



Old Colony

STUDENT HANDBOOK

2012-2013

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

OLD COLONY REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL DISTRICT

MISSION STATEMENT

The mission of Old Colony Regional Vocational Technical High School is to prepare students for ever changing demands of society and the workforce, in a safe environment that values diversity and equity. Through vocational-technical and academic courses students attain the skills necessary for successful employment and career and/or educational advancement. This foundation enables students to be responsible members of the community and encourages a continuation of learning throughout life.

PHILOSOPHY

The school affirms the worth, dignity, and diversity of all peoples. Each student has the opportunity and is encouraged to understand and develop his/her potential and to acquire skills which prepare him/her for work or for further education.

The School Committee, Administration, Staff and Students of Old Colony Regional Vocational Technical High School believe that the established programs will provide a balance of knowledge and skills commensurate with the diverse interests and capabilities of the student body.

Considering social, economic, cultural, and technological changes, we advocate a comprehensive curriculum that supports and encourages a continuative process of learning. The school will strive to educate its students in personal responsibility, work ethics, and good citizenship.

We recognize that students need the cooperation and interaction of the home, school, and community at large to succeed.

GOALS/OBJECTIVES

1. To ensure a student's right to develop his/her potential regardless of race, color, sex, religion, age, handicap, national origin, sexual orientation, or homelessness.
2. To develop social awareness and empathy toward others while fostering the dignity of the individual.
3. To promote understanding and appreciation for multi-racial and multi-cultural backgrounds.
4. To maintain and upgrade established programs that provide a balance of knowledge and skills.
5. To provide vocational, technical, and academic courses of instruction that allow for differences in student interests, aptitudes, and abilities.
6. To teach students the required skills to effectively communicate.

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7. To prepare students for future career changes and technological advances.
8. To adapt to the constantly changing socioeconomic needs through the induction of technological and unique educational programs such as Articulation Agreements with Area Colleges, State and National Certifications and Licensure, Cooperative Education, Tech Prep, Skills USA, Apprenticeship and Internship Programs.
9. To provide a learning environment where students are motivated to excel, to display pride in their work and to develop appreciation of the work of others.
10. To promote in each student desirable habits and attitudes with emphasis on health, safety, and ethics.
11. To provide guidance for students concerning personal, educational, and vocational/career technical issues.
12. To collaborate with Business & Industry, National Associations, and Advisory Committees to promote, establish, maintain, and evaluate the vocational/career technical programs in order to maintain the high standards of the school curricula.
13. To provide a variety of extracurricular activities which foster interaction among parents/guardians, faculty, staff, and students.
14. To provide an atmosphere of interpersonal communication, mutual confidence, respect for authority, friendliness, and cooperation while maintaining a safe and nurturing environment supported by discipline which is consistent, firm, and fair.
15. To monitor and upgrade academic and vocational/technical curricula to provide students the opportunity to acquire the necessary skills to meet all the state and federal requirements.
16. To continue to update, monitor, and practice all building safety protocol and procedures to ensure a safe working environment for its faculty, staff, and visitors as well as a safe learning environment for students.

INTRODUCTION

The Old Colony Regional Vocational Technical High School is located on an 85 acre wooded campus in Rochester, Massachusetts. The grade nine through twelve school is the geographic center of the five (5) member town school district which includes: Acushnet, Carver, Lakeville, Mattapoisett, and Rochester.

The Old Colony educational philosophy provides a continuing vocational educational process for all students from grade 9-12 while highlighting major career objectives. All graduates upon completing grade twelve, leave with a quality high school diploma, and a certificate of proficiency in one of many specific career subjects. All students are required to comply with the State Standard MCAS Testing.

The options available to our vocational high school graduates are as follows:

- A. Enter the world of work, prepared in one of the thirteen (13) career majors
 - Automotive
 - Computer Information Technology
 - Cosmetology
 - Computer Office Technology

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- Culinary Arts
 - CAD
 - Electrical
 - Electronic Technologies
 - Graphic Communication & Design
 - Health Careers
 - House & Mill Carpentry
 - Machine & Tool Technology
 - Welding/Metal Fabrication
- B. continue their education at a post-secondary institution
- C. enter the military with a trade.

Rules and regulations insure common attitudes and goals in promoting order, efficiency of learning and acceptable attitudes of conduct within a school.

We, at Old Colony, represent the very best in vocational technical education. This has been accomplished by the outstanding cooperation of the district's residents, parents, students, teachers, and administration striving to maintain the reputation of the school.

The following information is offered so that you might understand the necessary rules and regulations for all students attending this school. You are urged to read these instructions carefully as the safety and the well being of each student attending Old Colony is one of the prime concerns of our administrative staff. It is likewise important that the transition of each new student from another school be made as smooth and pleasant as possible.

Read this booklet carefully and acquaint yourself and your family with its contents. Then, do your best to live up to the standards set forth in your Student Handbook and make your contribution in maintaining Old Colony's high standards.

On behalf of the District School Committee and all the instructional staff---welcome !!!

FIRE

The Old Colony Regional Vocational Technical High School District will cooperate with the fire department in maintaining fire-safe conditions within the Old Colony School Building and in regularly conducting fire drills for the protection of students and staff.

The Superintendent-Director and his designees with the assistance of the plant supervisor has the responsibility for periodic inspections of every room, corridor, and space in the school. The purpose of these inspections are: to remove any fire hazards, to insure that flammable supplies and materials are properly stored, to check the conditions and proper location of all fire extinguishers and alarms, and to insure that there is no obstruction in any corridor.

FIRE DRILL

The purpose of fire drills is to safeguard students and staff in the event of an actual fire. Every classroom, shop and laboratory, as well as other building locations, prominently displays instructions regarding the procedure to be followed during fire alarms.

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Our goal is to achieve a very rapid and safe evacuation of the building which if all instructions are carried out, can be accomplished in less than one minute. Fire drills are for your protection.

Each of us must realize that when the fire horn sounds, we become jointly responsible for one another's safety and, therefore, must quietly and immediately follow these posted instructions to exit the building.

FIRE DRILL REGULATIONS

1. Become familiar with evacuation procedures posted in each room.
2. The signal for the evacuation for the building will be sounded for the regular FIRE ALARM SYSTEM.
3. Upon hearing the signal, all teachers and all responsible personnel will take the necessary precautions to prevent the spread of fire (close doors and windows, shut off gas, lights, etc.)
4. All personnel-teachers, students, staff, workers, etc., **MUST LEAVE** the building. Walk, do not run.
5. In case of actual FIRE IN ANY AREA that would block any passage way, the teacher in that area will immediately direct the students into a safe EXIT.
6. Teachers will accompany students in their class to designated assembly points outside of the building.
7. Teachers will take with them a roster of the students in attendance in their class at the time of the alarm and take roll call after the students have assembled outside of the building. Students who are out of classes for any reason will leave by the nearest exit and immediately upon reaching outside, report to the teacher from whose class that they are absent.
8. Students are to remain at assembly points until instructed otherwise by their teacher.
9. Outside the building be observant. Remember that areas must be kept open for the approach of fire fighters and equipment.
10. Absolute silence is to be maintained throughout the entire drill so that instruction from the teachers and/or fire officials can be heard.
11. The recall signal will be sounded on the regular outdoor signal. On the return signal, return to the building in an orderly fashion, to the room which you left on the fire drill signal.

These rules are important. They are made for the protection and safety of all. Any infraction of these rules will result in disciplinary action.

FALSE ALARMS

In the event that any false alarms are rung in this building, it will be the policy to extend the school day to make up time missed. Persons ringing false alarms will be prosecuted to the fullest extent of the law.

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It should be noted that Massachusetts General Laws Chapter 269, Section 13 provides as follows:

Whoever, without reasonable cause, by outcry or ringing of bells, or otherwise, makes or circulates or causes to be made or circulated a false or fire shall be punished by a fine of not less than one hundred dollars, (100 dollars) no more than five hundred dollars, (500 dollars) or by imprisonment in jail or house of correction for no more than a year.

NO SCHOOL ANNOUNCEMENTS

In case of severe weather warranting the discontinuance of school, the following Radio and TV Stations will broadcast the “no school” notice:

WHDH-7

WCVB 5

WBZ News Radio
1030

W FTX
Fox TV

WBSM/WFHM-FM
1420/107

DO NOT call the Old Colony office, your local police or radio stations. In the event schools are closed in any one of the five member towns, DO NOT ASSUME THIS MEANS OUR SCHOOL WILL BE CLOSED AS WELL. Listen for an announcement specifically for OLD COLONY REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL.

FREETOWN-LAKEVILLE BUSES

When Old Colony has school and the Freetown-Lakeville school system does not have school, buses still run. The Freetown bus may be at the stop earlier due to fewer stops being made to pick up students. If a student is not in attendance at Old Colony on these days, he/she will be charged an unexcused absence.

When the Freetown-Lakeville school system announces a delay to the start of school due to inclement weather, Old Colony students will take the buses on the delayed schedule and not be charged a tardy.

As a general rule, when day school sessions are canceled, all afternoon and evening sessions will be automatically canceled.

Parents are reminded that they retain their responsibilities for the safety of their children on bad weather days when school may be in session. Decisions by parents not to send their children to school on days when weather conditions are questionable shall be respected.

BULLETINS-PERIOD OF SILENCE-FLAG SALUTE

Daily bulletins are read during first period each morning. Strict attention should be given to the bulletins as they contain important announcements.

In conformance to state law, a period of silence shall be conducted at the beginning of each school day. During this period silence shall be maintained and no activities engaged in.

A salute to the flag shall be led by each home room teacher as part of opening exercises.

OLD COLONY STUDENT SEARCH POLICY

Students have the right to be free from unreasonable searches and seizures under the Fourth Amendment to the U.S. Constitution. Balanced against this right is the school official's responsibility to create and maintain a school environment consistent with the school's educational mission.

School personnel may search individual students, their property, and their lockers when they have reasonable grounds or reasonable suspicion to believe that the search will uncover evidence that the student is violating the law or the rules of the Old Colony Regional Vocational Technical High School District or the school. The parking lot is part of the school property and automobiles may be subject to search.

1. **Justification for searches.** School authorities are authorized to conduct searches of students, their property, or their lockers when there is a "reasonable suspicion" that a student is in possession of an item or substance that represents a threat to school routine, or is prohibited by the school district's regulations or by law. Reasonable suspicion requires school personnel to be able to articulate the facts and inferences that led them to believe that a student had violated the law or school policy. Personnel may consider all factors involved, including but not limited to: their training and experience; their personal observation; the reliability of informant information; their previous experience with the student to be searched; their knowledge of the student's age, reputation, and discipline record; the seriousness of the suspected violation; and the urgency to protect the health and safety of others.

2. **Scope of search.** Remember that the scope of the search must be reasonably related to the goals of the search, and not excessively intrusive in light of the age of the student and the nature of the violation. The greater the threat the more intrusive the search can be.

3. **Superintendent-Director or Principal must authorize search.** Staff members shall notify the Superintendent-Director or the Principal and not conduct the search themselves unless it is an urgent situation that threatens the health and safety of others.

4. **Have Superintendent-Director, Principal, or Administrative Assistant present.** If possible, the Superintendent Director, Principal, or Administrative Assistant must be present for all student searches. If they are not available, another administrator conducting the search should have another person present before conducting the search, except in exigent circumstances.

5. **Searches conducted in private.** Searches should be conducted in private and out of the presence of other students with another person present, except in exigent circumstances.

6. **Pat-down searches.** Student searches may include a frisk or pat down of clothing if school personnel think it is necessary. A member of the same sex must conduct these searches with other person present, except in exigent circumstances.

7. **No Strip searches.** In searching students, staff members may go as far as asking students to remove their shoes or jackets. Staff members must not conduct strip searches. If a strip search is necessary, call the police.

8. **Notify parent or guardian.** Immediately after a search of a student or a student's belongings, the Superintendent-Director, Principal, or the Administrative Assistant shall call the parent or legal guardian of the student and notify him or her of the outcome.

K-9 SEARCH OF PROPERTY

We trust you are aware of our deep concern for the health and safety of each and every one of our students. We remain confident that Old Colony is one of the safest schools in Southeastern Massachusetts.

Schools, however, are reflective of our communities and we acknowledge that illegal drug use occurs in our towns and in schools. It is our belief that a pro-active approach will assist us in keeping Old Colony as “drug-free” as we can possibly make it.

To that end and in keeping with District Policy, we will request canine units, under the direction of the Rochester Police Chief, to conduct unannounced searches for illegal drugs. Be assured that students will not come into contact with the dogs.

All lockers and randomly selected shops and classrooms will be searched by the dogs. In addition, all vehicles parked on school property will be subject to search. We trust that this activity will serve as a deterrent to drugs being brought on school property and as a result will help to insure the continued health and safety of our students.

VIDEO SURVEILLANCE

In an effort to increase school security, provide greater safety for students, staff and visitors, and to reduce vandalism and theft, many areas of the school campus - both inside and outside the building - are subject to observation and monitoring by video surveillance cameras. Tapes of such observations are available for use by the school district and its administrative staff, as well as the local police to enforce the law or the provisions of school district policy.

BREATHALYZER POLICY

USE OF PASSIVE BREATHALYZER

To help ensure the safety of students in school and at school functions, the District authorizes the use of passive breathalyzers at school dances, proms, and other social events to curtail the use of alcohol by students. The passive breathalyzer test may be used by the school administration and designated staff members to screen student for alcohol consumption before school social functions.

All student will be advised of the school’s policy regarding the use of alcohol, and students will be reminded before social events about the possible use of a passive breathalyzer test for screening participants.

REGULATIONS REGARDING THE USE OF BREATHALYZERS

If the results of a breathalyzer first test are positive, a second test will be administered. Students with a positive reading from the passive breathalyzer will be denied admittance to the event.

Students who refuse to use the breathalyzer will not be admitted.

Students who refuse the breathalyzer and appear to be under the influence of alcohol will be detained until a parent or other responsible adult picks them up.

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Students found under the influence of alcohol at a school sponsored event will be detained and picked up by a parent, legal guardian, or other responsible adult.

Students found under the influence of alcohol will be subject to consequences outlined in the school's disciplinary code as detailed in the handbook.

TRANSPORTATION POLICY

REGULATIONS FOR SCHOOL BUS USE FOR ALL STUDENTS

A. PREVIOUS TO LOADING (on the road and at school)

1. Be on time at designated bus stop.
2. Stay off the road at all times while waiting for bus. Bus riders should conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Bus riders should NOT move towards the bus until the bus has come to a complete stop.
5. Riders will not crowd or push getting on the bus.

B. WHILE ON THE BUS:

1. Keep hands and head inside the bus.
2. Opening and closing windows is not permitted except by the driver.
3. Assist in keeping the bus safe and sanitary, (do not throw things around).
4. No shouting or unnecessary confusion.
5. Treat bus equipment well. Damage to equipment will be paid for by the offender.
6. Riders should never tamper with the bus or any of its equipment.
7. Do not leave books, lunches, or other articles on the bus.
8. Keep books, packages, coats and all other objects out of the aisle.
9. Do not leave or change your seat while the bus is in motion.
10. Do not throw anything out of the bus windows.
11. Horse play is never permitted on the bus.
12. Riders are expected to be courteous to fellow students, the bus driver and passersby.
13. There must be absolute quiet when approaching a railroad crossing stop.
14. In case of a road emergency, students are to remain on the bus unless requested to leave by the bus driver.
15. Smoking is never allowed on the bus.
16. Sit where you are told.
17. Students shall have written permission to leave the bus other than at home or at school.
18. Students who refuse to obey promptly the directions of a driver or refuse to obey regulations, forfeit their right to ride on the bus.
19. To maintain order, safety, and security on the buses, the Old Colony School Committee, through the contracted provider, will allow the video and audio monitoring on all buses under contract. Parents/guardians will be notified via separate notice and/or inclusion in the Old Colony Student Handbook. The monitoring can be used as evidence for any issues that may arise while transporting students.

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C. AFTER LEAVING THE BUS:

1. Cross the road when necessary, immediately after getting off the bus, at least ten feet in front of the bus, and only after looking to be sure that no traffic is approaching from either direction.
2. Be alert to danger signals from the driver.
3. The driver will NOT discharge riders at places other than regular bus stops unless by proper authorization.

D. EXTRA-CURRICULAR TRIPS:

1. The above rules and regulations will apply to any trip with school sponsorship.
2. Students shall respect the wishes of chaperones appointed by the school.

STUDENT DRIVING AND PARKING

The following regulations are set forth in the best interest of all students. The privilege of parking and/or driving on the Old Colony campus may be withdrawn from any student who violates any of these regulations:

1. Before permit is issued, the student must have parental permission. Permission slips are required for passengers.
2. Each student who drives a motor vehicle (includes motorcycle, motorbike, truck) to Old Colony must register it and affix a sticker on the bumper.
3. Bumper stickers with specific numbers for specific students will be issued each school year upon payment of a twenty-five dollar (\$25.00) registration fee. Students who drive motor vehicles to school without bumper stickers will be subject to disciplinary action.
4. Students may park only in the areas provided for student parking. Improper parking such as wrong area, blocking roadway, straddling lines, or parking on the grass is prohibited.
5. Campus speed shall not be in excess of ten (10) miles per hour.
6. Unattended vehicles must be locked.
7. Students must not congregate in the parking lot on coming to school, but will enter the building immediately upon arriving.
8. Students will not go to their vehicles during the day without permission.
9. Vehicles must be driven safely at all times. Reckless or careless driving which is reported by teachers, police, or any other responsible person results in that student's privilege being revoked. Traffic citations reported by the police will result in suspension of school parking privileges.
10. Motor vehicles will not interfere with busses departing from school grounds.
11. Smoking is prohibited on school grounds.
12. Any student driving a motor vehicle to school without prior approval will be directed to return home. Any vehicle without a sticker and found on school property will be towed away at the student's expense and such student will not be allowed to apply for a sticker for one (1) full year commencing on the day of violation.

MANAGING LIFE – THREATENING FOOD ALLERGIES IN THE EDUCATIONAL ENVIRONMENT

The Old Colony Regional Vocational Technical High School District recognizes that students with life-threatening food allergies require reasonable accommodations necessary to ensure access to available education and education-related benefits. It is the policy of the District that the management of life-threatening food allergies be accomplished in compliance with applicable state and federal regulations. The District implements this policy and administrative procedures pursuant to the guidelines established by the Massachusetts Department of Education, in a document entitled, “Managing Life-Threatening Food Allergies in Schools” and other reliable resources relating to this issue.

It is the policy of the District School Committee to establish age-appropriate guidelines for students within the District in order to minimize the risk of students with life-threatening food allergies (LTA). The guidelines established might include building-based medical emergency plans, the implementation of Individual Health Care Plans (IHCP) that included an individualized emergency plan, effective training programs for personnel, students, and consultation with appropriate medical specialists.

The District maintains the expectation that specific building-based guidelines/activities will be established to insure that the health needs of all students will be met in the least restrictive environment. In order to assist students with developing the skills necessary to participate in all educational programs, building-based teams will communicate with parents and students to allow the student to gradually assume more responsibility for maintaining their safety.

The District has developed a protocol/guidelines for the management of life threatening food allergies. Building-based teams will consult with parents, and where applicable the student, to develop a safe and effective health plan so that the student will be able to access all educational programs. If appropriate, the school-based team may indicate on the IHCP and/or the 504 Plan that the student will carry the EPI-Pen on his/her person. Where this is a recommendation all necessary training procedures and guidelines articulated in the policy will be adhered to.

Legal Reference:

Section 504 of the Rehabilitation Act, 29 U.S.C. §794, the American Disabilities Act, U.S.C. §1201, et seq. and United States Department of Agriculture Regulations, 7 C.F.R. §15(b), 105 CMR 210.000.
105 CMR 590.000
105 CMR 590.002 (B)
105 CMR 590.002 (C)

Adopted: November 15, 2006 • Revised: September 21, 2011
Old Colony Regional Vocational Technical High School

PROTOCOL AND GUIDELINES FOR MANAGEMENT OF LIFE-THREATENING FOOD ALLERGIES IN THE DISTRICT

BACKGROUND

Allergic food reactions can span a wide range of severity of symptoms. The most severe and potentially life-threatening reaction is anaphylaxis. This protocol is to be used for students who are at risk for anaphylaxis and in circumstances where a previously undiagnosed life-threatening allergic response occurs.

Anaphylaxis is a potentially life-threatening medical condition occurring in food allergic individuals after exposure to their specific food allergens. Anaphylaxis refers to a collection of symptoms affecting multiple

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systems in the body, the most dangerous of which are breathing difficulties and a drop in blood pressure or shock, which are potentially fatal. The most common causes of anaphylaxis in children include allergies to:

Foods (most commonly; dairy products, eggs, fish/shellfish, milk, peanuts/
tree nuts, soy, wheat)

Anaphylaxis can occur immediately or up to two hours following allergen exposure, so it is important to:

Identify student at risk
Have appropriate preventative policies
Be prepared to handle emergency

PURPOSE AND GOAL

The District cannot guarantee to provide a food allergen-free environment for all students with life-threatening allergies, or prevent any harm to students in emergencies. The goal is to maximize the risk of exposure to food allergens that pose a threat to those students, educate the community, and maintain and regularly update a system-wide protocol for responding to their needs. A system-wide effort requires the cooperation of all groups of people within the system.

The sections below highlight the major responsibilities of the various groups, but each child's plan will be individualized and therefore not all responsibilities can be spelled out in this protocol.

The goal of the District regarding Life-Threatening Food Allergies is to engage in a system-wide effort to:

Prevent any occurrence of life-threatening food based allergic reactions
Prepare for any allergic reactions to food.
Respond appropriately to any food allergy emergencies that arise.

SCHOOL GUIDELINES FOR MANAGING STUDENTS WITH FOOD ALLERGIES

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

Family's Responsibility

- Notify the school of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, including sports, and on the school bus, as well as a Food Allergy Action Plan.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form before the start of school each year.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
 - safe and unsafe foods
 - strategies for avoiding exposure to unsafe foods
 - symptoms of allergic reactions
 - how and when to tell an adult they may be having an allergy-related problem
 - how to read food labels (age appropriate)
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide emergency contact information that is up to date and parents should be available for notification in an emergency.

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District's Responsibility

- Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any state laws or district policies that apply.
- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- Identify a core team of, but not limited to, school nurse, teacher, principal, school food service and nutrition manager/director, and counselor (if available) to work with parents and the student (age appropriate) to establish a prevention plan. Changes to the prevention plan to promote food allergy management should be made with core team participation.
- Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.
- Coordinate with the school nurse to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine. In states where regulations permit, medications are kept in an easily accessible secure location central to designated school personnel, not in locked cupboards or drawers. Students should be allowed to carry their own epinephrine, if age appropriate after approval from the student's physician/clinic, parent and school nurse, and allowed by state or local regulations.
- Designate school personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- Work with the district transportation administrator to assure that school bus driver training includes symptom awareness and what to do if a reaction occurs.
- Recommend that all buses have communication devices in case of an emergency.
- Enforce a "no eating" policy on school buses with exceptions made only to accommodate special needs under federal or similar laws, or school district policy. Discuss appropriate management of food allergy with family.
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Take threats or harassment against an allergic child seriously.

Student's Responsibility

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

PHYSICAL RESTRAINT OF STUDENTS

The Old Colony Regional Vocational Technical High School follows the Department of Elementary and Secondary Education restraint regulations, 603 CMR 46.00 et seq. ("Regulations"). This policy applies, not only at school, but at school sponsored events and activities, whether or not on school property.

Methods and Conditions for Implementation:

School staff may use physical restraint only in emergency situations, and with extreme caution (1) when non-physical interventions would be ineffective and the student's behavior poses a threat of imminent, serious, physical harm to self and/or others or (2) pursuant to a student's IEP or other written plan developed in accordance with state and federal law and approved by the school and parent or guardian.

Physical restraint shall be limited to the use of such reasonable force as necessary to protect a student or another member of the school community from assault or imminent, serious, physical harm.

Physical restraint may not be used as a means of punishment or as a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, or physical harm. Chemical and mechanical restraints may only be used if explicitly authorized by a physician and approved in writing by a parent or guardian.

Physically confining a student alone in a room or limited space without access to school staff is prohibited.

A faculty member, employee, or agent of the District may use reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

Only school personnel who have received training pursuant to 603 CMR 46.03 (3) shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint.

A person administering a physical restraint shall use only the amount of force necessary to protect the student or others from physical injury or harm.

A person administering physical restraint shall use the safest method available and appropriate to the situation, subject to the safety requirement set forth in 603 CMR 46.03 (5). Floor or prone restraints are prohibited unless the staff member administering the restraint has received in-depth training according to the requirements of 603 CMR 46.03 (3) and, in the judgment of the trained staff member, such method is required to provide safety for the student and others present.

A person administering physical restraint shall discontinue such restraint as soon as possible.

No restraint shall be administered in such a way that the student is prevented from breathing or speaking. During the administration of a restraint, a staff member shall continuously monitor the physical status of the student being restrained, observing skin color and respiration of the restrained student. A restraint shall be released immediately upon a determination by the staff member administering the restraint that the student is no longer at risk of causing imminent physical harm to him or herself or others.

Restraint shall be administered in such a way so as to prevent or minimize physical harm. If, at any time during a physical restraint, the student demonstrates significant physical distress, the student shall be released from the restraint immediately, and the school staff shall take steps to seek medical assistance.

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Program staff shall review and consider and known medical or psychological limitations and/or behavioral intervention plans regarding the use of physical restraint on an individual student.

Staff Training:

All school staff must receive training with respect the District's restraint policy (i.e., following the regulations), including receiving information about the interventions that may preclude the need for restraint, types of restraints, and related safety considerations, and administering physical restraint in accordance with known medical and psychological limitations and/or behavioral intervention plans applicable to an individual student. Non-Violent Crisis Intervention Team members will participate in in-depth training with respect to restraint and implementation of the Regulations.

Reporting Requirements and Follow-Up:

All physical restraints must be reported and documented. In instances where a physical restraint (1) lasts more than five minutes or (2) results in injury to the student, faculty, or staff member, the person must report the physical restraint verbally to the Principal or a designee as soon as possible and in writing not later than the next school working day.

The Principal/designee must maintain an ongoing record of all such reported instances, which will be made available in accordance with state and federal law and regulations. The Principal/designee must also verbally inform the student's parent or guardian of the restraint as soon as possible, and by written report, postmarked no later than three school working days following the use of restraint. The written restraint report must be provided to the parent or guardian in the language in which report cards and other necessary school-related information are customarily provided.

In the event that the physical restraint (1) lasts longer than twenty minutes or (2) results in serious injury to the student, faculty, or staff member, the school must, within five school working days of the reported restraint, provide a copy of the written report to the Department of Elementary and Secondary Education, along with a copy of the school's record of physical restraints covering the thirty-day period prior to the date of the restraint.

For students who require the frequent use of restraint because they present a high risk of frequent, dangerous behaviors, school faculty and staff may seek and obtain the parent or guardian's consent to waive reporting requirements for restraints administered to an individual student that do not result in serious injury to the student, faculty, or staff member or constitute extended restraint (longer than twenty minutes).

Follow-up procedures for restraint include not only the reporting requirements set for above, but also reviewing the incident with the student, faculty, and staff and consideration of whether follow-up is appropriate for students who witnessed the incident.

Legal References:

M.G.L. Chapter 71, § 37G
603 CMR 46.00

Head Injuries and Concussions in Extracurricular Athletic Activities Policy

In accordance with 105 CMR 201, the Old Colony Regional Vocational Technical High School District has implemented policies and procedures governing the prevention and management of head injuries within the Old Colony Regional Vocational Technical High School.

This law requires that public schools subject to the Massachusetts Interscholastic Athletic Association (MIAA) rules make sure that student athletes and their parents, coaches, athletic directors, school nurses and physicians and others learn about the consequences of head injuries and concussions through training programs and written materials. The law requires that athletes and their parents inform their coaches about prior head injuries at the beginning of the season. If a student athlete becomes unconscious or suffers a known or suspected concussion during a game or practice, the law mandates removing the student from play or practice, and requires written certification from a licensed medical professional for “return to play”.

The law also prohibits coaches, trainers and others from encouraging or permitting a student athlete to use sports equipment as a weapon or to engage in sports techniques that unreasonably endanger the health and safety of him/her or other players, such as helmet to helmet hits.

Old Colony Regional Vocational Technical High School District Action Plan

Exclusion from Play/ Medical Clearance and Authorization to Return to Play

When a Coach/Athletic Trainer suspects that a player has a Concussion:

- 1) Remove the Athlete from any further play. Recognize any of the signs and symptoms of a concussion. Any Athlete who experiences any of the signs and symptoms of a concussion should not be allowed to return to play. If any doubt keep the athlete out of play.
- 2) Make sure the athlete is evaluated by the appropriate health care professional as specified in 105 CMR 201.111 (A). Do not try to judge the severity of the injury yourself. The health care professional uses a number of different methods to assess the severity of a concussion.
- 3) Inform the athlete’s parents or guardians about the possible concussion that their child may have sustained. Go over the signs and symptoms with the parents / guardians. Important that you make sure you tell the parents/ guardians that the athlete must be seen by a health care professional.
- 4) Allow the student athlete to return only with permission from the appropriate health care professional (licensed physician; licensed certified athletic trainer in consultation with a licensed physician; licensed nurse practitioner in consultation with a licensed physician; or licensed neuropsychologist in coordination with the physician managing the student’s recovery). The medical documentation must be on the physician letterhead and state any limitations or restrictions. Also, when applicable the note should include other pertinent information pertaining to the intensity of the concussion in order to ensure a safe proper method of return to the sport.
- 5) Student athletes returning from a suspected or a diagnosed concussion will report to the trainer for a possible further evaluation. The player will also be given proper instructions and limitations on how to safely return to their specific sport. The trainer will discuss the safe procedure with the head coach in order to ensure a safe transition for the player in order to continue the rest of the season.

Administrative Policies & Procedures

Limitation Examples

- a) Player will have restricted time in practice for a few days, then reevaluated by the trainer to see if time may be extended
- b) The player will have no contact for the first day back.
- c) Trainer will evaluate and watch the player involved in the sport play of that first practice. And several practices until a full safe return can be determined by the trainer.
- d) If the Trainer determines that the player is not ready for contact the second day, this will be relayed to the coach involved.
- e) Trainer will continually monitor and evaluate the progress of the player and determine if the player is ready for any contact and any upcoming contest.
- f) During the contest the trainer will look, monitor this closely especially if the sport is a contact sport such as Football, Hockey, and Soccer etc.
- g) Any problems during a practice, scrimmage, or contest, the trainer and coach will safely take the student athlete out of play. The trainer will bring any concerns to the attention of the player and his/ her parents.

Concussions/Mild Traumatic Brain Injuries (MTBI) Signs and Symptoms

Signs observed by a coach/ Athletic trainer/Staff Member/Administrator

- 1) Appears dazed or stunned
- 2) Confused about assignment
- 3) Forgets plays
- 4) Unsure of the game, score, or opponent
- 5) Moves clumsily
- 6) Answers questions slowly
- 7) Loses consciousness
- 8) Shows behavior or personality changes
- 9) Cannot recall prior hit
- 10) Cannot recall events after hit

Symptoms that should be reported by the Student Athlete:

- 1) Headache
- 2) Nausea
- 3) Balance problems or dizziness
- 4) Double or fussy vision
- 5) Sensitivity to light and or noise
- 6) Feeling sluggish
- 7) Feeling foggy or groggy
- 8) Concentration or memory problems
- 9) Confusion

Procedure for Re-entry to School Following a Head Injury/Concussion

Parents/guardians, the School Nurse, Athletic Director, Coach, and/or Athletic Trainer will report any Head Injury/Concussion to the Principal of the Old Colony Regional Vocational Technical High School.

The Principal or School Nurse will notify the guidance department prior to the child's return to school for the purpose of scheduling a re-entry meeting. The re-entry meeting will include: the student, parent/guardian, guidance counselor, school nurse, and other appropriate personnel as deemed necessary by the Principal.

Administrative Policies & Procedures

At the re-entry meeting, discharge documentation from an authorized person under 105 CMR 201.000 sections 201.011 is required. This medical documentation is to substantiate the child's well/safe return to extracurricular activities, academic and vocational programs that may require the use of industrial/technical equipment. In addition, it may be determined that accommodations are necessary to implement for the child's successful school placement.

VISITORS

Friends or relatives of students are not allowed to visit Old Colony. Please do not invite guests to school as they will be asked to leave. There is no need to embarrass your friends, relatives, yourself or the school by extending such an invitation.

Parents and other persons who have reason to visit related to the educational program are welcome. These visitors must report to the main office prior to meeting with teachers. Parents/Guardians and other persons wishing to meet with a faculty member must schedule an appointment.

In no instance are visitors to interfere with the educational program. Any person found in the building who has not first reported to the office will be asked to leave.

ATTENDANCE POLICY

PHILOSOPHY

The District Committee recognizes that school attendance directly affects the degree of academic and technical skills gained at Vocational Technical High Schools. Attendance is very important. It tells much about a student's attitude toward school, work, responsibility, and habits of punctuality. All students are expected to be present every day school is in session. The Old Colony Regional Vocational Technical High School District and the Commonwealth of Massachusetts expect a 95% or above student attendance rate.

Reporting a Student Absence

Any student who is absent from school must:

- have a parent/guardian call in the absence by 11:00 am on the day of the absence (508) 763-8011 extension 148.
- have a parent/guardian provide a note explaining the absence upon his/her return to school.

The note explaining the absence must:

- be submitted to the Attendance Office between 7:30 am –7:40 am.
- include a parent's/guardian's home and work telephone number.

OFFICIALLY EXCUSED ABSENCES

Officially Excused Absences are absences that are documented, such as:

- Illness verified by a medical note **
- Bereavement
- Court appearances
- Jury duty
- Hospitalization (Refer to Procedure Re-entry Section)
- School-sponsored activity
- Obligatory religious holidays
- College visits (Refer to College Visits Section)
- Appointments for Driver License.

Related and academic class work, tests, and quizzes may be made up. A student must contact all instructors within three (3) days of returning to school to schedule all make-up assignments, tests, and quizzes.

** A medical note on official stationery must be submitted to the Attendance Office the day the student returns to school. The medical note must indicate the date(s) of the absence(s). Appointment cards are not acceptable.

Attendance Policy

A student who is absent five (5) or more consecutive days due to illness must bring in a medical note to be readmitted to school. (Refer to the Re-entry Section)

UNEXCUSED ABSENCES

Unexcused Absences are absences that are not documented and due to:

- Family vacations
 - Truancy
 - Illness not verified by a medical note
 - College visits that are not verified (Refer to College Visits Section)
 - Employment interviews or trainings that are not related to the Co-operative Education Program.
1. A student will receive a zero for the day in shop.
 2. Related and academic class work, tests, and quizzes may be made up. A student must contact all instructors within three (3) days of returning to school to schedule all make-up assignments, tests, and quizzes.

FAMILY VACATIONS

Absences resulting from a FAMILY VACATION taken during the school year are NOT Officially Excused Absences and will be counted against the student's attendance for the trimester and for the school year.

The school administration will ultimately determine whether or not any absence is to be classified as Officially Excused.

ABSENCES FOR A TRIMESTER:

A student who exceeds:

- Three (3) Unexcused Absences in academic or related classes OR in shop (excluding Officially Excused Absences) will receive a grade no higher than 60% for that trimester.
- Six (6) Unexcused Absences in academic or related classes that meets two (2) times per day within one (1) trimester (excluding Officially Excused Absences) will receive a grade no higher than 60% for that trimester.

ABSENCES FOR THE YEAR

1. Upon attaining six (6) Unexcused Absences in one (1) school year (excluding Officially Excused Absences) a parent/guardian conference will be held with the Principal, the Administrative Assistant and the student's Guidance Counselor. This is a mandatory meeting!
2. A student who exceeds nine (9) Unexcused Absences in Academics and or Related Classes OR Shop (excluding Officially Excused Absences) in a school year will fail for the year.

Attendance Policy

3. If a student feels that his/her absences beyond the ninth (9th) day in academics and or related or shop classes were of an exceptional nature, he/she may appeal his/her case to the Faculty Review Board through the principal. The appeal must be in writing within one (1) week of receiving notification of his/her failure.

TARDINESS AND DISMISSALS

1. In an academic and related class:
 - o Three (3) incomplete classes equals one (1) unexcused absence
 - o An incomplete class is any tardy or dismissal that falls within a class period
2. In Shop:
 - o Three (3) tardies or dismissal equals one (1) unexcused absence

COLLEGE VISITS

Old Colony allows no more than two (2) days of excused absences to juniors and seniors who request to visit the college of their choice. These visits are scheduled by the student and their parents. Transportation is the responsibility of the parents and/or students. College visits are not field trips. The College visit Request Form must be completed and approved for the absence to be excused.

STUDENTS 18 YEARS OF AGE AND OLDER

Eighteen (18) year old or older students living on their own have certain rights of an adult. Eighteen (18) year old students living with a parent/guardian must obtain a parent/guardian waiver form in order to exercise the same rights as students living on their own. The school may keep the parent/guardian informed about the student's progress and whereabouts.

DISMISSALS

Dismissal notes must be accompanied by a parent's signature and must be presented to the Administrative Assistant prior to 8:00 a.m. on the day of dismissal. Students who have not submitted notes prior to 8:00 a.m. will not be dismissed except for emergency or medical reasons. Students should not be dismissed from school except in the case of an emergency. Routine dentist appointments, doctor appointments, driving lessons, and driver's permit testing should be scheduled for days when school is not in session.

Any dismissal for one-half of the school day will be considered as a full day's absence. All dismissal slips will be issued by either the school nurse or the Administrative Assistant. Students are to ensure that all teachers they are scheduled to meet with on that particular day have initialed their dismissal slip. Upon leaving school, you are to turn in your dismissal slip to the main office. Excessive dismissal will be reviewed by the Administrative Assistant or the Principal. (Refer to Tardiness and Dismissals Section)

Attendance Policy

TARDINESS

1. Any student who is not in their classroom by 7:45 a.m. or reports to school after that time is to report to the Administrative Assistant's Office.
2. When a morning bus is late, all students from that bus will report to the main office before checking in with their first period teacher.
3. Excessive tardiness may result in the revocation of the student's parking permit.
4. Refer to the discipline section of the handbook for specific disciplinary policy regarding tardiness. (Refer to Tardiness and Dismissal Section)

Old Colony operates on a two week cycle, two weeks in the shop program and two weeks in the academic program. Because of the nature of two-week cycles, there are usually tests, quizzes, and projects on days 9 and 10 of every cycle. Experience has demonstrated that students absent on those two days in particular very often do not make up exams, and hand in projects late or not at all. This usually results in poor grades. One way to avoid much of this is to make every effort to be in school.

MAKE-UP WORK

It is the responsibility of the student who has been absent from school to consult with his/her teachers for make-up work. Students must contact their instructors within three (3) days of returning to school to schedule all required makeup assignments. Students failing to do makeup work will receive a zero (0) grade. Students who were absent during academics, still are required to see their teachers within three (3) days, even if they return during a shop-cycle. Students can make up work or receive extra help on Thursdays after school.

If a student sends a make-up assignment to a teacher via e-mail, or if a student sends in completed work from off campus, the student must contact his or her teacher in person or by voice mail well in advance to inform the teacher of the planned arrangement.

REQUEST FOR HOMEWORK ASSIGNMENTS

When a student is absent from school, homework assignments may be requested through the guidance office. Please allow 24 hours for the homework to be collected. Parents and students are also encouraged to email individual teachers regarding missed work or to check on-line for posted assignments.

INCOMPLETE GRADES POLICY

An incomplete grade for a student with a serious illness will remain incomplete until the end of the next trimester. Exceptions may be made based on extraordinary circumstances. However, teachers may impose their own deadlines based on each individual case and with administrative approval.

MASSACHUSETTS ATTENDANCE REGULATIONS

The District Committee encourages the staff to consider the affects of the total environment of Old Colony on students. The question of each student's attendance should so far as law will allow, be received in the light of what is best for him/her educationally. The law provides various penalties for persons who obstruct or prevent children from attending school.

Attendance Policy

(a) Parents (or guardians) must require children and youth of school age to attend school. Parents are subject to court action and a fine should their child be absent in excess of seven (7) day sessions or fourteen (14) half day sessions within a six (6) month period.

(b) Whoever induces or attempts to induce a minor to absent himself/herself or harbors a minor, while school is in session, is absent unlawfully from school shall be punished by a fine of not more than two hundred dollars.

In addition, an attendance officer may apply for a petition that a child is in need of services, in the case of a child who persistently violates the lawful and reasonable regulations of this school.

Procedure for Re-entry to School Following a Hospitalization/Mental Health Assessment/or Prolonged Illness

Any parent/guardian whose child required hospitalization, a Mental Health Assessment, or who has school absences totaling five or more consecutive days during the school year, must notify the Principal as soon as possible at 508-763-8011 ext. 118. It is the responsibility of the parent/guardian to notify the guidance department prior to your child's return to school for the purpose of scheduling a re-entry meeting. The re-entry meeting will include: the student, parent/guardian, guidance counselor, nurse, and other appropriate personnel as deemed necessary by the Principal. At the re-entry meeting, a Hospital Discharge Summary or letter from a treating physician/clinician is required. This medical documentation is to substantiate your child's well/safe return to academic and vocational programs that may require the use of industrial/technical equipment. In addition, it may be determined that accommodations are necessary to implement for your son/daughter's successful school placement. Your child's well-being is paramount to the staff at Old Colony. We encourage you to contact us with any questions or concerns regarding this procedure

PERFECT ATTENDANCE

Perfect Attendance requires students to be present for FULL DAYS.

- No tardies
- No dismissals
- School affiliated field trip or college visits (Refer to College Visits Section) do not count as an Absence.

DISCIPLINE

Code of Conduct

Students in the Old Colony Regional Vocational Technical High School are expected to treat all members of the school community with dignity and respect. The school community is defined as all those people who work or interact in the school. Students, teachers, administrators, guidance counselors, custodians, secretaries, cafeteria workers, teacher aids, and school visitors are part of this community.

Each person in the school must have the opportunity to grow personally, socially, and intellectually, as well as the opportunity to exercise his/her rights in a positive and constructive way. Thus, all members of the school community have the responsibility to conduct themselves in a way that demonstrates a respect for all individuals, their rights, and their property. All members of the school community must also understand and support the standards of conduct of the school and assist in the enforcement of rules and regulations. This behavior is expected during all curricular, co-curricular, athletic and special events of the school both on and off campus (e.g. graduation, graduation related activities, school dances and proms, athletic events at another school, Skills USA, etc.) including school-sponsored trips and those times when school buses or other school provided transportation is used.

A student's participation in co-curricular or athletic activities is a privilege, not a right or entitlement.

Because the school is interested in maintaining the quality and integrity of its programs throughout the school year, infractions of school rules which occur after May 1st of any school year may be subject to further penalties in addition to those listed below, which include but are not limited to, removal from school activities, senior class activities, and/or participation in graduation activities or ceremonies.

Discipline Procedures:

Under the Fourteenth Amendment to the Constitution, students are guaranteed due process and fair treatment at school. Therefore, prior to a school administrator taking disciplinary action against a student, the school administrator shall provide the student with appropriate due process. When the disciplinary action consists of ten days of suspension or a lesser penalty, this process shall consist of informing the students of the charges against him/her and giving the student an opportunity to respond. More formal procedures must be followed when the discipline proposed is greater than ten days of suspension.

Students may have additional rights pursuant to laws governing the provision of educational services to students with disabilities.

These rules and regulations may be supplemented by teachers' rules for individual shops and classes. The academic/vocational success and safety of students are contingent on students maintaining appropriate and responsible behavior. Therefore, in addition to disciplinary actions imposed by the teacher for inappropriate behavior in class, shop and/or the disciplinary action provided in this handbook, any student reported to be disruptive in class or shop and/or in violation of the safety precautions established by the teacher may be removed from that class/shop for a period of time designated by an administrator.

The administration will make every effort to notify parents by telephone of a student's suspension. All suspensions are confirmed by letter as soon as possible after the penalty is imposed. Because all members of the school community are subject to both the laws of the Commonwealth and Town Ordinances, the school will report acts, which may violate the law to the police as appropriate. These acts include, but are not limited to possession and use of controlled substances and weapons; illegal use of alcohol; behavior of students which endangers the safety of themselves or others; theft; improper use of motor vehicles; vandalism, etc.

Code of Conduct / Student Discipline

Penalties or suspensions will be served on those dates specified by the administration. Suspensions will be served on consecutive days. If a suspension ends on the day prior to a weekend or vacation, then the student is ineligible to participate in or attend any activities on the following day. When the period of suspension includes a weekend or vacation period, the student is ineligible to participate in or attend any activities throughout the entire period. Students who are suspended from school are not allowed to be in school or on school property at any time during the period of suspension and are not allowed to attend any school-sponsored activities.

In determining the severity of the penalty or suspension, the administration may consider all relevant factors, including, but not limited to the following:

- a. the student's previous disciplinary record.
- b. the severity of disruption of the educational process.
- c. the degree of danger to self, others, and the school in general.
- d. the degree to which the student is willing to change his/her inappropriate behavior.

All rules and regulations are subject to review through the School Council.

Any student who negligently disregards or willfully disobeys the proper rules, instructions or orders of the school or any administrator, teacher or employee of the school while at any function under school supervision may be disciplined including possible suspension or permanent exclusion depending on the facts involved.

Any student who has been suspended on three (3) occasions during any one (1) school year, and who thereafter engages in conduct for which the student might be suspended, shall have his case referred to the Superintendent-Director for his actions. The Superintendent-Director may refer the matter to the school committee for their actions, or may impose discipline as follows:

- A. The school committee authorizes the Administration after a hearing to suspend a student from school for violation of school rules for a period not to exceed forty-five (45) school days, and the withdrawal of all after school privileges for a period not to exceed one (1) calendar year.
- B. Withdrawal of all or selected school privileges (to include suspension of driving/parking privileges) except class attendance or academic work, which withdrawal may include the privilege to enter or remain on school property or attend school functions off school property except at times specifically designated by Superintendent-Director.

SUSPENSION PROTOCOL

Any student who negligently disregards or willfully disobeys the proper rules, instructions, or orders of the school including functions under school supervision may be disciplined including possible suspension or permanent exclusion depending upon the facts involved. In cases of severe violations of school rules, the administration may immediately refer students for an Exclusionary Hearing before the School Committee's Discipline Sub-Committee.

Code of Conduct / Student Discipline

1st Suspension

A student who is suspended for the first time shall receive a letter sent registered mail return receipt requested from the Administrative Assistant. Such letter shall clearly identify the action to be taken should a second suspension occur.

2nd Suspension

Upon completion of the suspension a mandatory parent/guardian conference will be scheduled. The conference shall be scheduled no later than three (3) days following the end of the suspension period. The Administrative Assistant shall chair the meeting and participants will include the child's guidance counselor. The parent/guardian, as well as the student, will sign a statement acknowledging the consequences to be faced in the event that a future suspendable offense occurs and that the child will not be allowed to return to school until an Administrative Hearing is scheduled. As with the first suspension, the Administrative Assistant shall notify the parent/guardian of the suspension.

3rd Suspension

A student suspended for a third time shall not be allowed to return to school until an Administrative Hearing is conducted. The Principal shall chair the Hearing with the Administrative Assistant in attendance. If the student receives Special Education Services, the Special Services Coordinator shall participate. In addition, the child's guidance counselor shall attend. At the conclusion of the Hearing a determination shall be made to:

(1.) Allow the student to return to school under a written probationary contract.

-or-

(2.) Refer the child to the Superintendent-Director. The student shall remain suspended until the meeting occurs. The Superintendent-Director upon hearing the matter shall readmit the student under a written probationary contract or refer the student for an Exclusionary Hearing before the School Committee's/Discipline Sub-Committee.

4th Suspension

A student suspended for a fourth time shall not be allowed to return to school until a meeting has been scheduled with the Superintendent-Director. The length of the 4th suspension shall be determined by the Superintendent-Director. At the meeting, the parent/guardian and the student will be expected to justify the child's continued enrollment at Old Colony. At the conclusion of the meeting a determination shall be made to:

(1.) Readmit the student under a written probationary contract.

(2.) Refer student for an Exclusionary Hearing before the School Committee's Discipline Sub-Committee.

5th Suspension

Automatic referral to the School Committee's Discipline Sub-Committee. The student will remain under suspension until the date of the Exclusionary Hearing.

TYPES OF SUSPENSIONS

In-School- A student placed on in-school suspension will be confined to the In-School Suspension Room. The student will be denied all customary privileges.

Out Of School- A student will receive a zero if suspended on a shop day. He/she will be able to make up tests and quizzes for academic classes.

Listed below are the violations which will result in referral to the administration and may result in suspension or permanent exclusion.

1. SMOKING

Section 37H Chapter 71 of the Acts of 1993, prohibits the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual.

Smoking is prohibited by law. Tobacco products will be confiscated by the administration.

1st Offense: Alternative Detention

2nd Offense: Saturday Detention

3rd Offense: Saturday Detention

4th Offense: One-day Outside Suspension, (1) unexcused absence

2. ASSAULT/BATTERY AND DEFAMATION

Any student who directly or indirectly while on school property, or a school bus, or while under school supervision, or at any place where a school supervised activity is taking place, assaults, batters or threatens and/or puts another person in fear or the safety of his/her person or property may be suspended or permanently excluded from school, depending on the facts of situation.

Any student who intentionally abuses the dignity of another person through insulting or degrading personal remarks or conduct, shall be subject to possible suspension.

3. CRIMINAL VIOLATIONS

Violators of criminal laws must understand that criminal behavior may be handled in the courts, in addition to the penalties imposed as part of school discipline.

4. MALICIOUS DESTRUCTION OF SCHOOL OR PRIVATE PROPERTY

The malicious destruction of school or private property is a crime under the laws of the Commonwealth and the persons believed to be guilty will be prosecuted.

A student who has willfully or maliciously damaged property may be suspended or permanently excluded from school depending on the facts. In all such cases a student will be assessed for the replacement cost of the damaged property.

5. ALCOHOLIC BEVERAGES/BREATHALYZER

Use, possession, sale, receipt, or transportation of alcoholic beverages as defined by General Laws, Chapter 138 is prohibited.

Being under the influence of alcoholic beverages, influence of drugs or smelling of alcohol so as to be readily evident to persons nearby shall result in suspension.

In any situation of suspected student alcohol use, the first step of the school shall be to notify the parent.

Due to health and safety concerns, if school officials believe a student is under the influence of alcohol during the school day or on school grounds, the student may be asked to take a Breathalyzer test. The request that the student voluntarily take a Breathalyzer test shall be made in order to give the student the opportunity to prove that the student has not consumed an alcoholic beverage.

A student who tests positive for alcohol or who refuses to take the test may be subject to disciplinary action based on observable evidence of the student's misconduct.

6. FIGHTING

A student involved in a fight or physical confrontation will receive a suspension. The number of days will depend on the severity of the fight. Fighting could also result in police involvement.

7. THEFT

All thefts large and small must be reported to the Administration immediately.

Thefts may be reported by the school to the Rochester Police Department which could result in criminal proceedings.

Loss or damage to district property through theft made possible by neglecting to use available security measures will be at the financial responsibility of the person to whom the property was entrusted.

8. OBSCENITIES

The use of obscenities or obscene behavior directed at an instructor or staff member.

9. LASER DEVICES

Use of any laser device is strictly prohibited.

10. SAFETY VIOLATIONS

Violation of safety rules - SERIOUS HORSEPLAY - A student participating in serious "horseplay" in shop, academics, or any area under jurisdiction of the school, that could possibly harm others or damage the school will be suspended from school.

11. INHALANTS

Inhalants are substances which are sniffed by students for the purpose of becoming high. These items may include, but are not limited to, gasoline, sprays, typing white out, propane, lighter fluid, "whippet",

Code of Conduct / Student Discipline

laughing gas, etc. Usage or possession of these items, is a suspensible offense. Items used in conjunction with shop, academic work, or learning activities, and with the permission of the teacher, is acceptable.

12. GAMBLING

No gambling of any kind is allowed on school property.

13. CONTROLLED SUBSTANCES (refer to #15 & #16)

Use, possession, sale, receipt, keeping, or transportation of a controlled substance, drug paraphernalia or conspiring to do any of these may result in police involvement, suspension, and/or referral to the Principal.

14. WEAPONS (See #16)

The use of any device or object which may be used to threaten or endanger the safety and well being of students and staff.

15. Massachusetts General Law. Chapter 71, Section 37H

(a) Any student who is found on school premises or at school sponsored or school related events, including athletic games, in **possession of a dangerous weapon**; including, but not limited to, a gun or knife; or a **controlled substance** as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from school or school district by the Principal.

(b) Any student who **assaults a school administrator, teacher, teacher's aid or other educational staff** on school premises or at school sponsored or school related events, including athletic games, may be subject to expulsion from the school or school district by the Principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing, the Principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent-Director. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent-Director of his appeal. The student has the right to counsel at a hearing before the Superintendent-Director. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student violated any provisions of this section.

(e) When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.

(f) A student transferring into Old Colony must provide the school system with a complete school record of entering student. Said record shall include, but not limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

16. Massachusetts General Law. Chapter 71, Section 37H ¹/₂

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said Principal if said Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent-Director.

The student shall have the right to appeal the suspension to the Superintendent-Director. The student shall notify the Superintendent-Director in writing of his request to appeal no later than five calendar days following the effective date of the suspension. The Superintendent-Director shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The Superintendent-Director shall have the authority to overturn or alter the decision of the Assistant Superintendent-Director, including recommending an alternate educational program for the student. The Superintendent-Director shall render a decision on the appeal within five calendar days of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Principal of a school in which the student is enrolled may expel said student if such Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent-Director.

The student shall have the right to appeal the expulsion to the Superintendent-Director. The student shall notify the Superintendent-Director, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The Superintendent-Director shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The Superintendent-Director shall have the authority to overturn or alter the decision of the principal; or Assistant Superintendent Director, including recommending an alternate educational program for the student. The Superintendent-Director will render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city; town or regional school district with regard to the expulsion.

Upon expulsion of such student, no school or school district shall be required to provide educational services to such student. (This section was added by Chapter 380 of the Acts of 1993 on January 4, 1994.)

FIREARMS

Massachusetts General Law Chapter 71-Section 10 as added by Chapter 150 of the acts of 1987

Whoever not being a law enforcement officer and notwithstanding any license obtained by him/her under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university without the written authorization of the board or officer in charge of such school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for more than one year, or both. For the purpose of this paragraph, 'firearm' shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

DETENTION OFFENSES

The following are Detention Offenses and may be subject to other suitable disciplinary action (including suspension). The severity of each case will be determined by the Administration.

1. The presence of a student in other than the assigned place without a pass.
2. Entry into custodial and shipping/receiving area without proper authority.
3. Entry into gym locker room without proper authority.
4. Forgery.
5. Loss or failure to return on a timely basis, important school documents.
6. Failure to report to teacher detention or administrative detention will result in alternative detention.
7. Unauthorized use of audio/visual and communication devices is prohibited unless it is a part of an educational exercise that has been approved by the administration.
8. The use of obscenities and obscene behavior.
9. Possession of tobacco products and tobacco paraphernalia, including, but not limited to, matches, lighters, papers, and chewing tobacco.
10. TRUANCY- A student who is absent from school except for an excusable cause may be deemed truant. This applies to students who may have entered upon district property sometime during the day as well as those who did not appear at all, and students with assignments away from school who do not report to the appointed place without a good cause. Any student who is truant will serve an alternative detention.
11. TARDY TO SCHOOL - Any student who is tardy more than three (3) times in a trimester or nine (9) times for the school year will receive the following disciplinary action:
 - 1st Offense- Warning
 - 2nd Offense- (1) Administrative Detention (unless accompanied by written excuse).
 - 3rd Offense- Loss of driving privilege for ten (10) days and/or one (1) Alternate Detention.

Excessive tardiness will be reviewed by the Administrative Assistant or the Assistant Superintendent-Director.

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12. Open beverage containers are strictly prohibited.
13. Any display by a student(s) of intimate affection in the school or at a school function (i.e. kissing, holding hands, etc.) is not appropriate behavior. (Repeat offenders may be suspended.)
14. All cell phones must be turned off during shop and class time. Cell phones are not to be used during school hours unless it is a part of an educational exercise that has been approved by the administration.
15. Cheating and plagiarism is prohibited, and will result in the loss of credit.

AFTER-SCHOOL DETENTION

The rules governing the after school detention shall be as follows:

1. Hours:

2:20 p.m. - 3:20 p.m. Monday through Thursday

2. Referrals:

- A. Students assigned by the office to detention.
- B. If an assigned detention is given by a teacher on a Thursday, the student is expected to serve detention that night* (24 hour notice is not in effect on Thursday).

3. Behavior:

- A. All office referrals must be in detention by 2:20 p.m.
- B. All students must be quiet at all times.
- C. Students will be allowed to do academic and related work only.

4. Infractions and Penalties:

- A. Late to detention: One (1) additional detention.
- B. Talking in detention:
 1. First offense, verbal warning.
 2. Second and subsequent offenses: one (1) additional detention for each offense.
- C. Repeated referrals by office or teacher:
 1. More than three (3) referrals in one (1) cycle will result in, one (1) day suspension.

ALTERNATE DETENTION PROGRAM

The rules governing the Alternate Detention program shall be as follows:

Old Colony reserves the right to use the Alternative Detention program in lieu of a suspension.

1. Hours:

2:20 p.m.- 5:20 p.m. Wednesday.

2. Referrals:

- A. Failure to report for teacher or administrative detention.
- B. Excessive tardiness
- C. Smoking
- D. Truancy

3. Behavior:

- A. Students report directly to Alternative Detention at 2:20 p.m.
- B. Students must bring academic, related or shop textbook and materials.

4. Infractions or Penalties:

- A. Failure to report for Alternate Detention may result in a parent teacher conference the following day.

* Note: Buses will be provided when available. When buses are not available students will have to secure their own transportation.

SATURDAY SCHOOL PROGRAM

Assignment to Saturday school will be made by the School Administration. It begins promptly at 8:00 a.m. and ends at Noon. Saturday school will be assigned for failure to serve School Detention, Alternative Detention, and other violations of the Discipline Code. With administrative approval, a student may serve school detentions in Saturday school. Out-of-School Suspension days assigned due to failure to serve Saturday school are not school approved absences.

IDEA DISCIPLINE POLICY

Procedures for suspension up to 10 days and after 10 days: General requirements

1. Any eligible student may be suspended up to 10 days in any school year.

Code of Conduct / Student Discipline

2. After a student with disabilities has been suspended for 10 days in any school year, during any subsequent removal the public school provides sufficient services for the student to continue to receive a free and appropriate public education.
3. The school provides additional procedural safeguards for students with disabilities prior to any suspension beyond 10 consecutive days or more than 10 cumulative days (if there is a pattern of suspension) in any school year.

Procedures for suspension of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days; responsibilities of the Team; responsibilities of the district.

1. A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern are considered to represent a change in placement.
2. Prior to a suspension that constitutes a change in placement of a student with disabilities, district personnel, the parent, and other relevant members of the Team, as determined by the parent and the district, convene to review all relevant information in the student's file, including IEP, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP- "a manifestation determination."
3. If district personnel, the parent, and other relevant members of the Team determine that the behavior is NOT a manifestation of the disability, then the district may suspend or expel the student consistent with policies applied to any student without disabilities, except that the district must still offer:
 - a. services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and
 - b. as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.
4. **Interim alternative educational setting.** Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days.

- a. on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or considered case by case, unique circumstances; or
- b. on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is "substantially likely" to injure him/herself or others.

Characteristics. In either case, the interim alternative education setting enables the student to continue in the general curriculum and to continue receiving services identified on the IEP, and provides services to address the problem behavior.

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5. If district personnel, the parent, and other relevant members of the Team determine that the behavior IS a manifestation of the disability, then the Team completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews it and modifies it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative educational setting in accordance with part 4, the student returns to the original placement unless the parents and district agree otherwise.

6. Not later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise.

Procedural requirements applied to students not yet determined to be eligible for special education

1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:

- a. The parent had expressed concern in writing; or
- b. The parent had requested an evaluation; or
- c. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.

The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.

2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.

3. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

DISCIPLINE AND SECTION 504

Students served under Section 504 and the ADA are treated similar to students served under IDEA with regard to discipline. First, these students can definitely be disciplined. Rules and standards can be applied to these students just as they are applied to nondisabled students. The important thing to consider is that these students have an equal opportunity to be successful with classroom rules and behavioral regulations. In order to ensure this with some students, a behavior intervention plan may be necessary to have in place. Before taking certain actions with students served under Section 504 and the ADA, school personnel must follow specific steps. The following summarizes some of the considerations when dealing with students protected by these two laws:

Code of Conduct / Student Discipline

1. Disciplinary procedures for students under 504 and the ADA are similar to those under IDEA.
2. Under IDEA, 504, and the ADA, all students are entitled to oral or written notice of charges and the opportunity to tell their side before suspensions of 10 days or less, and a formal hearing before a suspension of more than 10 days.
3. Expulsion or suspensions of 10 or more days are considered a change of placement and require procedural requirements of IDEA or 504/ADA.
4. A manifest determination must be made before suspending or expelling a student under IDEA or 504/ADA for more than 10 days; a manifestation determination is not required for a suspension of less than 10 days (unless this results in a cumulative suspension of more than 10 days).
5. Suspensions of less than 10 days are permissible but cannot set a pattern (school officials should review appropriateness of the placement if cumulative time is more than 10 days).
6. If a manifest determination shows no relationship between the behavior and disability, then the student may be disciplined as any other student.
7. If a manifest determination shows that there is a relationship between the behavior and disability, then the student may NOT be expelled or suspended; the school should consider the appropriateness of the current program and consider appropriate changes.
8. Special Education students who are expelled must continue to receive a FAPE; 504 students do not have to be provided with FAPE during expulsion or suspension for behavior not related to the disability.
9. Students currently engaged in drug or alcohol abuse are not protected under Section 504.

From: Smith, T.E.C., (2004). tecsmith@uark.edu). Reprinted with permission.
Section 504, the ADA, and public schools: A handbook for educators. Fayetteville, AR.

Student Information

ATHLETICS

Interscholastic athletics are encouraged and the school presently has teams in: Football, Soccer, Baseball, Basketball, Volleyball, Softball, Cheerleading, Golf and Cross Country.

Students must adhere to M.I.A.A. rules and regulations as to eligibility to represent the school and must show evidence of good citizenship.

CHEMICAL HEALTH RULE

Part 1 - CHEMICAL HEALTH RULE

RULE 62: Student (and Coach) Eligibility: Chemical Health/Alcohol/Drugs/Tobacco

62.1 During the season of practice or play, a student shall not, regardless of quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as “NA or near beer”. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor. This rule represents only a minimum standard upon which schools may develop more stringent requirements.

This MIAA statewide minimum standard is not intended to render “guilt by association”, e.g. many student athletes might be present at a party where only a few violate this standard.

If a student in violation of this rule is unable to participate in interscholastic sports due to injury, academics, or otherwise, the penalty will not take effect until that student is able to participate again.

MINIMUM PENALTIES

FIRST VIOLATION:

When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.

#of Events/Season	#of Events/Penalty
1-7	1
8-11	2
12-15	3
16-19	4
20 or over	5

SECOND & SUBSEQUENT VIOLATIONS:

When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season.

Student Information

#of Events/Season	#of Events/Penalty
1-3	1
4	2
5-6	3
7-8	4
9	5
10-11	6
12-13	7
14	8
15-16	9
17-18	10
19	11
20 or over	12

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season.

#of Events/Season	#of Events/Penalty
1-4	1
5-7	2
8-9	3
10-12	4
13-14	5
15-17	6
18-19	7
20 or over	8

Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

62.2 Coaches - During practice or competition, a coach shall not use any tobacco product.

62.3 Steroid Use - Anabolic androgenic steroid use at the high school level is of grave concern. Steroids are used by some athletes, and the seriousness of the problem has been well documented. A recent study indicates that over 3% of high school seniors have tried steroids in their lifetime (NIDA, 2004). High school coaches may not be able to prevent the use of steroids altogether, but they can clearly and forcefully discourage their use. Coaches should take a proactive role, learning about steroids, and then providing this information to their athletes.

Steroids can, with proper diet and weight training, increase muscle development; however, as is typical with most "get-rich-quick" schemes, steroid use has serious short and long term consequences.

Normal and equal musculature development can occur without steroid use. Although the natural process takes longer, muscle tone will last longer and does not carry the harmful side effect of steroids.

Most coaches would not promote steroid use intentionally. Total silence by coaches however, condones use in some young people's minds. Even though steroids may not be mentioned when it is suggested to an athlete that his/her success is limited only by a lack of weight and/or strength, without a disclaimer the statement can be a motivation to use steroids. The pervasiveness of the drugs that allow for development of increased weight under the aforementioned circumstances is a coercive power that is difficult for young athletes to resist without knowing what the side effects of the drugs may be.

Student Information

The issue goes beyond protecting the integrity of sport. The use of steroids in sports is cheating. We must oppose the use of steroids for both health and ethical reasons.

MINIMUM PENALTIES AND RECOMMENDATIONS FOR ATHLETIC ACTIVITIES FIRST VIOLATION:

Penalty-When the principal confirms, following an opportunity for the student to be heard, that a violation occurred the student should lose eligibility for the next two (2) consecutive interscholastic events, or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program, although such participation is recommended. It is expected that the student be allowed to remain at practice for the purpose of rehabilitation.

SECOND AND SUBSEQUENT VIOLATIONS:

Penalty- When the principal confirms, following an opportunity for the student to be heard, that a second or subsequent violation occurred, the student shall lose eligibility for the next twelve (12) consecutive interscholastic events or twelve (12) consecutive weeks, whichever is greater, in which the student is a participant.

If after the second or subsequent violation the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in the MIAA activities after a minimum period of six (6) weeks. Such certification must be issued by the doctor or a counselor of a chemical dependency treatment center.

Penalties shall be cumulative each academic year but a penalty period will extend into the next academic year.

TOOL KITS

To provide you with the utmost in learning opportunities we are suggesting that you have your own basic tool kits. You will then learn to care for, maintain, and appreciate a good tool kit that can be added to over the years.

For the convenience of our students, the shop teachers have compiled a list of hand tools and tool boxes which may be purchased from any supplier, department store etc. These lists may be obtained from the shop teachers.

We will continue to provide an adequate supply of tools for all students enrolled in the shops.

All tools and instruments used in the shops and laboratories are furnished at school district expense. When tools, instruments, or materials are removed from a tool crib, the student to whom they were issued to is held responsible for the return of such items. **STUDENTS ARE NOT PERMITTED TO BORROW TOOLS TO TAKE HOME.**

STUDENT LOCKERS

Master keys and copies of combinations for lockers are retained by the school. Only school issued locks are to be attached to school lockers. All unauthorized locks will be removed at the student's expense. Certain items may not be stored in lockers (including, for example; weapons, illegal drugs, alcohol beverages, stolen property, etc.) and the school retains the right to inspect lockers periodically for compliance with these rules. Each student will use his/her assigned locker. Sharing of lockers is not permitted.

Student Information

SCHOOL LIBRARY (Instructional Media Center)

The business of the IMC consists of two (2) important parts. Not only do we try to supply books for pleasure reading and course enrichment, but also we are now concerned with the newer non-print materials and their machines for viewing.

As each student who comes to us has his/her own unique problem, we appreciate your doing as much as you can for yourself in as quiet and businesslike manner possible.

The library is open from 7:45 a.m. until the close of school each day.

A. Library Conduct

1. The library is intended to be a comfortable, and quiet area for research, study and browsing. Students are expected to respect the rights of others to enjoy a quiet area in which they may read.
2. Any destruction to the facilities will result in immediate disciplinary action.
3. Students are responsible for all materials which they borrow from the library. Lost or damaged material must be paid for.
4. Students abusing library privileges or taking materials without properly checking them out will lose the privilege of using the library in the future.

B. Book and Magazine Circulation

1. Books in the general collection may be checked out for a period of two (2) weeks. If necessary they may be renewed for another two (2) week period unless there is a waiting list for that book.
2. Students are limited to taking out two (2) books at a time from the library.
3. Back issues of magazines may be checked out for one (1) week period. Current magazines may not be checked out.
4. Reserve books may be checked out at the close of school and must be returned before first period of the following day.
5. Reference books may not be taken out of the library without the special permission of the librarian.
6. Pamphlets or pictures from the Vertical File may be taken out for a one (1) week period.

C. Over Due Materials

1. Fines of five (5) cents per day are charged to students for any over due materials, (only school days are counted).
2. Overdue book notices are sent to students via the teachers.

ACADEMIC ELIGIBILITY

The eligibility to participate in nonathletic extracurricular activities (i.e. Skills USA) is determined by a student's grades in shop and academics. At the end of the first and second trimesters, students' report cards will be checked by their advisor. If a student is not meeting the eligibility requirement, he/she will not be allowed to participate for the following trimester. At the end of the school year, the cumulative average for the year will be used to determine eligibility for the fall. (Note: Both the Student Council and National Honor Society have their own constitution and eligibility requirements.)

Student Information

A student must be passing shop to be academically eligible. In addition, a student must be passing sufficient courses in their academic cycle to accumulate the equivalent of 13.5 credits out of the possible 18.5 credits.

5.0 credit course: English, Related Courses (Grades 11 & 12) and Math

2.5 credit courses: Math, Social Studies, Science, Business, Spanish, Study Skills Support and Related Courses (Grades 9 & 10).

1.0 credit courses: Physical Education and Health

Students wishing to run for any office in any organization, interested in serving in an advisory council, or acting as a school representative in any program, must complete a nomination form available from the advisor. This form will include the recommendation of at least two teachers.

SEX EDUCATION: PARENT/GUARDIAN NOTIFICATION POLICY

M.G.L. Chapter 291

Ninth and tenth grade students participate in Health Education and Biology Classes. A section of the health curriculum involves human sexuality issues. Topics addressed include: Growth & Development; Decision-Making; Postponement/Abstinence; Reproduction & Birth Control; Communicable Diseases; Relationships; Sex vs. Sexuality; Sexual Harassment; and Prevention/intervention of Date Rape. Students will participate in a voluntary Student Health Behavioral Survey relating to these topics. The survey is a requirement for State/Federal funding.

Parents/Guardians and other interested parties may schedule an appointment to inspect and review the curriculum and instructional materials by contacting the Principal at (508) 763-8011 during school hours.

Parents/Guardians may exempt their children from any portion of the curriculum pertaining to human sexuality issues through written notification to the Principal. Students formally exempted by their parents will not be penalized in any manner.

WORK PERMITS

According to law, any person under the age of eighteen (18) must obtain a working permit from the Office of Superintendent-Director whenever he/she obtains a position for the first time or is making a change in employment. He/she must apply in person.

Applicants must have a legal job in the State of Massachusetts, proof of age and residence in the city or town where applying.

Students must also have a social security number. Social security numbers may be obtained by applying at your local social security office.

SCHOOL LUNCH PROGRAM

Students may purchase school meals through the school lunch program on a daily basis. No charging of school lunches or ala carte items is allowed.

Student Information

Applying for Free and Reduced Price School Meals

Financially eligible students may qualify for free or reduced price lunch. Applications are sent home at the beginning of each school year. However, you may apply for free or reduced price lunch at any time throughout the school year by submitting a household application directly to the school's main office. Forms may also be obtained from the main office at the school or on the Old Colony webpage. *Note: Incomplete applications cannot be processed.*

MCAS INFORMATION

The Department of Elementary and Secondary Education has changed the criteria for earning a high school diploma by requiring that students either meet or exceed the proficiency score of 240 on both grade 10 MCAS English Language Arts and Mathematics Tests, or meet or exceed a scaled score of 220 on both tests and fulfill the requirements of an Educational Proficiency Plan (EPP). In addition, students must attain a scaled score of 220 on the MCAS Science Test.

An Educational Proficiency Plan (EPP) is an educational planning tool which is developed for the subject area(s) in which students did not score at least 240 and includes:

- A review of the student's strengths and weaknesses based on MCAS and other assessment results, coursework, grades, and teacher input;
- The courses the student will be required to take and successfully complete in grades 11 and 12 in the relevant content area(s); and
- A description of the assessments the school will administer to the student annually to determine whether s/he is making progress toward proficiency.

School districts have the option of including additional EPP requirements for individual students, such as school day attendance and participation in academic support programs.

A student's EPP will be reviewed annually and modified or updated as needed. Students and parents/guardians are encouraged to be active participants in the development of the EPP.

The high school principal or designee is responsible for determining whether a student has successfully fulfilled all the requirements of an EPP. Students can "fail" by not successfully completing required courses in the relevant content area(s) and/or not participating in the annual assessment identified in their EPP.

Old Colony's Educational Proficiency Plan (EPP) & Diploma Requirements

- Meet the Old Colony graduation requirements per the Student Handbook.
- Comply with the Old Colony Attendance Policy.
- Successfully complete (attaining at least a C average) the ELA and/or Mathematics required course(s).
- Participate in the District's Pre and Post Course Assessment(s) to demonstrate measurable progress toward Proficiency.
- Participate in the MCAS EPP/MCAS Retest Test(s) to demonstrate measurable progress toward Proficiency and/or to demonstrate Proficiency.
- Mandatory participation in Support Program(s) for students who scored below 240 on their 10th Grade MCAS/MCAS Retests/EPP MCAS test(s).

Student Information

ACADEMIC SUPPORT PROGRAMS

Students scoring below 240 on the English Language Arts and/or Math MCAS tests are eligible to participate in the following Old Colony Programs:

- Title I Before School English Language Arts and Math Programs
- Summer English Language Arts, Math, and Science Programs
- Saturday English Language Arts, Math, and Science Programs

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.

Student Responsibilities

- 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

Student Responsibilities

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.
- Student email accounts are included with the oldcolony.info Google Apps for Education account. It is to be used for educational purposes only. This includes communicating with teachers, perspective employers, and post secondary education. Students must have no expectation of privacy.
- 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.

Student Responsibilities

- Students will not attempt to gain unauthorized access to any portion of the Old Colony RVTTHS 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 RVTTHS 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

Student Responsibilities

regulation and policy may result in a loss of access as well as other disciplinary or legal action.

- 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.

Student Responsibilities

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.

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.

Student Responsibilities

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. Slippers are not to be worn as shoes. Blankets or throws are not allowed in shop or classrooms.

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.

Student Responsibilities

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

Student Responsibilities

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.

Student Responsibilities

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

Student Responsibilities

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.

Student Responsibilities

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.

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 and presentations focusing on the wellbeing of our students. The programs and presentations will include but are not limited to issues that focus on: academic areas; career education and college readiness; social and emotional wellbeing; and responsible decision making. The programs will vary depending on the student's grade level.

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 orientation or homelessness.

Student Services

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 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

Student Services

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

Student Services

- 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 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.

Student Services

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

Student Services

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)
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 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.

Student Services

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:

[» SUBMIT](#) [» CANCEL](#)

4. You may complete additional sections if you have more than one child.
5. Click on “Submit” when the form is complete.
6. You should receive the following notice that your application has been received.



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 entered within 2 weeks of being earned.
- When emailing teachers:
 - Please indicate your child's name in the subject line.
 - 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
4-year period	133.0 credits

Student Services

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:
 - death of a relative/bereavement leave

Student Services

- 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 Courses.

Grade Nine Students

1. Academic placement for all grade 9 students is reviewed prior to the conclusion of Trimester One. Any schedule changes that need to be made will be processed at that time. No further changes will be made prior to the conclusion of the school year.
2. A final grade average of "C" or higher in all College Prep classes is required in order to remain in College Prep Classes. Students not maintaining this requirement will have their status re-evaluated by an Academic Review Committee.
3. Students requesting a transfer to 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.

COURSES

2012-2013

Grade 9

College Prep English
College Prep Algebra I
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
Algebra II, Pt. 2 & 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 & Trigonometry
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

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 & 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. Candidates eligible for selection must be members of the sophomore, junior, or senior class.

Selection for membership is based upon the following four criteria:

Student Services

Scholarship:

Candidates eligible for election shall have a minimum cumulative grade point average of 3.5.

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 scholarship, 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 2012-2013

Teacher Orientation – Thursday, August 30, 2012

FIRST TRIMESTER

Begins: Tuesday, September 4, 2012

Ends: Tuesday, November 20, 2012

DAYS OUT

August 31, 2012 (Friday) Labor Day Weekend

September 3, 2012 (Monday) Labor Day

October 8, 2012 (Monday) Columbus Day

November 12, 2012 (Monday) Veterans' Day

November 21, 2012 (Wednesday) through November 23, 2012 (Friday) Thanksgiving Recess

SECOND TRIMESTER

Begins: Monday, November 26, 2012

Ends: Friday, March 1, 2013

DAYS OUT

December 24, 2012 (Monday) through January 1, 2013 (Tuesday) Christmas Recess

January 21, 2013 (Monday) Martin Luther King Day

February 18, 2013 (Monday) through February 22, 2013 (Friday) Winter Recess

THIRD TRIMESTER

Begins: Monday, March 4, 2013

Ends: *Monday, June 24, 2013

DAYS OUT

March 29, 2013 Good Friday

April 15, 2013 (Monday) through April 19, 2013 (Friday) Spring Recess

May 27, 2013 (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 2, 2013

Student Services

CYCLE SCHEDULE 2012-2013 SCHOOL YEAR

SEPTEMBER

9/4 – 9/14	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMIC)	Maroon
9/17 – 9/28	Sophomore and Senior (ACADEMIC)	Gold
	Freshman and Junior (SHOP)	Gold

OCTOBER

10/1 – 10/12	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMIC)	Maroon
10/15 – 10/26	Sophomore and Senior (ACADEMIC)	Gold
	Freshman and Junior (SHOP)	Gold

OCTOBER/NOVEMBER

10/29 – 11/9	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMIC)	Maroon
11/13 – 11/20	Sophomore and Senior (ACADEMIC)	Gold
	Freshman and Junior (SHOP)	Gold

END OF FIRST TRIMESTER

NOVEMBER/DECEMBER

11/26 – 12/7	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMIC)	Maroon
12/10 – 12/21	Sophomore and Senior (ACADEMIC)	Gold
	Freshman and Junior (SHOP)	Gold

JANUARY

1/2 – 1/11	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMIC)	Maroon
1/14 – 1/25	Sophomore and Senior (ACADEMIC)	Gold
	Freshman and Junior (SHOP)	Gold

JANUARY/FEBRUARY

1/28 – 2/8	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMIC)	Maroon

Student Services

FEBRUARY/MARCH

2/11 – 3/1	Sophomore and Senior (ACADEMIC)	Gold
	Freshman and Junior (SHOP)	Gold

END OF SECOND TRIMESTER

MARCH

3/4 – 3/15	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMIC)	Maroon

MARCH/APRIL

3/18 – 3/28	Sophomore and Senior (ACADEMIC)	Gold
	Freshman and Junior (SHOP)	Gold
4/1 – 4/12	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMIC)	Maroon

APRIL/MAY

4/22 – 5/3	Sophomore and Senior (ACADEMIC)	Gold
	Freshman and Junior (SHOP)	Gold
5/6 – 5/10	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMIC)	Maroon
5/13 – 5/24	Sophomore and Senior (ACADEMIC)	Gold
	Freshman and Junior (SHOP)	Gold

MAY/JUNE

5/28 – 5/31	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMICS)	Maroon
6/3 – 6/7	Sophomore and Senior (ACADEMICS)	Gold
	Freshman and Junior (SHOP)	Gold
6/10 – 6/14	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMICS)	Maroon
6/17 – 6/24	Sophomore and Senior (ACADEMICS)	Gold
	Freshman and Junior (SHOP)	Gold

END OF THIRD TRIMESTER

EXPLORATORY SCHEDULE

CYCLE 1	SEPTEMBER 4 – 7	RELATED EXPLORATORY	1
	SEPTEMBER 10 – 14	RELATED EXPLORATORY	2
CYCLE 2	SEPTEMBER 17 – 21	SHOP EXPLORATORY	1
	SEPTEMBER 24 – 28	SHOP EXPLORATORY	2
CYCLE 3	OCTOBER 1 - 5	RELATED EXPLORATORY	3
	OCTOBER 9 – 12	RELATED EXPLORATORY	4
CYCLE 4	OCTOBER 15 – 19	SHOP EXPLORATORY	3
	OCTOBER 22 - 26	SHOP EXPLORATORY	4
CYCLE 5	OCTOBER 29 – NOVEMBER 2	RELATED EXPLORATORY	5
	NOVEMBER 5 – 9	RELATED EXPLORATORY	6
CYCLE 6	NOVEMBER 13 - 15	SHOP EXPLORATORY	5
	NOVEMBER 16 - 20	SHOP EXPLORATORY	6



2012–2013 MCAS Testing Schedule

Grade	Test	Administration Dates	Number of Sessions	Session Length (Avg. # of Minutes)
November 2012 MCAS ELA and Mathematics Retests				
High school	Mathematics, Session 1	November 1	1	60
	Mathematics, Session 2	November 2	1	60
	ELA Composition, Sessions A and B	November 7	2	45
	ELA Reading Comprehension, Sess.1 and 2	November 8	2	45
	ELA Reading Comprehension, Session 3	November 9	1	45
February 2013 MCAS High School Biology Test				
High school	Biology, Session 1	February 4	1	60
	Biology, Session 2	February 5	1	60
March 2013 MCAS ELA and Mathematics Retests				
High school	ELA Composition, Sessions A and B	February 27	2	45
	ELA Reading Comprehension, Sess.1 and 2	February 28	2	45
	ELA Reading Comprehension, Session 3	March 1	1	45
	Mathematics, Session 1	March 4	1	60
	Mathematics, Session 2	March 5	1	60
March–April 2013 MCAS Tests				
Grade 10	ELA Composition, Sessions A and B	March 19	2	45
	ELA Composition Make-Up	March 28	2	45
Grade 10	ELA Reading Comprehension, Sess.1 and 2	March 21	2	45
	ELA Reading Comprehension, Session 3	March 22	1	45
May 2013 MCAS Tests				
Grade 10	Mathematics, Session 1	May 13	1	60
	Mathematics, Session 2	May 14	1	60
June 2013 MCAS: High School STE Tests Biology, Chemistry, Introductory Physics, Technology/Engineering				
High school	High School STE, Session 1	June 4	1	60
	High School STE, Session 2	June 5	1	60

Notes:

- Refer to the appropriate *Principal’s Administration Manual* (PAM) for more information, including participation guidelines, the prescribed order for administering each grade’s tests, the policy for make-up testing, and deadlines for materials pickup.
- Advanced Placement (AP) exams for spring 2013 were not scheduled when the 2012–2013 MCAS testing schedule was developed. If spring 2013 AP exam dates occur on the same dates as MCAS tests for high school students, tenth graders participating in AP exams scheduled for the same dates as MCAS tests may either participate in the scheduled MCAS test session when finished with the AP exam, or participate in the MCAS test during a make-up session as soon after the regularly administered session as possible. Principals of schools who need a different solution may contact the Department at mcas@doe.mass.edu to request an alternative testing schedule.
- The schedule for English proficiency testing for English language learners will be posted later this year.

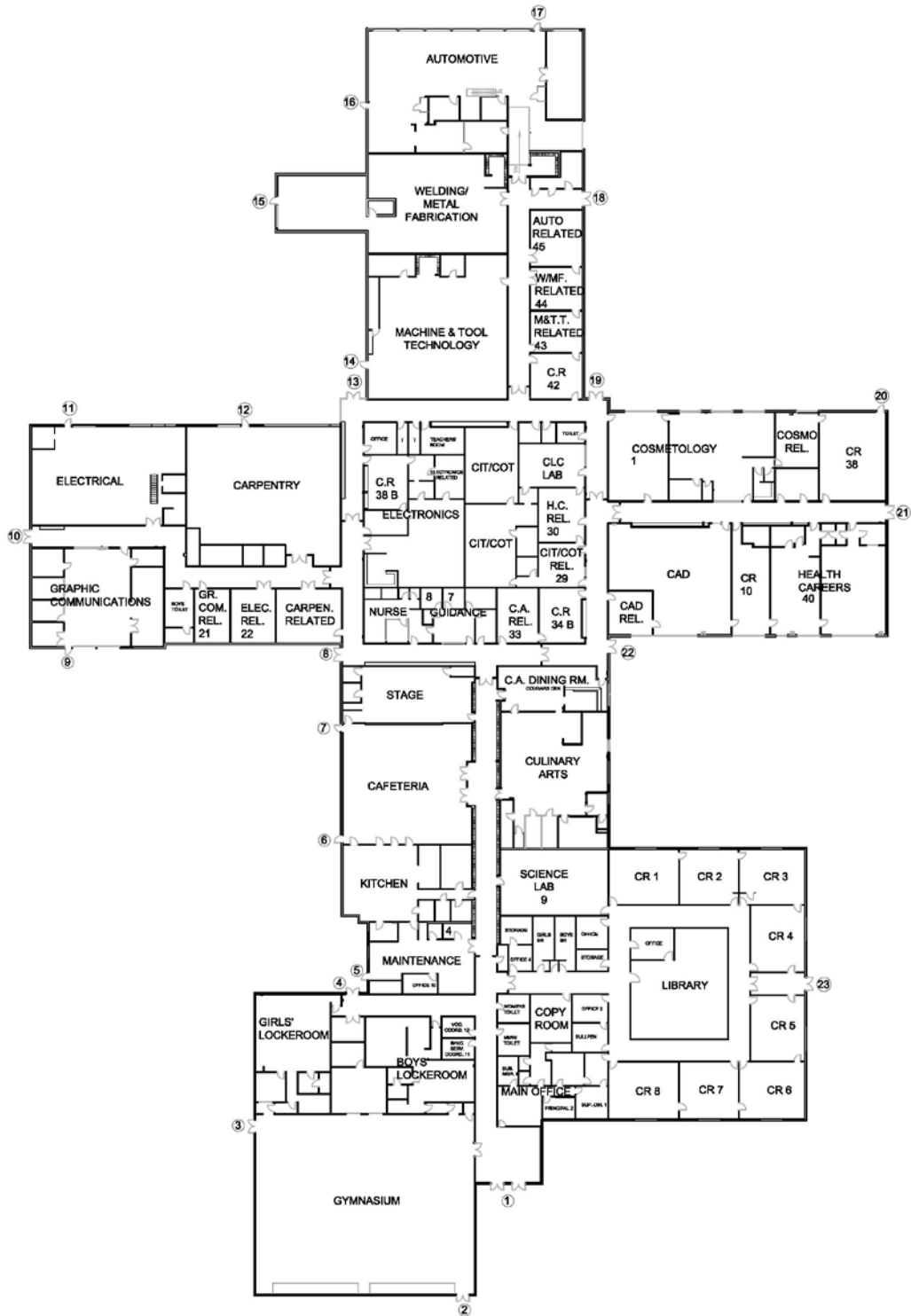
Last updated September 12, 2011

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: _____



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Student Handbook Signature Page

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: _____