

EXPLORATORY PROGRAM

Upon entering the ninth grade, each student will explore six (6) shop areas during September through November/December. The student may select three shops and a guidance counselor shall select the remaining shops. Freshman students are encouraged to explore any shop they wish and will be so placed on a space available basis.

Permanent placement in the shop of your choice is based on your performance in each shop you attended. Factors influencing your final placement will be:

- Achievement
- Interest
- Attendance
- Evidence of a positive attitude during all exploratory shop experiences.

This placement will be done at the end of November or early December..

In making a final selection, each student should ask himself/herself if he/she has proven, during the exploratory cycle, that he/she has profited and can continue to profit from a total educational experience at Old Colony Regional Vocational Technical High School.

VOCATIONAL STUDENT TRANSFER PROCEDURE

After placement in shops at the conclusion of Exploratory, Grade 9 students must complete the following process, in order to be placed on the Waiting List:

1. Pick up a packet of forms in the Guidance Office. This packet will include a Parent Permission Form, a Student Letter Form and a Student Rubric Form.
2. Both the parental Permission Form and A Student Letter Form must be completed and returned, in order to be placed on the waiting list.
3. Should an opening occur in the shop for which a student is waiting, the Student Rubric will be filled out by the current Shop instructor. The results of the Rubric will determine eligibility for this opening.
4. All students must have good attendance and discipline, in order to be considered.

NOTE: All placement will be at the discretion and recommendation of the Guidance Department and/or Administration.

10TH GRADE STUDENT TRANSFER

Student Transfer:Internal - 10th Grade

- Deadline - At the end of the 1st cycle. No internal transfers will be made after 1 complete cycle.
- Student must have participated in the freshman Exploratory Shop.
- Student must be passing Shop and Related.
- Student must be on a Wait List for the particular Chapter 74 Program he or she wish to transfer into.
- Shop/Related instructor top complete Rubric, prior to transfer.
- Student write a brief statement on why he/she wants to transfer.
- Parental Permission Form completed before process begins.

NOTE: All placement will be at the discretion and recommendation of the Guidance Department and/or Administration.

GUIDANCE SERVICES

Old Colony's guidance program is an integral part of the total program of instruction.

The major objective of the guidance program is to help each student make the best of his/her educational opportunities toward a normal, useful and happy life.

The guidance program shall be directed toward the growth and improvement of all the students in Old Colony, recognizing however, that some students are in greater need of individual guidance than others.

Old Colony's guidance program shall attempt to provide for each student a sense of belonging, self-respect, emotional security achievement and recognition. The program shall also endeavor to help the students develop an appreciation and understanding of the world in which he /she lives by providing a classroom and school environment in which effective learning and good behavior takes place.

The guidance program shall provide a positive program of correction and prevention for antisocial behavior of students. It shall aim to provide a sense of responsibility and self-respect in students.

Throughout the school year the Guidance Department will oversee several programs focusing on our student's well being. These presentations will include but are not limited to issues that touch on career education, responsibility and decision making, and making school a safe and positive environment. The programs will vary depending on which grade the student is currently in.

With Old Colony's statement of philosophy as a basis, the Guidance Department contributes its service in a unique way. We endeavor to compliment and supplement teaching and administrative activities by assisting students in their efforts to secure a sound vocational technical education. Self-evaluation, self-determination, and growth of the individual student academically, vocationally, emotionally and socially are among our goals. For better understanding of the services offered to the students and to show areas where cooperation is possible, this list of services is offered:

1. Student Cumulative Record Folders

A complete updated record of each student has been compiled with the cooperation of administration, and students.

2. Educational & Vocational Information

Numerous books and catalogs are available in the Guidance Library. Essential occupational, educational, training, personal and social information is available for ready access and use by students, parents, and teachers. A special collection of occupational and educational information concerning the armed forces is available. Students and parents are encouraged to visit the guidance office and use these materials or upon request they may be taken home for further study.

3. Counseling

Individual conferences. In this area, definitely the most important in guidance, each student has the opportunity to meet with his/her counselor as frequently as possible and as deemed necessary by the guidance counselor. To assure the availability in an emergency, both students and parents are encouraged to initiate a counseling session if the need arises.

4. **Research and Follow-up**

Evaluation and analysis of test data are often made and distributed to the faculty. Follow-up studies are reported of graduates in the first, third and fifth years, and are made available to the teachers.

5. **Placement**

The guidance staff makes every effort to assist the student in planning for his/her educational and vocational future. However we place the responsibility upon the students to see that all dead lines for applications, job interviews, tests and teacher reference are met. Part-time jobs are sometimes available. Students interested in part-time work should contact the guidance office. The services of all outside agencies are used to assist students planning to seek employment upon graduation from school. It is our intention to help every student to attain his/her goals whether it be in education, employment, vocational training or entrance into the armed services. Old Colony maintains liaison with the personnel department of area business and industrial firms for the purpose of locating, evaluation and placing students in available positions.

6. **Referrals**

Occasionally, the counselor is confronted with student problems that may either lie outside his/her field of training or be best handled by or with assistance from specialized helping agencies. Fortunately, the school has been able to establish and maintain contact with numerous agencies who have the expertise to deal with such problems.

7. **Teacher-Counselor-Parent Conferences**

The guidance office is a clearing house for parent-teacher contacts. Any parent may request a conference, or ask to be called on the phone, by dialing 763-8011 ext. 126 and make the request.

Arrangements will be made, by the student's counselor, to contact the teacher concerned. When questions of any type arise or any information is needed, parents should contact the guidance office. Only through an open line of communication can the school and the home work together to best serve the student.

8. **Financial Assistance**

Old Colony will provide assistance with uniforms, shop equipment, texts, etc. to students who meet the guidelines for Free/Reduced Lunch and/or parental/guardian income. Students' needs are to be reported by parent/guardian and/or instructor directly to the Guidance Office. Every effort will be made to assure every need is being met.

GUIDANCE/SCHOOL ADJUSTMENT DEPARTMENT PROCEDURES

Appointments to meet w/ guidance/school adjustment counselors need to be made before school starts, at lunch or after school on Thursdays, NOT between classes. Students WILL NOT be issued a pass by anyone in Guidance to Report to class late because they stopped by Guidance to fill out an appointment request card.

Appointment requests cards will be available in the cafeteria for students to fill out. Students are to return appointment requests to the lunch room instructor. The instructor on duty will bring cards to Guidance at the end of their lunch-room duty.

Student Services

If the student does not have a pre-arranged appointment w/ a guidance/school adjustment counselor, but is in crisis, it is requested that the technical/academic instructor call first to make sure that the student's counselor is available to escort the student out of class. If the counselor cannot be reached, instructors are asked to call Mrs. DiOrio or Mrs. Foskett for assistance. Instructors are asked not to escort students nor allow other students to escort the student that is in crisis.

All cooperative paperwork should be picked up and career and college planning should be scheduled before 7:45am or on Thursday after school.

In special circumstances, a guidance/school adjustment counselor will issue a "Safety Pass" to a student. This is a 4"x4" laminated orange card that the student will keep in their possession and show to the instructor before exiting class. After the student has gone, the teacher will notify the guidance department. The student will be instructed to use the card only when they feel that they are in crisis.

SCHOLARSHIPS **MONETARY AWARDS – PROCEDURES

Access to Equal Educational Opportunity

The Old Colony Regional Vocational Technical High School District School Committee has established procedures that ensure all students attending the Old Colony Regional Vocational Technical High School have equal access to scholarships and monetary awards – regardless of race, color, sex, religion, national origin, limited English speaking ability, sexual orientation, disability, and homelessness.

All contributions to the school for activities and monetary awards within or sponsored by the Old Colony Regional Vocational Technical High School for scholarships administered by the Old Colony Regional Vocational Technical High School District are free from any restriction based on race, color, sex, religion, national origin, sexual orientation, limited English speaking, disability, and homelessness.

The Old Colony Regional Vocational Technical High School Guidance Department posts all information regarding private restricted scholarships, but DOES NOT give preferential treatment to any particular scholarship or recommend any particular private scholarship to students. The Old Colony Regional Vocational Technical High School administration and staff do not advise or suggest to a particular student that he/she apply for such a scholarship.

All students are given the opportunity to participate and/or apply for any and all scholarships and awards offered within the District.

Old Colony Scholarship Application Process

Old Colony's Scholarship Committee is asked to award scholarships on behalf of many local organizations. By carefully completing the application, students become eligible for a variety of scholarship awards.

Selection is based on the essay/letter, financial need and possible other criteria determined by the individual organization.

Applications must be typed or printed in ink. Completed applications must be submitted to the Guidance Department by the Monday after April school vacation.

HOMELESS EDUCATION ACT

Purpose

The goal of the McKinney-Vento Homeless Education Assistance Act is to ensure that each homeless child or youth has equal access to the same free, appropriate public education as provided to other children and youths. The Old Colony Regional Vocational Technical High School District (OCRVTTHSD) shall ensure that every effort is made to comply with this legislation.

Definition

OCRVTTHSD is in compliance with the Massachusetts Department of Education (MADOE) which has adopted Section 725 (2) of the Act regarding the definition of homeless children and youth:

- individuals who lack a fixed, regular, and adequate nighttime residency or have a primary nighttime residence in a supervised, publicly or privately, operated shelter for temporary accommodations (including welfare hotels, congregate shelter, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

This definition shall include:

- children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- unaccompanied youth - a youth not in the physical custody of a parent or guardian.

Liaisons

The McKinney-Vento Act requires the OCRVTTHSD along with every school district to designate a staff person to serve as the Homeless Education Liaison whose role it is to assist homeless students enroll in school and to ensure that they receive the educational services for which they are eligible. This liaison may have other duties within the school district. This liaison shall be responsible for developing the grant application to MADOE.

ENROLLMENT & RETENTION

The OCRVTTHSD must immediately enroll homeless students in school, even if they do not have proof the documents usually required for enrollment - such as school records, medical records or proof of residency.

- homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing;
- students who choose to remain in their school of origin have the right to remain there until the end of the school year in which they get permanent housing;
- Homeless Education Liaisons must assist students who arrive without records by contacting the previously attended school system to obtain the required records.

Student Services

- there is no discrimination in regard to students within the member towns who have no permanent residence.
- Homeless students are placed in appropriate grade levels. Self-esteem issues and age appropriate peer relationships are considered paramount.
- retention considerations are the same for homeless students as for all students.

PLACEMENT OF HOMELESS STUDENTS

Procedures

The Old Colony Guidance Counselor carefully reviews all educational factors in determining a placement for a homeless student. Input from parent(s) and the student is considered. What remains the priority is what is best for the student.

In any cases where a disagreement between Old Colony and parents exists, the placement decision is presented in writing with specific appeal information. If the student is an unaccompanied youth, then this notice is directly given to the student.

The Homeless Education Liaison maintains copies of any placement communications.

Transportation

The OCRVTHSD shall ensure that transportation is provided, at the request of the parent, guardian or unaccompanied youth, to and from the school or origin. Furthermore:

- if the homeless student continues to live in the area served by the district in which the school or origin is located, that district must provide or arrange transportation;
- if the homeless student moves to an area served by another district, though continuing his/her education at the school or origin, the district of origin and the district in which the student resides must agree upon a method of apportion responsibility and costs for transportation to the school of origin; and
- if the districts cannot agree upon such a method, the responsibility and costs must be shared equally.

Prevention Stigmatization & Segregation

The Old Colony Regional Vocational Technical High School District does not stigmatize nor segregate any homeless student.

The Homeless Educational Liaison monitors students full participation in academics and nonacademic school activities. Homeless students are encouraged to be active in extra-curricular activities that are of interest. Guidance counselors assists all students in selecting appropriate classes, clubs, and athletic events.

Homeless students are not grouped or placed in programs based on their lack of a permanent residence. Old Colony staff do not denigrate any student and are sensitive to the special needs of homeless youth. Administration is responsible for full implementation of non-discriminatory staff behaviors.

Student Services

Access to Comparable Services

Homeless students are to be provided services and education programs comparable to those received by other students and for which they meet eligibility criteria, such as services provided under Title I or similar state or local programs for students with disabilities; and school nutrition programs.

Note: To expedite the delivery of nutritional benefits, school officials may accept documentation that students are homeless from the local educational liaison or the director of homeless shelter where the students reside as the determination of eligibility for free lunch.

Dispute Resolution

If a dispute arises over school selection or enrollment, the OCRVTHSD will immediately enroll the homeless student in school - pending resolution of the dispute - and must provide the parent, guardian, or unaccompanied youth with both a written statement of the school placement decision and a notice of the right to appeal the decision. The OCRVTHSD shall refer the unaccompanied youth, parent, or guardian to the Homeless Education Liaison, who will expeditiously carry out the dispute resolution process. The final decision in such a situation resides with Massachusetts Commissioner of Education.

During the dispute procedures, the student is enrolled in school.

Student education is the priority and supersedes any dispute.

Unaccompanied Youth & Children in State Care or Custody

Unaccompanied youth are youth who are homeless; not in the physical custody of a parent/guardian; and not in the custody of a state agency. This definition includes youth living on the street, in inadequate housing; denied housing by their families, those who have left home voluntarily, even when their parent(s) want them to return home, and youth doubled up with friends or relatives. Also, in collaboration with the Department of Social Services, MADOE has determined that children and youth in state care or custody who have been placed out of their homes into temporary, transitional, or emergency living placements are awaiting foster care placement and are therefore homeless.

Unaccompanied youth or students in state care or custody who are awaiting foster care are entitled to the same educational rights and services, including transportation, under McKinney Vento as any homeless child or youth in the care of their parent(s)/guardian(s).

TITLE XII

CHAPTER 76: SECTION 5. PLACE OF ATTENDANCE; VIOLATIONS; DISCRIMINATION

Section 5. Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. No person shall be excluded from or 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 sexual

Student Services

orientation or homelessness.

NOTICE OF NONDISCRIMINATION

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Superintendent-Director
476 North Avenue
Rochester, MA 02770
(508) 763-8011

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U. S. Department of Education, J.W. McCormack P.O.C.H., Room 222, Boston, MA 02109-4557.

TITLE IX - CHAPTER 622

Chapter 622 of the Massachusetts Acts of 1971, which has been incorporated into the Massachusetts General Laws as Chapter 71, Section 5, provides that:

“ No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study at such public school on account of race, color, sex, religion, national origin, sexual orientation, or homelessness.”

This law makes it clear that all aspects of public school education must be fully open and available to members of both sexes and minority groups. No school may exclude a child from any course, activity, service or resource available in that public school on account of race, color, sex, religion, handicap, national origin sexual orientation or homelessness of such child.

On June 24, 1975 the State Board of Education approved regulations for Chapter 622. These regulations address five (5) areas of school policy: school admission to courses of study, guidance course content and extracurricular and athletic activities.

If you have any questions or concerns regarding Chapter 622 and how it affects your children, please do not hesitate to call the school. The address and telephone number are as follows:

Old Colony Regional Vocational Technical
High School District
476 North Avenue
Rochester, MA 02770
Telephone number: 763-8011

Copies of the law and the regulations can be obtained from the Bureau of Equal Educational Opportunity, 350 Main Street, Malden, MA 02148.

SECTION 504 OF THE REHABILITATION ACT OF 1973

COORDINATOR: Principal
(508) 763-8011 ext. 118

Section 504 provides that no otherwise qualified individual with a disability shall solely by reason of his/her

Student Services

disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The regulations implementing Section 504 require that public schools provide a free appropriate education to each qualified handicapped person who is in the recipient's jurisdiction, regardless of the nature or severity of the person's handicap. (34 CFR 104.33)

AMERICANS WITH DISABILITIES ACT OF 1990

COORDINATOR: Special Services Coordinator
(508) 763-8011 ext. 142

The regulations implementing the ADA provide that, "A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity must make available to all interested individuals the name, office address, and telephone number of the employee or employees designated pursuant to this paragraph." (34CFR 35.107(a))

TITLE I OF THE ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965

COORDINATOR: Special Services Coordinator
(508) 763-8011 ext. 142

Title I is designed to help disadvantaged children meet challenging content and student performance standards. Staff should know that special education students are not deemed ineligible for Title I services simply because they received special education services. Also, school districts must insure that Title I funds are not being misused (e.g. referring a limited English proficient student to a Title I program in order to meet the student's language needs rather than providing an ESL program/class).

ELE - ENGLISH LEARNER EDUCATION

COORDINATOR: Principal
(508) 763-8011 ext. 118

School Districts have an obligation to identify, evaluate, provide services students with limited English. Parents must be given every opportunity to participate in school activities and translated documents must be made available. Home Language Surveys are requested of all new students.

COOPERATIVE EDUCATION

The Old Colony Regional Vocational Technical High School District Committee supports the cooperative plan of education as an educational plan which integrates classroom experience and practical work experience in industrial, business, or service-type situations. The work experience shall constitute a regular and essential element in the educative process. In addition, there must be liaison between the administration of Old Colony and the employing firm. Further, the essential criteria are that the work experience be considered an

integral part of the education process, and that the District Committee, through the Superintendent-Director take a definite responsibility for this integration. Eligibility requirements are available in the guidance office.

COOPERATIVE EDUCATION GUIDELINES

Potential Employers' Frequently Asked Questions

Why does Old Colony offer Cooperative Education opportunities to their students?

A cooperative work experience enables students to obtain practical job experiences. Applying their technical training in a work environment enriches the total educational program for the student. The cooperative education program helps build desirable character traits such as responsibility, self-reliance, punctuality and dependability. It helps students to develop good work habits and attitudes in a realistic adult work situation.

Why would I want to get my business involved in a cooperative education program?

By building a partnership with OCRVTHS you can take advantage of the technical skills of the students and provide meaningful work for the students while student productivity contributes to your business' goals. Additionally, you have the opportunity to mentor technical students as they explore all aspects of your industry and understand the range of opportunities your field offers.

What training have the students received?

The following are the technical courses of study offered at OCRVTHS. Call the Guidance Department or Vocational Coordinator for specific information about an individual program.

Automotive	CAD Drafting
Computer Information Systems	Cosmetology
Culinary Arts	Electrical
Electronic Technologies	Health Career
Graphic Communications and Design	Machine And Tool Technology
House and Mill Carpentry	Welding/Metal Fabrication

What is the schedule the students can work?

The students must work a minimum of 30 hours per week in place of their shop instruction. Shop instruction takes place in alternating two-week intervals. The 30 hours can be tailored to your needs provided the student does not work more than 8 hours per day or 48 hours per week. Students may work during the academic cycle after school hours.

Is this a long-term commitment?

The placement can be long or short term. However, if at anytime the arrangement becomes undesirable for the employer, it can be terminated.

Benefits of a Cooperative Education Program

Employer

- The most effective and least expensive way to recruit an employee.
- The employer is receiving a worker already versed in the language, procedures and technical routes of the trade.
- Business establishments have very important input into how they train students.
- Employers have a chance to observe their cooperative education

Student Services

student in action and consider whether or not they want to employ him or her after graduation.

- By participating in the training of a vocational/technical student, businesses can locate and hire the best qualified worker for their particular purposes.
- The opportunity for business to build a positive relationship with OCRVTHS

Student

- The students are given the chance to gain technical knowledge and vocational skills from craft person's working in the field on equipment reflecting current technology.
- The student has the opportunity to become more confident, mature and career oriented.
- The student gains awareness of an adult life in the real workplace.
- The student builds a record of on the job work experience for resume reference and has an edge when applying for "experience only" positions.

School

- The school gains feedback regarding technical changes within a given field. This is helpful in keeping their courses of study up to date.
- Cooperative education programs enable the school to offer a greater variety of educational opportunities to the students. The school's budget could not allow the variety of equipment and facilities, nor could they afford to pay for the variety of skills and experiences of community experts who share in the training of student-learners.
- Cooperative education opens communication doors and bridges the gap between school and business community.
- The community also benefits, as more trained, achievement-oriented young people make employment commitments.

Qualifications

Qualifications for an employer to sponsor a cooperative education placement:

1. Must be covered by Workman's Compensation Insurance and provide the school with the polic number and name of insurance company issuing the policy.
2. Must conform to the State and Federal Regulations relative to Child Labor.
3. Must provide work experience that is productive and progressive in nature relative to the student's vocational/technical shop program.
4. Must pay wages comparable to those paid to other persons doing similar work in the same establishment.
5. Must be in compliance with Chapter 622 of the Acts of 1971 and not discriminate in recruitment, hiring, or employment practices on account of race, color, sex, religion, or national origin.
6. Must employ the cooperative student during the weeks when the student would normally attend shop. (During the alternate weeks, the student will be present at the OCRVTHS attending academic and related classes).
7. Personnel used as instructors/mentors must be qualified in the particular trade or occupation being taught and must complete a CORI form.
8. Must agree to complete employer evaluation at the completion of each work cycle.

Qualifications for a student to enter and remain in the Cooperative Program:

1. At least 16 years old.
2. A senior with a minimum of 2 years in the particular shop.
3. Possesses a career plan.
4. Or a Junior at the end of the first trimester with a minimum of 2 years in the particular shop.
5. Portfolio Assessment Notebook and Career Plan must be up to date. To remain eligible

Student Services

for third trimester co-op, seniors must have portfolio completed and signed by their shop and related instructor(s) by the end of the second trimester.

6. Prior to entering a Cooperative Education agreement student must have completed sections 4-7-8 on the required Portfolio Entries.
 - Section 4 - 3 letters of recommendations
 - Section 7 - 4 pieces of shop work with writing
 - Section 8 - 2 pieces of related workApplies to Seniors and Juniors wishing to participate in cooperative education.
7. Student must pass all Shop and Related Chapter 74 requirements.
8. Student must pass their specific shop safety certification in order to enter co-op employment.
9. Student must have a cumulative average of 70(C-), with no individual grade being below a 65 (D) to be eligible to participate in the cooperative experience. The final determination of eligibility will be under the discretion of administrative policies and shop instructors.
10. As part of the hiring process, an employer may request that a student be drug tested. Student must maintain good attendance and discipline record (in accordance with school policy).
11. Student is required to work 60 hours per shop cycle. Student must notify shop instructor and school attendance office immediately in the event that he/she misses a co-op work day.
12. Student is responsible for having the Employment Evaluation Form filled out by employer and returned to their respective shop instructor within one academic week (5 days) of returning to school. The student will not be allowed to return to the co-operative worksite for at least one complete shop cycle if the return of the form exceeds the five day period.
13. Student who has not passed the MCAS must be willing to attend morning MCAS support classes during the academic cycle or summer MCAS support classes.
14. Student must work at a site that contains advance skill training (as determined by the instructors and in accordance with the Vocational Frameworks).
15. Upon receipt of the Student Attendance Failure List, students on Co-op have forty –eight hours to produce documentation that substantiates excused absences, as stated in the Attendance Policy in the Student Handbook. If documentation cannot be produced, the student will immediately return to his/her program.
16. As part of the hiring process, an employer may request that a student be drug tested. Students under 18 years old will be required to have parental consent for testing. School administration will be notified of testing results.

Responsibilities

The employer is responsible for:

- Abiding by all child labor laws as they pertain to vocational/technical students.
- Having a work permit on file when required.
- Paying the cooperative education program student at least minimum wage.
- Not working the cooperative education program student more than 8 hours per day or more than 48 hours per week (with food service exceptions outlined in the law).
- Maintaining an adequate workload for the co-op student for which he or she will be productively engaged for no less than 30 hours per week during normal school hours.
- Keeping a record of student's absences.
- Notifying the Old Colony Cooperating Shop Instructor immediately of any serious problems involving the student in the Cooperative Program.
- Providing the Old Colony Cooperative Shop Instructor with an evaluation of the student's performance.
- Providing workman's compensation insurance on the student during the time involved in the cooperative education program.
- Working with the Old Colony Cooperating Shop Instructor in providing a work program

Student Services

which will utilize and expand the student's skills.

- Understanding and abiding by the language of the Cooperative Education Contract.

The student's responsibilities while participating in Co-op Program:

- Abide by all company policies and regulations while participating the cooperative education program.
- Students must also follow the makeup policy even when on Co-op.
** Students have three days to consult with any teacher to whom work is owed to make appropriate arrangements.
- Know the child labor restrictions as they apply to him/her and abide by them.
- Report to his or her instructor immediately any violations of the cooperative education program.
- Abide by school rules/policies (see OCRVTHS Student Handbook)
- Return to OCRVTHS if workload becomes less than 30 hours in a given week.

The responsibilities of the Old Colony Cooperating Shop Instructor include:

- The overall supervision of the student in the cooperative placement. Providing leadership, assistance, and guidance in initiating and implementing the cooperative placement.
- Visitations to cooperative placement sites for observation, information, gathering and assistance.

Other Employer Requirements

Work Load

The co-op job is an extension of the school and specific trade area. Co-op will only take place during shop days. Under no circumstances should the student work during his/her academic weeks during school hours. Fewer than thirty hours per week does not fulfill the requirements of the Cooperative Education Program. If there is no work on the job site on a particular day of shop week, and the total number of hours for the week is less than 30, the student must report to his or her shop at OCRVTHS for the day.

Employer Evaluation Report

At the end of each working cycle, the employer must complete an Employer Evaluation Form, which will be reviewed by the shop teacher. The completed form may be returned to school with the student, faxed in at 508-763-9821, or mailed to the attention of the Cooperating Instructor at Old Colony, 476 North Avenue, Rochester, MA 02770. The Employer Evaluation will be the basis for the student's shop grade but more importantly it allows the employer to give valuable feedback regarding the student's performance. Any areas of concern can be noted and addressed.

Child Labor Laws

The following list takes into account Massachusetts and federal law and regulations. It contains the type of work that minors under 18 are prohibited from doing unless they are enrolled in Chapter 74-approved cooperative education programs and the work meets the following conditions: • **employed under written agreements** • **performing work that is incidental to their training** • **performing work that is intermittent and for short periods of time** • **under the direct and close supervision of a qualified and experienced person** • **given safety instruction correlated by the employer with on-the-job training.**

(Source: Massachusetts (M.G.L. c. 149 Section 62A MASSACHUSETTS LAW RESTRICTING MINORS UNDER 18 FROM CERTAIN OCCUPATIONS, and the Code of Federal Regulations Title 29 (CFR 29) Part 570.51-570.68; Code of Federal Regulations Title 29 (CFR 29) Part 570.50 (c) (1) and the Child La-

Student Services

bor Bulletin 101 - Child Labor Requirements in Nonagricultural Occupations under the Fair Labor Standards Act WH - Revised March 2001.

1. work in or about blast furnaces. (MA) (State Director of Career and Technical Education's note: this applies to students in Stationary Engineering Chapter 74-approved programs, only)
2. work in oiling or cleaning hazardous machinery in motion (MA)
3. work involving the operation or use of any polishing or buffing wheel (MA)
4. work in operating motor vehicles of any description, except golf carts on a golf course if the minor is licensed to operate a motor vehicle, and except in the course of employment in an automobile repair shop (MA) (State Director of Career and Technical Education's note: this means that a student enrolled in a Chapter 74-approved cooperative education program may operate a motor vehicle off the roadway and if 17 or older on roadways subject to the conditions in **Department of Labor Employment Standards Administration Wage and Hour Division, WH-1330 Revised March 2001) in Appendix A.**
5. work in that part of any hotel, theatre, concert hall, place of amusement or other establishment where intoxicating liquors are sold (MA) (State Director of Career and Technical Education's note: provided that the students are not serving or handling liquor or liquor containers including glasses that held liquor).
6. work in any room or other subdivision of a building at a height of more than thirty feet above the floor of such room or other subdivision, or in any other place at a height of more than thirty feet above the ground level or water level, as the case may be; in the operation or management of any type of elevator other than a self-service elevator, as defined in the regulations of the board of elevator regulations and duly filed with the office of the state secretary, or in the cleaning or repairing of any type of elevator.
7. occupations involved in the operation of power-driven woodworking machines (Federal #5)
8. occupations involved in the operation of power-driven metal forming, punching, and shearing machines (Federal #8)
9. occupations in the operation of power-driven meat-processing machines and occupations involving slaughtering, meat packing or processing (Federal #10)
10. occupations involved in the operation of paper-products machines (Federal #12)
11. occupations involved in the operations of circular saws, band saws, and guillotine shears (Federal #14)
12. occupations in roofing operations (Federal #16)

Student Services

13. occupations in excavation operations (Federal #17)

STUDENTS

The focus of the Old Colony Regional Vocational Technical High School is on the students. Occupational educational development is the central concern of the District Committees's policies and the Superintendent Director's regulation.

Each student will be given equal opportunity. But since students vary widely in capacities, interests, social and economic background, no two can be treated exactly alike if the fullest development of each is achieved.

The District Committee will attempt to overcome limitations of facilities and means that stand in the way of anyone who wishes to learn a trade.

NURSE

All medications must be stored and taken in the nurse's office. Students are not allowed to carry any medication in school. If a student returns to school requiring pain medication, they must report to the school nurse to be assessed and cleared for participation in academics or shop.

Nurse's Office Procedures

- Students should have a green pass to go to the nurse's office
- The green pass should be filled out completely...name, date, and time the student left.
- If a student is unable to get to the nurse's office, the teacher will call to have a wheel chair brought to them. If there is no answer, they call Jeanne DiOrio, Front office or Patricia Foskett, Principal.
- Students will not be given a pass at the end of a period. They will be required to go to the next class and get a pass.

WITHDRAWAL FROM SCHOOL

Any student wishing to discontinue classes at Old Colony Regional Vocational Technical High School must have signed permission from his/her parent or guardian, and participate in an exit interview with his/her guidance counselor and principal. In addition, each student must obtain a formal withdrawal form from the Guidance Department and complete a "check-out" form that is signed by each of the student's instructors.

Parents or guardians will be consulted when, in the best interest of the student, it has been decided or requested that a student be transferred to a sending school.

Any student withdrawing from this school who has an obligation to any instructor (books, money for material, etc.) must fulfill that obligation before he/she will be issued a transfer card.

iPARENT

iParent is your online access to OC's iPass student information system. You can use iParent to check your

Student Services

child's grades, attendance, and discipline information. The purpose of iParent is to increase communication between school and home and to help parents become more informed and involved.

To register for iParent access, you need a valid email address and need to complete the following steps:

1. Use your internet browser to go to <http://www.oldcolony.us/iPass>
2. Scroll to the bottom of the page and click on "Click here to apply for online access for your child".
3. Complete the following information:

>> PERSONAL INFORMATION

Title: Gender:

* First Name:

Middle Name:

* Last Name:

* Email:

* Workplace:

* indicates a required field.

>> PRIMARY STUDENT INFORMATION

* Student ID:

* First Name:

Middle Name:

* Last Name:

* DOB: e.g. mm/dd/yyyy * City of birth:

* SSN: Student lives with me.

Relationship to Student:

>> TELEPHONE NUMBERS

* Phone: Ext: Type: Rank:

e.g. 999-999-9999

Phone: Ext: Type: Rank:

Phone: Ext: Type: Rank:

Phone: Ext: Type: Rank:

» INTERNET USER INFORMATION

* User ID:

**The Password must be at least 6 characters long.
The Password cannot contain your User ID.
The Password must contain numbers.**

* Password:

* Verify Password:

4. You may complete additional sections if you have more than one child.
5. Click on "Submit" when the form is complete.

6. You can click on the "Register for On-line Access" link in the top navigation bar.  ed.



7. You will receive an email when the registration is complete and you can begin viewing your student's information online.

Please keep the following information in mind as you use iParent.

- Grades will be entered within 2 weeks of being earned.
- When emailing teachers:
 - Please indicate your child's name in the subject line.

Student Services

- Due to potential technical difficulties, please follow up with a phone call if you do not receive a response within 2 business days.

PROMOTION AND GRADUATING REQUIREMENTS

In order to graduate from Old Colony, each student must complete four (4) years of high school and a minimum number of credits as outlined below.

Beginning with the class of 2005, all students to be promoted must complete a minimum of 34.5 credits in Grades 9 & 10 and 32.0 credits in grades 11 & 12. Credits must be earned from the following subjects offered.

English	5.0 credits
Math grades 9 & 10	5.0 credits
Math grade 11	
College Prep	2.5 credits
Pathway II	5.0 credits
Math grade 12	
College Prep	5.0 credits
Pathway II	2.5 credits
Social Studies	2.5 credits
Science	2.5 credits
Civic Education	2.5 credits
Spanish	2.5 credits
Physical Education/Health Education/Academic Support	1.0 credit
Related grades 9 & 10	2.5 credits
Related grades 11 & 12	5.0 credits
Shop	18.5 credits
1-year period	34.5 credits
2-year period	69.0 credits
3-year period	101.0 credits

Student Services

4-year period 133.0 credits

The following subjects must be completed successfully prior to graduation:

4 yrs. of English 20.0 credits

4 yrs. of Math 17.5 credits

2 yrs. of Science 5.0 credits

1 yr. of Civic Education 2.5 credits

2 yrs. of Social Studies 5.0 credits

3 yrs. of Shop Related, one of which must be in the Senior year. A total of 10.0 credits must be received in the Related Shop area.

4 yrs. of Shop 74.0 credits

*Note: Physics may be substituted for the civic education requirement.

*Note: Some courses may require prerequisites. See your guidance counselor or the Course of Studies Booklet.

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. Prior approval must be obtained from Old Colony Guidance Department before enrolling in any summer courses and evidence of the satisfactory completion of all summer courses must be submitted. Since shop grades constitute 1/2 of the years credit, there are no provisions for any shop make-up.

All students will be required to complete a Student Portfolio as a graduation requirement, and that the portfolio will be a condition of promotion from each grade. Students must pass each of the MCAS tests required by the Commonwealth of Massachusetts Department of Education.

GRADING OF A STUDENT IN SHOP

Shop grades should be a general rating of the student on a broad range of criteria. In order to meet the criteria for grading, it is absolutely necessary that a student be in school.

With this in mind, the following policy is put into effect:

1. A student's cycle average is to be based on the number of days a student is present during a ten (10) day shop cycle. For example: If a student misses two (2) days of a cycle, then his /her average will be based on eight (8) days of grades with the exception of an unexcused absence.
2. A student will receive a zero daily shop grade for any day that a student is suspended. This work CANNOT be made up.
3. The only exceptions to the above are as follows:

Student Services

- death of a relative/bereavement leave
- court appointment verified by court papers, summons, and subpoena
- religious observance
- license permit appointment verified by documentation
- family vacation (Refer to Family Vacation Days section)
- college visits (Refer to College Visits section)

A student's cycle average will be based on the number of days the student was present and there should not be any penalty points taken off the cycle average.

COLLEGE PREP PLACEMENT

Incoming Grade Nine Students

Criteria for placement in College Prep for incoming Grade nine students:

1. Recommendations from course selection sheets.
2. Recommendations from sending school guidance counselor.
3. Above average grades (final grade 8).
4. Reading comprehension, written language, mathematical problem solving, and critical thinking skills must be age and grade appropriate.
5. Commitment to post-secondary education that would require or benefit from placement in College prep curriculum.

Students must meet four of the five criteria to be placed in College Prep Pathway I.

Grade Nine Students

1. A final grade average of "C" or higher in all College Prep classes is required in order to remain in Pathway I. Students not maintaining this requirement will have their status re-evaluated by an Academic Review Committee.
2. Students requesting a transfer to Pathway I College Prep courses for grade 10 must have the following:
 - Final grade average of "B" in all academic ninth grade courses.
 - Two (2) academic teacher recommendations.

PATHWAYS

2011-2012

Pathway I

Grade 9

College Prep English
College Prep Algebra I or
College Prep Algebra II PT I &
College Prep Geometry
College Prep U.S History I
College Prep Biology I
Related
Health and Human Biology
PE

Grade 10

College Prep English
College Prep Algebra II pt. I
College Prep Geometry or
Algebra II, Pt. 2 with Trigonometry
College Prep U.S History II
College Prep Biology II
Related
Health and Human Biology
PE

Grade 11

College Prep English
Algebra II, Pt. 2 with Trigonometry or
College Prep Pre-Calculus
College Prep World History
College Prep Chemistry
College Prep Spanish I
Related

Grade 12

College Prep English
College Prep Pre-Calculus or
College Prep Calculus
College Prep Physics/Lab
College Prep Spanish II
Related

Pathway II

Grade 9

English
Algebra I
U.S History I
Biology I
Related
Health and Human Biology
PE

Grade 10

English
Geometry
U.S History II
Biology II
Related
Health and Human Biology
PE

Grade 11

English
Algebra I pt. II
Algebra II pt I
World History
Related
PE

Grade 12

English
Algebra II pt. I
Algebra II, Pt. 2 with Trigonometry
Civic Education
Chemistry
Related
PE

Student Services

GRADE LEGEND

Numeric Grade	Letter Grade
98 - 100	A+
93 - 97	A
90 - 92	A-
88 - 89	B+
83 - 87	B
80 - 82	B-
78 - 79	C+
73 - 77	C
70 - 72	C-
65 - 69	D
Below 65	F

CONDUCT AND EFFORT RUBRIC

Numeric Value	Description
1	Exceeds expectations
2	Consistently meets expectations
3	Inconsistent/Needs Improvement
4	Unacceptable/Does not meet expectations

HONOR ROLL

At the conclusion of each trimester an Honor Roll will be published in recognition of the scholastic achievement of students during the preceding trimester. The criteria for the Honor Roll is as follows.

All grades must be B- or above with the exception of one grade of a C-. All conduct and effort grades must be a 1 or 2. Extreme cases will be reviewed by the administration.

OLD COLONY CHAPTER-NATIONAL HONOR SOCIETY

The Old Colony Chapter of the National Honor Society exists to recognize the cumulative achievement of Sophomores, Juniors and Seniors at the school. Once each year, students are inducted into the National Honor Society.

Students may not apply for membership into the National Honor Society. Membership is granted only to those students selected by the Faculty Council. Students must be a member of the student body for a period of two trimesters in order to be considered for membership. Only Sophomores, Juniors and Seniors are eligible for membership.

Selections for membership is based upon the following four criteria:

Student Services

Scholarship:

1. Candidate must have a cumulative average of B or higher in all subjects with no individual grade lower than a B-.
2. Candidate must rank in the top 25 of their class and meet the standard for the Honor Roll.
3. Candidate must participate in College Prep courses and remain in said level courses during the period of membership.

Leadership:

1. Candidate demonstrates leadership in classroom and/or extracurricular organizations.
2. Candidate demonstrates leadership in promoting school and/or community activities.
3. Candidate holds offices or positions of responsibility in school and/or community organizations.
4. Candidate exemplifies positive qualities and attitudes.

Services:

1. Candidate demonstrates a willingness to render any service to the school and/or community when requested.
2. Candidate demonstrates a willingness to participate in committee or staff activities.
3. Candidate demonstrates a willingness to respect the class or school in interclass or interscholastic competition.
4. Candidate volunteers dependable and well organized assistance.

Character:

1. Candidate meets commitments and responsibilities to the school in a prompt manner.
2. Candidate demonstrates the highest standards of honesty and responsibility.
3. Candidate complies with all school regulations.
4. Candidate demonstrates concern for others.

Members of the National Honor Society must maintain the standards of scholarships, leadership, service, and character that were used as the basis for selection.

EXCELLENCE IN EFFORT AWARD

Eligibility:

Any Old Colony student in the Sophomore or Junior Year is eligible.

Objectives:

The recognition of Old Colony students on the basis of effort. Recognition is not restricted to a natural gift or talent but based on the motivation to do well through drive and determination.

Basic Guidelines:

One student may be selected by each shop.

Student must be passing all subjects.

OLD COLONY REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

SCHOOL CALENDAR 2011-2012 (Early Start)

Teacher Orientation – Monday, August 29, 2011

FIRST TRIMESTER

Begins: Tuesday, August 30, 2011

Ends: Tuesday, November 22, 2011

DAYS OUT

September 2, 2011 (Friday) Labor Day Weekend

September 5, 2011 (Monday) Labor Day

October 10, 2011 (Monday) Columbus Day

November 11, 2011 (Friday) Veterans' Day

November 23, 2011 (Wednesday) through November 25, 2011 (Friday) Thanksgiving Recess

SECOND TRIMESTER

Begins: Monday, November 28, 2011

Ends: Friday, March 2, 2012

DAYS OUT

December 23, 2011 (Friday) through January 2, 2012 (Monday) Christmas Recess

January 16, 2012 (Monday) Martin Luther King Day

February 20, 2012 (Monday) through February 24, 2012 (Friday) Winter Recess

THIRD TRIMESTER

Begins: Monday, March 5, 2012

Ends: Wednesday, June 20, 2012*

DAYS OUT

April 6, 2012 Good Friday

April 16, 2012 (Monday) through April 20, 2012 (Friday) Spring Recess

May 28, 2012 (Monday) Memorial Day

***The calendar includes provisions for 185 school days allowing for up to five (5) cancellation days due to extenuating circumstances resulting from weather conditions and/or other emergencies. The District Committee reserves the right to further extend the length of the school day and/or school year in order to comply with Massachusetts Board of Education regulations. If, however, we experience less than five (5) cancellation days, the calendar year will be adjusted accordingly to comply with the present 180 day school year requirement.**

Note: Graduation – Sunday, June 3, 2012

CYCLE SCHEDULE 2011-2012 SCHOOL YEAR

AUGUST/SEPTEMBER

8/30 – 9/9	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMIC)	Maroon
9/12 – 9/23	Sophomore and Senior (ACADEMIC)	Gold
	Freshman and Junior (SHOP)	Gold

SEPTEMBER/OCTOBER

9/26 – 10/7	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMIC)	Maroon
10/11 – 10/21	Sophomore and Senior (ACADEMIC)	Gold
	Freshman and Junior (SHOP)	Gold

OCTOBER/NOVEMBER

10/24 – 11/4	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMIC)	Maroon
11/7 – 11/22	Sophomore and Senior (ACADEMIC)	Gold
	Freshman and Junior (SHOP)	Gold

END OF FIRST TRIMESTER

NOVEMBER/DECEMBER

11/28 – 12/9	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMIC)	Maroon
12/12 – 12/22	Sophomore and Senior (ACADEMIC)	Gold
	Freshman and Junior (SHOP)	Gold

JANUARY

1/3 – 1/13	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMIC)	Maroon
1/17 – 1/27	Sophomore and Senior (ACADEMIC)	Gold
	Freshman and Junior (SHOP)	Gold

Student Services

JANUARY/FEBRUARY

1/30 – 2/10	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMIC)	Maroon

FEBRUARY/MARCH

2/13 – 3/2	Sophomore and Senior (ACADEMIC)	Gold
	Freshman and Junior (SHOP)	Gold

END OF SECOND TRIMESTER

MARCH

3/5 – 3/16	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMIC)	Maroon

MARCH/APRIL

3/19 – 3/30	Sophomore and Senior (ACADEMIC)	Gold
	Freshman and Junior (SHOP)	Gold
4/2 – 4/13	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMIC)	Maroon

APRIL/MAY

4/23 – 5/4	Sophomore and Senior (ACADEMIC)	Gold
	Freshman and Junior (SHOP)	Gold
5/7 – 5/11	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMIC)	Maroon
5/14 – 5/25	Sophomore and Senior (ACADEMIC)	Gold
	Freshman and Junior (SHOP)	Gold

MAY/JUNE

5/29 – 6/1	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMICS)	Maroon
6/4 – 6/8	Sophomore and Senior (ACADEMICS)	Gold
	Freshman and Junior (SHOP)	Gold

Student Services

6/11 – 6/15	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMICS)	Maroon
6/18 – 6/20	Sophomore and Senior (ACADEMICS)	Gold
	Freshman and Junior (SHOP)	Gold

END OF THIRD TRIMESTER

EXPLORATORY SCHEDULE

CYCLE 1	AUGUST 30 - SEPTEMBER 2	RELATED EXPLORATORY	1
	SEPTEMBER 6 – 9	RELATED EXPLORATORY	2
CYCLE 2	SEPTEMBER 12 – 16	SHOP EXPLORATORY	1
	SEPTEMBER 19 – 23	SHOP EXPLORATORY	2
CYCLE 3	SEPTEMBER 26 – 30	RELATED EXPLORATORY	3
	OCTOBER 3 – 7	RELATED EXPLORATORY	4
CYCLE 4	OCTOBER 11 – 14	SHOP EXPLORATORY	3
	OCTOBER 17 - 21	SHOP EXPLORATORY	4
CYCLE 5	OCTOBER 24 – 28	RELATED EXPLORATORY	5
	OCTOBER 31 – NOVEMBER 4	RELATED EXPLORATORY	6
CYCLE 6	NOVEMBER 7 – 14	SHOP EXPLORATORY	5
	NOVEMBER 15 - 23	SHOP EXPLORATORY	6



2011–2012 Schedule for MCAS and MEPA Testing

Grade	Test	Allowable Administration Dates	Number of Sessions	Session Length (Avg. # of Minutes)
November 2011 MCAS ELA and Mathematics Retests				
High school	Mathematics, Session 1	November 9	1	60
	Mathematics, Session 2	November 10	1	60
	ELA Composition, Sessions A and B	November 14	2	45
	ELA Reading Comprehension, Sessions 1 and 2	November 15	2	45
	ELA Reading Comprehension, Session 3	November 16	1	45
February 2012 MCAS High School Biology Test				
High school	Biology, Session 1	February 1	1	60
	Biology, Session 2	February 2	1	60
March 2012 MCAS ELA and Mathematics Retests				
High school	ELA Composition, Sessions A and B	February 29	2	45
	ELA Reading Comprehension, Sessions 1 and 2	March 1	2	45
	ELA Reading Comprehension, Session 3	March 2	1	45
	Mathematics, Session 1	March 5	1	60
	Mathematics, Session 2	March 6	1	60
2012 MCAS Alternate Assessment (MCAS-Alt)				
Grades 3–12	MCAS-Alt	April 5 (Deadline for submitting portfolios)		

continued on next page

2011–2012 Schedule for MCAS and MEPA Testing *continued*

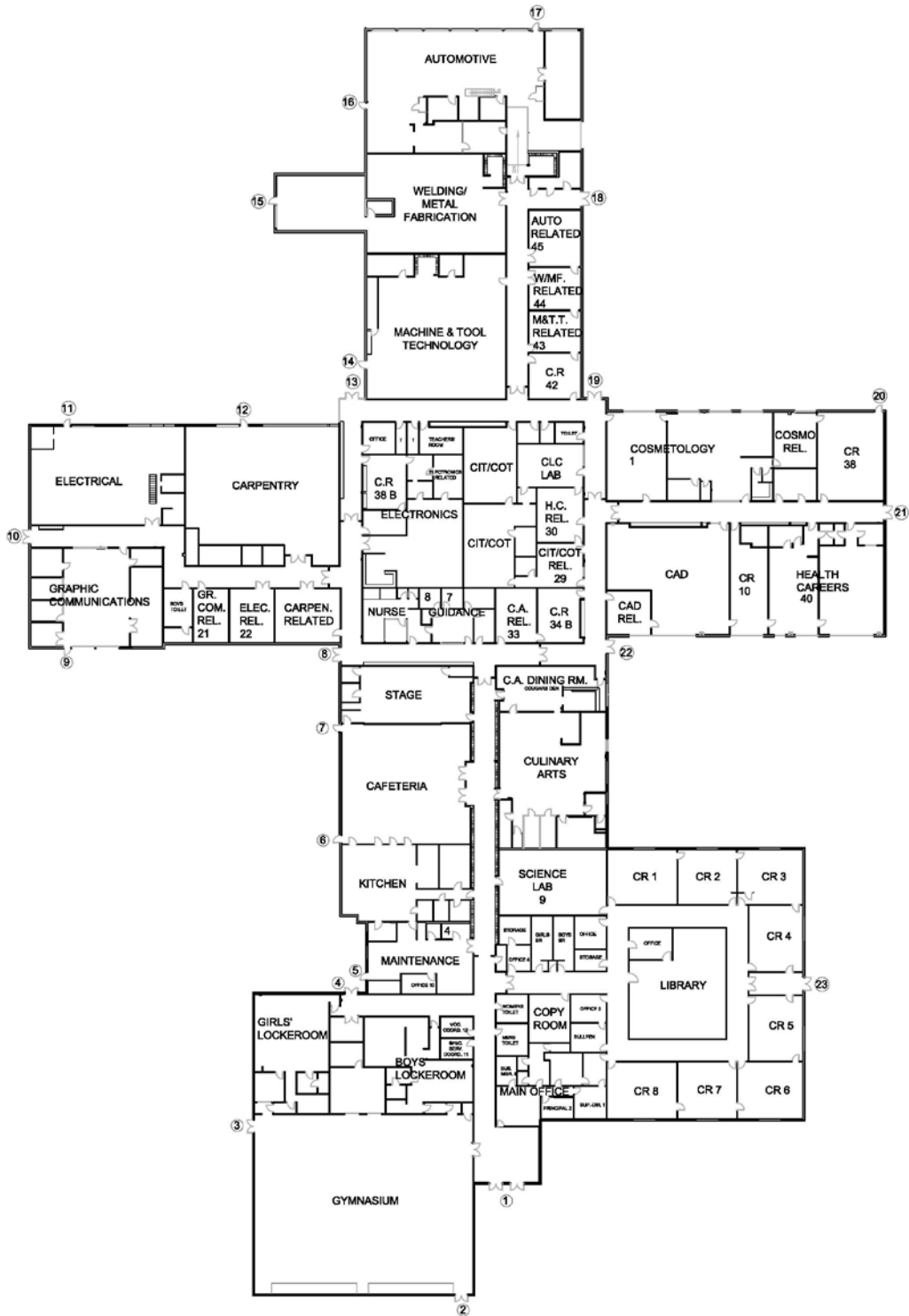
Grade	Test	Allowable Administration Dates	Number of Sessions	Session Length (Avg. # of Minutes)
March–April 2012 MCAS Tests				
Grade 10	ELA Composition, Sessions A and B	March 20	2	45
	ELA Composition Make-Up	March 29	2	45
Grade 10	ELA Reading Comprehension, Sessions 1 and 2	March 21	2	45
	ELA Reading Comprehension, Session 3	March 22	1	45
May 2012 MCAS Tests				
Grade 10	Mathematics, Session 1	May 15	1	60
	Mathematics, Session 2	May 16	1	60
Grade 10/11	US History, Session 1*	May 17	1	60
	US History, Session 2*	May 18	1	60
June 2012 MCAS: High School STE Tests Biology, Chemistry, Introductory Physics, Technology/Engineering				
High school	High School STE, Session 1	June 5	1	60
	High School STE, Session 2	June 6	1	60

Student Services

**OLD COLONY REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
BELL SCHEDULE**

REASON FOR BELLS	TIME	SHOPS	GYM	PLANNING CENTER	CAFETERIA	CORRIDORS & CLASSROOMS	OUTSIDE
ALERT FACULTY	7:30	7:30	7:30	7:30		7:30	
WARNING BELL	7:40	7:40	7:40	7:40		7:40	7:40
HOMEROOM & PER. ONE	7:45	7:45	7:45			7:45	
PERIOD ONE ENDS	8:33		8:33	8:33		8:33	8:33
PERIOD TWO BEGINS	8:35		8:35			8:35	
PERIOD TWO ENDS	9:18	9:18	9:18	9:18		9:18	9:18
PERIOD THREE BEGINS	9:20	9:20	9:20			9:20	
PERIOD THREE ENDS	10:03		10:03	10:03		10:03	10:03
PERIOD FOUR BEGINS	10:05		10:05			10:05	
PERIOD FOUR ENDS	10:48	10:48	10:48	10:48		10:48	10:48
FIRST LUNCH SHIFT (A)	10:50				10:50		
PERIOD FIVE BEGINS	10:50		10:50				
FIRST LUNCH ENDS	11:10			11:10	11:10		11:10
PERIOD 5A BEGINS	11:13			11:13		11:13	
SECOND LUNCH SHIFT (B)	11:15	11:15			11:15		
SECOND LUNCH ENDS	11:35	11:35			11:35		
PERIOD FIVE ENDS	11:38		11:38	11:38			11:38
THIRD LUNCH SHIFT (C)	11:40	11:40	11:40		11:40		
THIRD LUNCH ENDS	12:00		12:00	12:00	12:00	12:00	
PERIOD 5A ENDS	12:00		12:00	12:00		12:00	
PERIOD SIX BEGINS	12:03		12:03	12:03		12:03	
FOURTH LUNCH SHIFT (D)	12:15	12:15		12:15	12:15		
FORTH LUNCH ENDS	12:35	12:35		12:35	12:35		
FINAL BELL FOR RETURN TO CLASS	12:38	12:38		12:38			
PERIOD SIX ENDS	12:46		12:46	12:46		12:46	12:46
PERIOD SEVEN BEGINS	12:48		12:48	12:48		12:48	
PERIOD SEVEN ENDS	1:31		1:31	1:31		1:31	1:31
PERIOD EIGHT BEGINS	1:33		1:33	1:33		1:33	
PERIOD EIGHT ENDS	2:16	2:16	2:16	2:16	2:16	2:16	2:16
PERIOD NINE BEGINS	2:18	2:18	2:18		2:18	2:18	
BUSES LEAVE	2:23						2:23
PERIOD NINE ENDS	3:15	3:15	3:15		3:15	3:15	
BUSES LEAVE	3:20						3:20

Student Services



FLOOR PLAN

OLD COLONY REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

476 NORTH AVENUE ROCHESTER, MA 02770

Student Services

Old Colony Regional Vocational Technical High School

Gary Brown, Superintendent-Director, ext. 116
Patricia Foskett, Principal, ext. 118
Rita Bretto, Vocational Coordinator, ext. 119
Special Education Coordinator, ext. 142
Bruce Kaiser, Business Manager, ext. 113
David Harrison, Administration Assistant, ext. 125

Disclaimer

The laws, school committee policies and school rules stated in this handbook are intended to ensure the safe, orderly, and educationally sound operation of Old Colony Regional Vocational Technical High School. In addition to these written provisions, there may be times where, to further ensure the safe, orderly, and educationally sound operation of the school, the school administration may enforce a standard of conduct upon students that furthers this end. Furthermore, the school administration has the right to enforce any law, ordinance, or School Committee policy not written in this handbook. If a new law, ordinance, or policy is passed, it will supersede current rules.



OLD COLONY

REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL DISTRICT
476 NORTH AVENUE, ROCHESTER, MASSACHUSETTS 02770-1899

Telephone: 508-763-8011
Fax: 508-763-9821



Dear Parent/Guardian:

To publicize the achievements of our students and the great work they do, we like to occasionally publish our students' names and achievements in our school publications or release the information to local newspapers. We may also post information to the Old Colony Web site.

We understand that you may not want to have your child's name and achievements published. Please fill out the form at the bottom of this letter to let us know if you do not want information published. Please send this form back to us by October 1st. If we do not hear from you, we will assume we have your permission.

Federal legislation requires by military recruiters, that each school district release to such recruiters the names, addresses and phone numbers of current students, unless the student or parent has submitted a request indicating such information is not to be released, she/he must notify the Superintendent in writing of that desire by October 1st.

Sincerely,

Gary Brown
Superintendent-Director

CONSENT TO RELEASE CHILD'S NAME AND OTHER INFORMATION

Student's name _____ Grade: _____

I do not want my child's name and achievements published in school newspapers and/or newsletters, released to local newspapers, and/or posted on the school's Web page.

Parent/Guardian Signature: _____ Date: _____

I do not want my child's name, address, or phone number to be released to a military recruiter

Parent/Guardian Signature: _____ Date: _____

Student Services



OLD COLONY

REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL DISTRICT
476 NORTH AVENUE, ROCHESTER, MASSACHUSETTS 02770-1899

Telephone: 508-763-8011

Fax: 508-763-9821



Student Name: _____ Year of Graduation: _____

Dear Parents/Guardians:

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. The Student Handbook explains the rules and regulations necessary to assure the safety and well being of each student attending Old Colony.

Included in the Handbook is the Bullying Prevention and Intervention Plan. The 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.

I have read the Old Colony Regional Vocational Technical High School Student Handbook with my son/daughter and we understand the rules, the regulations, and the bullying/cyber-bullying required procedures and agree to full compliance.

Student Signature: _____ Date: _____

Parent Signature _____ Date: _____

District Acceptable Use Policy

As a user of Old Colony Regional Vocational Technical High School's computer network, I hereby agree to comply with the rules contained in the Student Handbook, communicating over the network in an appropriate fashion while honoring all relevant laws and restrictions. I understand that if I violate the rules my access can be terminated and I may face other disciplinary measures.

Student Signature: _____ Date: _____

As parent or legal guardian, I grant permission for my son or daughter to access networked computer services such as Internet access, electronic mail, and other online services and activities when such is required as part of an approved educational activity.

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages arising from my child's use, or inability to use, the electronic network. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent Signature _____ Date: _____