporting procedures and resources, including the name and contact information of the principal and administrative assistant, will be incorporated in student and staff handbooks, on the Old Colony website, and in information made available to parents or guardians.

Responding to a Bullying or Retaliation Report

Safety

Before fully investigating the allegations of bullying or retaliation, the principal or administrative assistant will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the target; and altering the aggressor's schedule and access to the target. The principal or administrative assistant will take additional steps to promote safety during the course of and after the investigation, as necessary.

The school counselor will assess the student and determine the need to refer the student to a mental health professional (i.e. school based counselor, Department of Child and Family Services, or a local mental health agency/facility). The school counselor will immediately notify the student's parent or guardian if services are required.

The school counselors in conjunction with the administration will identify a faculty member who will act as the student's safe contact, issue the student a safety pass, and monitor the student's status through periodic meetings.

Student Responsibilities

The principal or administrative assistant will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

Obligations to Notify Others

Notice to Parents or Guardians Upon determining that bullying or retaliation has occurred, the principal or administrative assistant will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or administrative assistant contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

Notice to Another School or District If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or administrative assistant first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

Notice to Law Enforcement At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or administrative assistant has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the Rochester Police Department. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or administrative assistant shall contact the Rochester Police Department if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

In making this determination, the principal will, consistent with the Plan and with applicable school or district policies and procedures, consult with the Rochester Police Chief or his/her designee and other individuals the principal or administrative assistant deems appropriate.

If the incident involves a student who resides in one of the other towns in the District, the principal or his/her administrative assistant will contact the Police Chief or his/her designee from that town.

Investigation Procedures

The principal or administrative assistant will investigate promptly all reports of bullying or retaliation. He/she will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or administrative assistant will interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or administrative assistant (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or administrative assistant, other staff members as determined by the principal, and in consultation with a school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or administrative assistant will

Student Responsibilities

maintain confidentiality during the investigative process. The principal or administrative assistant will use the Incident Reporting Form to document the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with school or District policies and procedures for investigations. If necessary, the principal or administrative assistant will consult with the District's legal counsel about the investigation.

Determinations

The principal or administrative assistant will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or administrative assistant will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or administrative assistant will determine what remedial action is required and determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or administrative assistant may choose to consult with the students' teacher(s) and/or school counselors, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or administrative assistant will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or administrative assistant cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay-away" order or other directive that the target must be aware of in order to report violations.

If the principal or administrative assistant believes that criminal charges may be pursued against the aggressor, the principal shall consult with the Rochester Police Chief and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the appropriate law enforcement agency shall be notified.

The investigation shall be completed within fourteen (14) school days from the date of the report. At a minimum, the principal or his/her administrative assistant shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Old Colony Regional Vocational Technical High School District shall document any incident of bullying that is reported, per this policy, and a file shall be maintained by the principal or administrative assistant. A monthly report shall be provided to the Superintendent.

Disciplinary Action

If the principal or administrative assistant decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or administrative assistant, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the District's Code of Conduct.

Student Responsibilities

Consequences for bullying or retaliation infractions may include counseling; peer mediation; a parent conference; detention; referral to the Rochester Police Department; loss of Internet privileges; mandatory participation a behavioral skills-building program; suspension; and/or expulsion.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA) and state laws regarding student discipline.

If the principal or administrative assistant determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

PROHIBITION AGAINST BULLYING AND RETALIATION

Acts of bullying, which include cyber-bullying, are prohibited: on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

As stated in M.G.L. c. 71, § 37O, nothing in this Plan requires the District to staff any non-school related activities, functions, or programs.

Relationship to Other Laws

Consistent with state and federal laws, and the policies of the Old Colony Regional Vocational Technical High School District, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation. Nothing in the Plan prevents the District from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or District policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the District to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H½, other applicable laws, or local school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

PERMISSION TO ATTEND SCHOOL DANCES

Old Colony students wishing to invite a guest to a dance must request a permission form from the Principal's or disciplinarian's office. The form must be completed prior to purchasing a ticket. Tickets can not be purchased at the door. The form must be accompanied by a clear photocopy of a picture ID. The same ID must be presented at the door upon entering the dance.

All guests must be under 21 years of age, or attending a high school. No middle school students will be admitted.