OLD COLONY RVTHS
STUDENT HANDBOOK

2018-2019

OLD COLONY
REGIONAL VOCATIONAL TECHNICAL
HIGH SCHOOL DISTRICT

August 2018

Welcome to the 2018-19 school year at Old Colony Regional Vocational Technical High School. The entire school staff joins us with enthusiasm and excitement as this new school year begins.

This handbook outlines the school's rules, policies, and procedures that we follow on a daily basis at Old Colony. We expect all of our students to follow this handbook and work hard at your educational opportunity at this school. Your attendance is important to you and your success every day, so please come to school, on time, every day.

Every day, we will assist you in your educational goals to become college and career ready. Achieving your goals will take hard work and dedication. Whatever your ultimate goals are, this school will offer you all of the tools you'll need to achieve them.

Please review this 2018-19 student handbook carefully and completely with your parent(s)/guardian(s). There is a multitude of information within these pages that will answer many questions that you may have about your school.

The last page of the student handbook must be printed, signed, and returned by each student and parent/guardian that certifies the receipt and acknowledgement of this student handbook and its policies and procedures, as well as the District Acceptable Use Policy for students.

Our best wishes for a great school year!

Aaron L. Polansky, Superintendent
J. Michael Parker, Principal
Bethany Botelho, Vocational Coordinator
Krystla Fay, Special Services Coordinator
Catherine Tuccinardi, Academic Coordinator
Sarah Griffith, Business Manager
David Harrison, Dean of Students

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OLD COLONY REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL DISTRICT

MISSION STATEMENT

Our mission is to prepare and support students for the global demands of society and the workforce through rigorous, vocational-technical and academic courses. This foundation is established within a safe environment that values students' interest, needs, and diversity fostering responsible, productive citizens in our community.

CORE VALUES

Community
Integrity
Perseverance
Professionalism
Respect

BELIEFS ABOUT LEARNING

- All students are provided with the most current vocational, technical, and academic courses of instruction that allow for differences in student interests, aptitudes and abilities.
- Students' compassion towards others is paramount in fostering interpersonal connections collaboratively to ensure a safe, productive and respectful learning environment.
- Each student establishes relationships with community organizations to maximize student learning and promote postsecondary and career opportunities.
- Students will develop effective communication and leadership skills that build upon traits creating reliable work ethic of a civic-minded, life-long learner.
- Students are encouraged to persevere with professional, academic, and personal integrity.

LEARNING EXPECTATION

ACADEMIC & CAREER
OC Students are expected to:

- Develop critical thinking and reasoning skills
- Work independently and collaboratively
- Utilize technical skills and knowledge to solve problems
- Create individual education and career plan
- Communicate with clarity, focus, and consideration of audience and purpose

SOCIAL
OC Students are expected to:

- Exhibit professional skills and behavior
- Accept personal responsibility
- Demonstrate self-respect and empathy for others
- Collaborate with peers and school community

CIVIC
OC Students are expected to:

- Participate in community events
- Model the conduct required of an engaged and responsible citizen
- Demonstrate an understanding of civic duties within their local communities, while exploring global challenges

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 Technology
- Business Technology
- Computer Aided Drafting & Design (CADD)
- Computer Science
- Cosmetology
- Culinary Arts
- Electrical
- Electronic Engineering Technology
- Graphic Communication & Design
- Health Careers
- House & Mill Carpentry
- Machine & Tool Technology
- Metal Fabrication and Joining Technology

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 facility 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.

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 a few minutes. 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.

8. Students who are out of class, for any reason, will leave by the nearest exit and must report a staff member at that exit's gathering location. The staff members will report students' absence/ presence to the administrative staff. Students are to remain at the exit's gathering location unless directed by administration and escorted by an adult, to their original class.

9. Students are to remain at assembly points until instructed otherwise by their teacher.

10. Outside the building be observant. Remember that areas must be kept open for the approach of fire fighters and equipment.

11. Absolute silence is to be maintained throughout the entire drill so that instruction from the teachers and/or fire officials can be heard.

12. 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.

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) no more than five hundred dollars, ($500) or by imprisonment in jail or house of correction for no more than a year.

ALICE (Alert, Lockdown, Inform, Counter/Choices, & Evacuate) SYSTEM

Old Colony Regional Vocational Technical High School utilizes an ALICE SYSTEM in order to react efficiently to a dangerous intruder in the building. The procedure outlined below will allow trained personnel to deal with the problem.

PRACTICE DRILL
To avoid undue chaos, practice drills will be identified as an "ALICE DRILL."

There will be an announcement over the P.A. System and Walkie-Talkie. This would signal to staff and students that anyone in that area would be safer to say where they are. However, if no specific area is designated, then everyone needs to **make an informed decision to flee or barricade in place, lockdown, or barricade in place.**

YOU WILL HEAR "WE HAVE AN ALICE DRILL IN THE BUILDING, PLEASE IMPLEMENT ALL OF ALICE PROCEDURES."

This may or may not include stating what is going on in or outside the building, so staff and students make independent decisions about their safety.

EMERGENCY
If an emergency or problem does arise, and if it is possible, there will be an announcement over the P.A. and Walkie-Talkie System, or if the emergency is anywhere in the school, words to the effect:

"ATTENTION PLEASE… WE HAVE TO INITIATE ALICE PROCEDURES."

This would be announced twice, and repeated if necessary.

THE PROCEDURE WILL BE AS FOLLOWS FOR LOCKDOWN/BARRICADE:

- Act quickly, lock doors, select large items to barricade doors to main hallway, close blinds, turn-off lights, keep quiet and away from the line of sight.
- All students/staff in the corridors should move into the first available area and remain there until the lockdown is cleared.
- A command post will be set up either inside or outside of school.
- No one will be allowed to leave the area until the lockdown is cleared. This may include the police securing and clearing the entire school. They will release each classroom to safety and then a dismissal process will take place, using a paper system, if Internet is down, or a Google spreadsheet with students' names listed are listed alphabetically, and the parents can type their names in when signing their child out of the building.

THE PROCEDURE WILL BE AS FOLLOWS FOR ALICE PROCEDURES:

- Act quickly, find any way possible to flee the building, keep quiet, exit with hands held up and fingers spread, walk or run to gathering spots, DO NOT go to cars and try to leave the premises (staff or students).
- Do not try to leave the school campus until the police have secured and cleared the area.
- Try to access the school's email system to report any circumstances relevant to the incident to either kguenette@oldcolony.us; jmachamer@oldcolony.us; ldeady@oldcolony.us; or kfay@oldcolony.us.
- A command post will be set up either inside or outside of school.
- All students/staff will be transported by buses from Old Colony to Rochester Memorial School to be reunited with their families.
- Parents should not report to Old Colony to pick up their son or daughter. Please go directly to Rochester Memorial School. At Rochester Memorial School, we will have a sign-out system in place: either a paper sign-off sheets (if no Internet access), or a created Google spreadsheet with students' names listed are listed alphabetically, and the parents can type their names in when collecting their child.

Old Colony Regional Vocational Technical High School

ADMISSIONS POLICY

June 21, 2017

Amended July 18, 2018 available online at: www.oldcolony.us

En caso de necesitar esta política de admisión en otro idioma, por favor, póngase en contacto con la oficina central al 508-763-8011.

Que você deve exigir esta política de admissão em outro idioma, entre em contato com o escritório principal em 508-763-8011.

I. INTRODUCTION

An admission process is necessary in vocational technical schools where space is a limiting factor. Vocational technical laboratories (shops) are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such laboratories lacks both the space and flexibility to accommodate the possible needs and/or interests of all applicants. Therefore, a selection process is necessary to determine which applicants may most benefit from such educational opportunities. All applicants to grades nine through eleven at Old Colony Regional Vocational Technical High School will be evaluated using the criteria contained in this Admission Policy. The District School Committee of Old Colony Regional Vocational Technical High School approved this policy on June 21, 2017.

II. EQUAL EDUCATION OPPORTUNITY

Old Colony Regional Vocational Technical High School admits students and makes available to them its advantages, privileges, and courses of study without regard to race, color, sex, gender identity, religion, national origin, housing status, sexual orientation, limited English proficiency, or disability as defined and required by state and federal laws.

If there is a student with limited English proficiency, a qualified representative from Old Colony Regional Vocational Technical High School will assist the applicant in completing the necessary forms and assist in interpreting during the entire application and admissions process.

Disabled students may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process.

Information on limited English proficiency and disability submitted voluntarily by the applicant, for the purpose of receiving assistance and accommodations during the entire application and admission process, will not affect their admission to the school.

III. **ELIGIBILITY REQUIREMENTS**

Any eighth or ninth grade student who is a resident of Acushnet, Carver, Lakeville, Rochester or Mattapoisett who expects to be promoted to the grade they seek to enter by his/her local school district is eligible to apply for fall admission or admission during the school year provided that space is available. Resident students will be evaluated using the criteria contained in this admission policy. Priority for admission will be given to residents (students from Acushnet, Carver, Lakeville, Rochester or Mattapoisett) according to the District Agreement and meeting all of the application and criteria selection.

Non-resident students will be evaluated using the criteria contained in this Admission Policy and pursuant to M.G.L. c. 74 s. 7S and 8A. Resident students who meet the minimum requirements for admission shall be admitted prior to acceptance of any non-resident students seeking the same course of study. The Guidelines for Vocational Technical Education Program Nonresident Student Tuition Process Pursuant to M.G.L. c. 74 are located at https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter74.

Transfer students from other vocational technical schools are eligible to apply for fall admission or admission during the school year to grades 9-11 at Old Colony Regional Vocational Technical High School provided they expect to be promoted to the grade they seek to enter by their current school. Transfer students will be evaluated using the criteria contained in this Admission Policy.

Home-Schooled Applicants may apply for admission to grade nine or ten at Old Colony Regional Vocational Technical High School, including admission during the school year, provided all admissions policy criteria are followed. The home schooled student's parent(s)/guardian(s) must submit a copy of the Home School Approval Letter from the sending school superintendent. Home schooled students will be accepted to Old Colony Regional Vocational Technical High School according to the selection criteria contained in this admission policy. Please refer to Section VI - Application Process for additional information regarding selection criteria.

Homeless Applicants will be accepted to Old Colony according to the selection criteria contained in this admission policy per Homeless Education Advisory 2015-9.

Students who have been expelled from school pursuant to General Law Chapter 71, Section 37H of the Educational Reform Act of 1993, are not eligible to apply for admission to the school.

Old Colony does not participate in School Choice.

IV. **ORGANIZATIONAL STRUCTURE**

Old Colony Regional Vocational Technical High School is located on an eighty (80) acre campus in Rochester, the geographic center of the five (5) member town school district which includes: Acushnet, Carver, Lakeville, Mattapoisett and Rochester.

Accredited by the New England Association of Schools and Colleges, Old Colony Regional Vocational Technical High School is committed to providing quality vocational technical and academic programs.

It is the responsibility of the Old Colony Superintendent-Director to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy.

Old Colony has an Admissions Team appointed by the Superintendent-Director. The committee consists of representatives of the Administration, Guidance, Special Education, Vocational Technical, and Academic Departments. Responsibilities of the Admissions committee include:

a. determination of standards for admission
b. development and implementation of admission procedures
c. processing of applications
d. ranking of students
e. acceptance of students according to the procedure and criteria in the admission policy
f. establishment and maintenance of a waiting list of acceptable candidates

A member of the Old Colony Regional Vocational Technical High School Admissions Team is responsible for disseminating information about the school through visits to local middle/junior high schools, local school assemblies and press releases. Applications should be submitted to Old Colony using the online application program. In the event that access to technology is an issue, information may also be submitted to a member of the Old Colony Regional High School Admissions Team.

V. **RECRUITMENT PROCESS**

Old Colony Regional Vocational Technical High School disseminates information about the school through a variety of methods.

a. Old Colony hosts an annual luncheon for area Guidance Counselors to review the Admission Policy and procedures.

b. In the fall or early winter, an Old Colony representative visits the District towns to conduct a presentation of the programs available at Old Colony. This includes discussion of opportunities for students to pursue non-traditional careers.

c. Students are encouraged to tour the school. The tour includes presentations about vocational-technical programs including academic offerings, athletic programs, extra-curricular activities and clubs.

d. In the fall, a Career Awareness Open House is held for parents, guardians, and interested members of the surrounding communities.

e. Articles are published, using various mediums, about specific accomplishments of Old Colony students in traditional and non-traditional programs, cooperative education, and the school in general.

f. The Old Colony website contains pertinent up-to-date information about the school, student accomplishments, academic, vocational-technical, student clubs, and athletic programs.

g. Additional meetings and tours for parents/guardians and applicants are arranged upon request through the Guidance department.

VI. **APPLICATION PROCESS**

APPLICATION PROCESS-FOR FALL ADMISSION TO THE NINTH AND TENTH GRADE (for consideration in the first round of admissions, applications must be submitted by the second Friday in February)

a. Students interested in applying to Old Colony Regional Vocational Technical High School for fall admission to the ninth, tenth, grades must:

- Obtain an application from their sending school Guidance Counselor or from the Old Colony Guidance Office, or apply online from the Old Colony website.
- Return the completed application to Old Colony Regional Vocational Technical High School at which time their respective Guidance Department will be contacted by Old Colony Regional Vocational Technical High School for supporting documentation.
- Attend a scheduled interview with an Old Colony representative at their sending school or Old Colony Regional Vocational Technical High School.

*Protocol for Interview Process

Old Colony staff members who interview students as part of the Admission Policy requirements will adhere to the following protocol.

- Participate in a training for interviewing techniques;
- Maintain confidentiality;
- Ask only the questions on the interview form;
- Score the interview based on the Admission Policy criteria;

- Submit all scoring and interview documentation to the Guidance Department to ensure safe and confidential storage; and
- Documentation will be reviewed by the Admissions Team.

Old Colony Regional Vocational Technical High School interviews students without regard to race, color, sex, gender identity, religion, national origin, housing status, sexual orientation, limited English proficiency, or disability as defined and required by state and federal laws.

b. It is the responsibility of the sending school counselors to:

1. Complete their portion of the application form.
2. Forward the completed applications to the Admission Team at Old Colony Regional Vocational Technical High School by the second Friday in February. Complete applications include:

    i. Completed application form (including required signatures).
    ii. Transcripts are required for all applications. For fall admission, the final grades of the previous school year along with mid-year grades for the current school year in English language arts, social studies, math and science from the local school report card/transcript are required. For applications to grade ten (fall admission) the average of the previous school year and terms one & two of the current school year marks in English language arts, social studies, math and science from the local school report card/transcript are required.
    iii. Attendance records are required for all applications. For applications to grade nine (fall admission), the sum of grade seven and terms one & two grade eight unexcused absences from the local school report card/transcript are required.
    iv. For applications to grade ten (fall admission) the sum of the previous school year and terms one & two current school year unexcused absences from the local school report card/transcript is required.
    v. Disciplinary records are required for all applications. For applications to grade nine (fall admission), the average of grade seven and terms one & two grade eight assessments of behavior from the local school report card or from the local school guidance counselor's assessment are required. For applications to grade ten (fall admission) the average of the previous school year and terms one & two of the current school year assessments of behavior from the local school report card or from the local school guidance counselor's assessment are required.
    vi. For applications to grades nine and ten (fall admission), the local school guidance counselor's recommendation is required.

c. Applications are considered <u>complete</u> when all required application materials are received by Old Colony.

d. If incomplete applications are received, the following procedures will be followed:

1. The Admission Team at Old Colony Regional Vocational Technical High School will notify the sending school counselor responsible for submitting the application and the applicant's parent(s)/guardian(s) that the application is incomplete and will request completion.
2. If after notifying the local school guidance counselor and parent(s)/guardian(s), the problem is not resolved and the application remains incomplete for ten school days, the application may be voided.

APPLICATION PROCESS FOR TRANSFER STUDENTS - FOR ADMISSION TO THE NINTH, TENTH, AND ELEVENTH GRADES FOR THE CURRENT SCHOOL YEAR*

a. Applications for grade nine will be accepted throughout the course of the school year. Applications for grade ten or eleven (from another Chapter 74 program) must be submitted no later than September 20th. The following steps should be taken for those interested in transferring to Old Colony Regional Vocational Technical High School:

1. Obtain an application from their sending school Guidance Counselor or from the Old Colony Guidance Office, or apply online from the Old Colony website.
2. Return the completed application form to their local school guidance counselor by the deadline set by the guidance counselor
3. Attend an interview at the Old Colony Regional Vocational Technical High School. If the applicant or parent/guardian cannot provide transportation, a representative from Old Colony Regional Vocational Technical High School will go to the local school to interview the applicant.
4. Applications for transfer students should be completed and received by September 20th.

b. It is the responsibility of the local school guidance counselors to:

1. Complete their portions of the application form.
2. Forward the completed applications to the admission recruiter at Old Colony Regional Vocational Technical High School. Complete applications include:

i. Completed application form (including required signatures).
ii. For applications to grades nine, ten & eleven (admission during the school year), the current school year to the date of the application marks in English language arts, social studies, math and science from the local school report card/ transcript are required.
iii. For applications to grades nine, ten & eleven (admission during the school year), the current school year to the date of the application unexcused absences from the local school report card/transcript are required.

iv. For applications to grades nine, ten, & eleven (admission during the school year), the current school year to the date of the application assessments of behavior from the local school report card or from the local school report card/transcript are required.
v. For applications to grades nine, ten and eleven (admission during the school year), the local school guidance counselor's recommendation is required.

c. If incomplete applications are received, the following procedures will be followed:

1. The Admission Office at Old Colony Regional Vocational Technical High School will notify the local school guidance counselor responsible for submitting the application and the applicant's parent(s)/guardian(s) that the application is incomplete and will request completion.

2. If after notifying the local school guidance counselor and parent(s)/guardian(s), the problem is not resolved and the application remains incomplete for ten schools days, the application may be voided.

LATE APPLICATIONS

Applications received after the second Friday in February will be evaluated using the same criteria as other applications and their composite scores will be evaluated using the criteria contained in this admission policy.

TRANSFER STUDENTS

Applications from students who are enrolled in a state-approved (Chapter 74) vocational technical high school program in another school (transfer students) will be considered for admission (including admission during the school year) if they relocate away from their current school and wish to pursue the same program of study at Old Colony Regional Vocational Technical High School provided that space is available in the technical program of enrollment. All transfer applicants must attend an informational meeting at Old Colony Regional Vocational Technical High School. If the applicant or parent/guardian cannot provide transportation, an official from Old Colony Regional Vocational Technical High School may arrange to go to the local school to meet with the applicant. Transfer applications will be evaluated according to the provisions of this Admission Policy.

WITHDRAWN STUDENTS

Students who withdraw from Old Colony Regional Vocational Technical High School and who are attending, or not attending another high school, may re-apply following the procedures contained in this Admission Policy and will be evaluated using the criteria contained herein.

*applying for admission during the school year to begin classes during the same school year, as opposed to applying for admission one school year to begin classes the next school year in the fall.

VII. **SELECTION CRITERIA**

The Admission Team will use weighted admissions criteria to processes completed applications. Each applicant will be assigned a score derived from the sum of the sub scores of the following criteria:

A. Attendance: Cumulative Unexcused Absences - Maximum 30 points (15 points each year)
15 points - 0 to 3 days absent
10 points - 4 to 6 days absent
5 points - 7 to 9 days absent
0 points - 10 or more days absent

B. Conduct: Maximum 26 points (13 points each year)
13 points - Conduct/effort grades highest score; zero detentions; zero suspensions
10 points - Conduct/effort grades all top two scores; zero detention; zero suspensions
7 points - Conduct/effort grades all top two scores; two or fewer detentions; zero suspensions
4 points - Conduct/effort grades includes one lowest score; more than two detentions and/or one suspension
1 points - Conduct/effort grades more than 1 lowest score; more than three detentions; and/or more than one suspension

C. Counselor recommendation: Maximum 5 points
5 points - Excellent candidate
4 points - Above average candidate 3 points - Average candidate
2 points - Below average candidate
0 points - Poor candidate/Not recommended

D. Academic Record: Maximum 24 points (12 points each year)
[taken from English, math, social studies and science grades]
12 points - A/A- average (90-100%)
9 points - B/B- average (80-89%)
6 points - C/C- average (70-79%)
3 points - D/D- average (60-69%) 0 points - F average (below 60%)

E. Interview: Maximum 15 points
15 points – Excellent candidate
12 points – Above average candidate 9 points – Average candidate
6 points – Below average candidate 0 points – Poor candidate

After points are given in each area, the points are totaled for each applicant. A maximum total of one hundred (100) points can be earned. In the event that scores for acceptance and wait list are the same point total, high scores in the following areas will be utilized as tie-breakers: 1st Interview, 2nd Academic Record, 3rd Conduct, 4th Attendance, 5th Recommendation.

VIII. **SELECTION PROCESS**

The Admission Team at Old Colony Regional Vocational Technical High School will examine, discuss, and make recommendations for action on the applicants. The Board considers scholastic achievement, attendance, conduct, local guidance counselor's recommendation, and interview results. Applications are reviewed, processed, and assigned points by grade level.

After a point total for each applicant has been determined, all applicants are placed in descending order based on their point total. Applicants are then accepted in order of the point total they have achieved. The applicant with the highest point total is accepted first, the applicant with the second highest point total is accepted second, and so on until all seats are filled. All applicants are accepted, declined, or placed on a waiting list.

If openings occur**,** the seats are filled by accepting applicants from the waiting list. These applicants are accepted in the order of their positions on the waiting list as determined by the total points given according to the selection criteria.

Applications received after the second Friday in February will be evaluated using the same criteria as all other applications and their composite scores will be integrated in rank order on the established waiting list.

XI. **ACCEPTANCE, REVIEW, and APPEALS**

Upon notification from Old Colony Regional Vocational Technical High School indicating that the applicant was not accepted, the applicant may request a review of the decision by sending a letter to the principal within ten working days of the notification. The principal will respond in writing to the letter with the findings of the review within ten working days. If after the review, the parent(s)/guardian(s) wishes to appeal the findings of the review, he/she can do so by submitting a request in writing to the Superintendent-Director within ten working days. The Superintendent-Director’s decision will be final and will be communicated in writing to the parent(s)/guardian(s) within ten working days of the notification of the appeal.

X. **ENROLLMENT**

In order to enroll at Old Colony Regional Vocational Technical High School for the fall, applicants must have been promoted to the grade they wish to enter by their local school district. In addition, they must have passed all academic courses as required by the Department of Elementary and Secondary Education for the school year immediately preceding their enrollment at Old Colony Regional Vocational Technical High School or successfully pass a summer school class in the course required. Students who are accepted and intend to enroll must notify Old Colony Regional Vocational Technical High School of their intention by June 1st. Students who do not respond by the June 1st deadline may be placed on the waiting list.

XI. **VOCATIONAL TECHNICAL PROGRAM PLACEMENT**

All ninth graders are exposed to an exploratory program that lasts eight weeks in duration. Each student rotates through eight of a total twelve vocational programs. Five exploratory shops are selected by the student. Additional shops are assigned by Old Colony based upon information from the interview process, parent input, exploration of a non-traditional shop, and shop availability. The rotations are such that each student is in each vocational area for approximately five days and no less than three days.

After the conclusion of the eight week exploratory phase, each of the ninth grade students completes a Vocational Program Selection sheet. At that time, each is asked to select the vocational shops of interest in rank order. The selections are made in order from 1st choice to 8th choice.

Program assignments are made based on the cumulative score that each student has earned during the exploratory phase in each of the eight areas of exploration. The Vocational grade average will account for 75% of the cumulative score. The related grade average will account for 25% of the cumulative score. Scores are calculated using the following criteria:

Students are evaluated by the instructors daily in related and in shop. Students may earn up to 100 points per day. An average is calculated for each exploratory. After completing the exploratory programs, an overall exploratory average will be calculated.

Related (100 points maximum weighted 25%)

- Interest in learning shop academic foundation;
- Completes class assignments and homework as instructed;
- Cooperation and respect for peers and instructors;
- Attendance and punctuality; and
- Demonstrated interest through active participation.

Shop (100 points maximum weighted 75%)

- Effort and willingness to follow instructions;
- Demonstrates basic understanding;
- Cooperation and respect for peers and instructors;
- Demonstrates shop safety and proper tool handling; and
- Quality and completeness of tasks.

The daily points for each criterion are listed below:

Excellent	20 points
Above average	18-19 points
Average	15-17 points
Fair	13-14 points
Poor	0-12 point

In addition to the grade averages, attendance and discipline are factored into the ranking score. Points are subtracted from the score for excessive unexcused absences, tardies/dismissals or excessive disciplinary infractions based upon the rubric below. For the purpose of this rubric, a disciplinary incident is defined by an event resulting in a write up with a consequence of a warning or detention.

Attendance

0-3 days/tardies/dismissals	unexcused	0 points deducted
4-6 days/tardies/dismissals	unexcused	1 point deducted
7-9 days/tardies/dismissals	unexcused	2 points deducted
9+ days/tardies/dismissals	unexcused	5 points deducted

Discipline

0-3 incidents	0 points deducted
4-6 incidents	1 point deducted
7-9 incidents	2 points deducted
9+ incidents or suspension	5 points deducted

Once the ranking score has been determined, students are placed according to their choices. Once a program is filled, students are given their second choices, then third choices, etc. until all vocational programs are filled.

If students have ranking scores that do not qualify them for any of their choices, they are counseled and asked where they would like to be placed. They are allowed to choose any program that has a vacancy. These choices are, however, totally dependent on the ranking score.

All incoming tenth grade and transfer students are placed in vocational areas based on available space. The availability of vocational spots is a factor in accepting/placing these students. Transfer requests are accepted from all students as space allows. Students are encouraged to place their names on waiting lists. After enrolling, any transfer student may request that his/her name be added to an existing waiting list for a given program. Current Old Colony transfers will take priority over late acceptance transfers as space permits.

XII. **VOCATIONAL PLACEMENT AND APPEALS**

The applicant's parent(s)/guardian(s), upon notification from Old Colony Regional Vocational Technical High School indicating that the applicant was not accepted in a particular program or placed on a waiting list for a particular vocational program, may request a review of the decision by sending a letter to the principal within ten working days of the notification. The principal will respond in writing to the letter with the findings of the review within ten working days. The principal's decision will be final.

Adopted: January 18, 2006
Amended: July 18, 2018

NO SCHOOL ANNOUNCEMENTS

Do not call the Old Colony office, as it is a pre-recorded daily message or the local police or radio stations.

In case of severe weather warranting the discontinuance of school, local radio and television stations will broadcast the “no school” notice.

In addition notifications will be posted on the Old Colony website (www.oldcolony.us), and you will receive a phone message and an email notification utilizing the school’s student management software program.

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.

DELAYED START - SCHOOL SCHEDULE

One-hour Delay Schedule: Students will be picked up one hour later than their regular pick-up time at their bus stop. There will be no breakfast program.

FREETOWN-LAKEVILLE BUSES

When Old Colony has school and the Freetown-Lakeville school system does not have school, or when the Freetown school system announces a delay to the start of school due to inclement weather, buses will still run. The Freetown buses may be at the stops 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.

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

BULLETINS-FLAG SALUTE-PERIOD OF SILENCE

As part of each day’s opening exercises, all students are encouraged to sign up weekly with the front office, for leading the school in the morning pledge to the flag and the period of silence that shall be conducted. During this period, silence shall be maintained and no activities engaged in.

School and student daily notices are read and posted on the school’s TV monitors, located in the front lobby and cafeteria, during the first period each morning. Strict attention should be given to the bulletins as they contain important announcements and are updated regularly.

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. 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. **An Old Colony administrator must authorize search.** Staff members shall notify an administrator and not conduct the search themselves unless it is an urgent situation that threatens the health and safety of others.

4. **Have an Old Colony administrator present.** If possible, an Old Colony administrator must be present for all student searches. Any administrator conducting the search should have another person present before conducting the search, except in extenuating 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 urgent 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 urgent 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/guardian.** Immediately after a search of a student or a student's belongings, an administrator shall call the parent or legal guardian of the student and notify him/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 students 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.

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.

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.

E. BUS ACCIDENT PROCEDURES:

1. In the event of an emergency, safety, or crisis situation while transporting students, the bus driver will establish immediate radio contact with the transportation company and local emergency personnel as appropriate. The transportation company will then notify the school. At least one Old Colony administrator will go to the scene. The transportation manager or dispatch will direct the bus driver in accordance with the emergency protocols. Under no circumstances will students be allowed to proceed home by soliciting rides or walking. Students must be cleared by emergency personnel before leaving the scene with a parent or transported home by the bus company. The transporta- tion manager will coordinate with the school principal the notification of the parents of all students involved in the incident.

F. STUDENT REQUESTS FOR TAKING ANOTHER BUS:

- A student interested in getting off at a different spot on the bus they are assigned to may do so by providing the office with a note from a parent that has been verified in the morning. A copy will be kept on file in the Main Office and will also be provided to the driver.

- A student interested in riding another bus for extenuating circumstances or for work purposes may do so with a note from a parent. This will become a secondary assignment after information is verified with the parent. A note will be kept on file in the Main Office and will also be provided to the driver.

- Students may not ride busses other than those assigned. Students will not be permitted to use school transportation to visit friends' houses or for social purposes.

STUDENT DRIVING AND PARKING

The following regulations are set forth in the best interest of all students. Students may obtain and complete a Motor Vehicle Application Form from the Dean of Students if they would like to drive their vehicle to school. All students will park in the designated "student parking lot" unless they have received permission to park in another authorized parking destination. 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 a permit is issued, the student must have parental permission. Permission slips are required for transporting passengers. These permits are issued by the Dean of Students.

2. Each student who drives a motor vehicle including motorcycles, motorbikes, and trucks to Old Colony must register it and affix a sticker on the window or to the vehicle for easy visibility.

3. Window stickers with specific numbers for specific students will be issued upon payment of a thirty dollar ($30.00) registration fee. Students who drive motor vehicles to school without window stick- ers will be subject to disciplinary action. Stickers are available at any time, throughout the school year, will be pro-rated, i.e. Trimester 2-$20, Trimester 3-$10.00.

4. Students may park only in the areas provided for student parking. Improper parking such as

wrong area, blocking roadways, and straddling lines 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 before/after school. Students will enter the build- ing immediately upon arriving and exit the building at the dismissal bell. No one will be allowed to loiter in the parking lot. Disciplinary action could result.

8. Students will not go to their vehicles during the day unless they receive permission and accompani- ment by an Old Colony administrator or security guard.

9. Reckless driving or careless driving which is reported by teachers, police, or any other responsible person results in that student's privilege being suspended or revoked. Traffic citations reported by the police will result in suspension or revoking school parking privileges.

10. Motor vehicles will not interfere with buses arriving or departing from school grounds.

11. Smoking is prohibited on school grounds, including inside any vehicles.

12. Any student driving a motor vehicle to school without prior approval will be subject to disciplinary action. Any vehicle without a sticker and found on school property, could be towed away at the student's expense and such student will not be allowed to apply for a parking 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.

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 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
- Review policies/procedures with the school staff, the child's physician, and the child after a reaction has occurred.
- Provide emergency contact information that is up to date and parents should be available for notification in an emergency.

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 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 were 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, after approval from the students 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, 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

School staff may use physical restraint only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

- A student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others, **and**
- The student is not responsive to verbal directives or other less intrusive behavior interventions, or such interventions are deemed inappropriate.

Definitions:

- **Consent** – shall mean agreement by a parent who has been fully informed of all information relevant to the activity in his/her own language or other mode of communication. The agreement describes the activity and lists the records (if any) which will be released and to whom. The parent understands that the agreement is voluntary and can be revoked at any time.
- **Physical escort** – shall mean a temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location.
- **Physical restraint** – shall mean direct physical contact that prevents or significantly restricts a student's freedom of movement.
- **Prone restraint** – shall mean a physical restraint in which a student is placed face down on the floor, and physical pressure is applied to the student's body to keep the student in a face-down position.
- **Time out** – shall mean a behavioral support strategy developed in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed.

Use of Restraint:

Prone restraint shall be prohibited in public education programs except on an individual student basis, and only under the following circumstances:

- The student has a documented history of repeatedly causing serious self-injuries and/or injuries to other students or staff.
- All other forms of physical restraints have failed to ensure the safety of the student and/or the safety of others.
- There are no medical contraindications as documented by a licensed physician.
- There is psychological or behavioral justification for the use of prone restraint and there are no psychological or behavioral contraindications, as documented by a licensed mental health professional.
- The program needed has obtained consent to use prone restraint in an emergency as set out in 603 CMR 46.03(b), and such use has been approved in writing by the principal.
- The program needed has documented 603 CMR 46.03(1)(b) 1-5 in advance of the use of prone restraint and maintains the documentation.

Physical restraint, including prone restraint, where permitted, shall be considered an emergency procedure of the last resort and shall be prohibited in public education programs except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions or such interventions are deemed to be inappropriate under the circumstances.

Physical Restraint Shall Not Be Used:

- As a means of discipline or punishment; or
- When the student cannot be safely restrained because it is medically contraindicated for reasons including but not limited to asthma, seizures, cardiac condition, obesity, bronchitis, communication- related disabilities, or risk of vomiting;
- As a response to property destruction, disruption of school order, a student's refusal to comply with a public education program rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serous, or physical harm; or
- As a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior.

Limitations on Use of Restraint:

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

Referral to law enforcement or other state agencies:

- Old Colony reserves the right of any individual to report to appropriate authorities a crime committed by a student or other individual.

- Law enforcement, judicial authorities, or school security or trained restraint personnel may exercise their responsibilities, including the physical detainment of a student or other person alleged to have committed or posing a security risk.

- Old Colony personnel reserves the right to exercise their responsibility, as mandated reporters, pursuant to MGL Ch.119, s.51A.

Old Colony Non-Violent Crisis Intervention Team:

The Non-Violent Crisis Intervention Team members will be identified each school year as authorized to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. Such staff will participate in in-depth training with respect to restraint and implementation of the Regulations and will be the first responders in the event that that a student physical restraint is deemed necessary. Each member receives competency-based training and is at least sixteen (16) hours in length with refresher training occurring annually thereafter. All physical restraint must be terminated as soon as the student is no longer an immediate danger to himself or others, or the student indicates that he/she cannot breathe, or if the student is observed to be in severe distress, such as having difficulty breathing, or sustained or prolonged crying or coughing.

Reporting Requirements:

- Program staff shall report the use of any physical restraint as specified in 603 CMR 46.06(2).

- The program staff member(s) who administered the restraint shall verbally inform the principal of the restraint as soon as possible, and by written report no later than the next school working day. The written report shall be provided to the principal for review of the use of the restraint. If the principal has administered the restraint, the principal shall prepare the report and submit it to an individual or team designed by the superintendent or school committee for review. The principal shall maintain an on-going record of all reported instances of physical restraint, which shall be make available for review by MA DESE or the student's parent upon request.

- The principal shall make reasonable efforts to verbally inform the student's parents of the restraint within 24 hours of the event, and shall notify the parent by written report sent three (3) school working days of the restraint to an email address provided by the parent for communications about the student, or by regular mail postmarked no later than three (3) school working days of the restraint. If the program customarily proves a parent of a student with report cards and other necessary school-related information in a language, other than English, the written restraint report shall be provided to the parent in that language. The principal shall provide the student and the parent an opportunity to comment orally and in writing on the use of the restraint and on information in the written report.

- The written report required by 603 CMR 46.06(2) and (3) shall include:

  * The name of the student; the names and job titles of the staff who administered the restraint, and observers, if any; the date of the restraint; the time the restraint began and ended; the name of the principal or designee who was verbally informed following the restraint; and, as applicable, the name of the principal or designee who approved continuation of a restraint beyond 20 minutes pursuant to 603 CMR 46.05(5)(c).

  * A description of the activity in which the restrained student and other students and staff in

the same room or vicinity were engaged immediately preceding the use of physical restraint; the behavior that prompted the restraint; the efforts made to prevent escalation of behavior, including the specific de-escalation strategies used; alternatives to restraint that were attempted; and the justification for initializing physical restraint.

* A description of the administration of the restraint including the holds used and reasons such holds were necessary; the student's behavior and reactions during the restraint; how the restraint ended; and documentation of injury to the student and/or staff, if any during the restraint and any medical care provided.

* Information regarding any further action(s) that the school has taken or may take, including any consequences that may be imposed on the student.

* Information regarding opportunities for the student's parents to discuss with school officials the administration of the restraint, any consequences that maybe imposed on the student, and any other related matter.

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.

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. It is 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.

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 and monitor this closely especially if the sport is a contact sport such as football, hockey, 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 fuzzy 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.

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

Old Colony is a warm and welcoming environment. Security in our building is a priority. It is clear that staff and students have established some wonderful relationships with former students, parents, and community members. Guests who have reason to visit **related to the educational program** are welcome to do so. All visitors must report to the main office prior to reporting to a classroom or shop. Each person will be asked to sign-in and a lanyard will be issued by the main office staff that identifies the area where the visit is taking place. This lanyard must be worn at all times while in the school building or on the school's campus. All visitors must sign-out, prior to leaving Old Colony at which time lanyards are to be returned to the main office. Parents/guardians and other persons wishing to meet with a faculty member must schedule an appointment outside of class time, unless the visit is related to the the educational process on that particular day.

PROCEDURE ON SERVICE ANIMALS IN SCHOOL

The Old Colony Regional Vocational Technical High School acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a "service animal" in its school buildings, in classrooms, and at school functions, as required by the Title II of the Americans with Disabilities Act and its implementing regulations found at 28 CFR Part 35, subject to the following:

1. All requests for an individual with a disability to be accompanied by a service animal must be addressed in writing to the Superintendent-Director. This written request must be delivered to the Superintendent -Director's Office at least 10 business days prior to bringing the service animal to school or to a school function.

2. Only a dog or a miniature horse may qualify as a service animal, pursuant to Title II of the ADA. No other species of animal, whether wild or domestic, will be permitted in Old Colony Regional Vocational Technical High School as a "service animal."

3. In order to be permitted in school, the service animal must be "required" by the individual with a disability, meaning the service animal must have been individually trained to perform work or tasks for the individual with a disability. The task performed by the service animal must address one of the following needs for the disabled individual: physical, sensory, psychiatric, intellectual, or other mental disability. Under Title II of the ADA, the crime deterrent effect of an animal's presence, and/or the provision of emotional support, well-being, comfort, or companionship, do not constitute work or tasks.

4. Documentation of the service animal's required vaccinations must be included with the initial written request. The owner of a service animal must also provide annual proof that the animal is up to date on all of its required vaccinations as determined by the animal's veterinarian. The animal's veterinarian must certify in writing, signed by him/her, that all vaccinations are current.

5. The owner of the service animal is liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property. If the individual with a disability is a student, the student's parent/guardian may be required to sign a waiver of liability prior to the service animal coming to the school or to the school-sponsored activity.

6. **For students on an IEP or 504 plan:** If a request is made to allow the student to have a service animal at school or at a school sponsored activity, the IEP or 504 Team will consider the request, and whether it can provide services and/or accommodations that would serve the stated purpose of the service animal. If the Team determines that it can and proposes alternative accommodations and/or services, then the request to allow a service animal may be denied. This determination will be made on a case-by-case basis.

7. **Special Provisions/Miniature Horses:** Requests to permit a miniature horse to accompany a student or adult with a disability in school buildings, in classroom, or at school functions, will be handled on a case-by-case basis, considering:

   a. The type, size, and weight of the miniature horse and whether the facility can accommodate these features.

   b. Whether the handler has sufficient control of the miniature horse.

   c. Whether the miniature horse is housebroken.

   d. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

8. **Direct Threat:** Old Colony is responsible for providing a safe learning environment for students, teachers, and staff. If the presence of a service animal poses a direct threat to the health or safety of another member of the school community, as documented by a physician, the school will weigh the needs of all parties and will put forth a plan to provide reasonable accommodations. Old Colony will assess each situation on a case-by-case basis and may exclude the service animal if the animal's presence poses a direct threat to the health or safety of anyone who will potentially come in contact with the service animal.

9. **Removal of a Service Animal:** A school administrator may ask an individual with a disability or his/her parents to remove a service animal from a school building, a classroom, or from a school sponsored activity if any one of the following circumstances occurs:

   a. The animal is out of control and the animal's handler does not take effective action to control it.

   b. The animal is not housebroken.

   c. The animal's presence would "fundamentally alter" the nature of the service, program, or activity. In this case, Old Colony will otherwise provide the individual with a disability the opportunity to participate in the service, program, or school sponsored activity without the service animal.

10. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control.

11. Old Colony is not responsible for the care or supervision of a service animal, including walking the animal or responding to the animal's need to relieve itself.

    a. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.

b. The owner of the service animal is responsible for ensuring that the animal is appropriately groomed and cared for. All service animals accompanying individuals in school must be treated for, and kept free of, fleas and ticks.

c. Students with service animals are expected to care and supervise their animal. In the case of a student with disabilities who is unable to care for or supervise his service animal, the parent is responsible for providing care and supervision of the animal. Issues related to the care a supervision of service animals will be addressed on a case-by-case basis in the discretion of the building administrator.

ATTENDANCE POLICY/PROCEDURES

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. **Students with more than three (3) unexcused absences in a trimester will receive a grade of I = incomplete, or if a student fails to make up work within the time allotted a N/C= no credit will be issued until work is made up.**

Students who are absent (unexcused) from school are not allowed to participate in athletics or school activities on the day of their absence. Students must attend school for at least half a day on the day of the Junior/Senior prom in order to attend the prom.

Parents/guardians are required by law to send their children to school. We follow state laws on attendance. Parents may be required to attend meetings to address corrective measure for students with habitual absenteeism.
The General Laws of Massachusetts include the following:

- M.G.L. Chapter 76, Section 4: Whoever induces or attempts to induce a minor to absent himself unlawfully from school, or unlawfully employs him or harbors a minor who, while school is in session, is absent unlawfully from school, shall be punished by a fine of not more than $200.

- M.G.L. Chapter 76, Section 1A: (in part): The parents/guardians of each pupil shall, annually, at the commencement of each school year be sent a notice instructing them to call a designated telephone number at a designated time to inform the school of the absence of a pupil and the reason therefore. Said notice shall also require such parent or guardian to furnish the school with a home, work or other emergency telephone number where they can be contacted during the school day. If a pupil is absent and the school has not been notified by the designated time, the school staff shall call the telephone numbers furnished to inquire about said absence.

- M.G.L. Chapter 76, Section 2 Duties of Parents, Penalty (in part): Every person in control of a child described above shall cause him to attend school as therein required, and, if he fails so to do for seven day sessions or fourteen half day sessions within any period of six months, he shall, on complaint by a supervisor of attendance, by punished by a fine of not more than twenty dollars.

Reporting a Student Absence

There are 3 types of absences; Excused, Officially Excused and Unexcused

EXCUSED ABSENCES

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 111. Parents will see this marked as "APC" within the online student management portal. This absence is excused.

- have a parent/guardian provide a note explaining the absence upon his/her return to school. This is kept on file and marked as an excused absence "AE" within the online student management

portal.

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 if there are any questions concerning the absence..

OFFICIALLY EXCUSED ABSENCES

Officially Excused Absences are absences that are documented, and recorded as "AOE" within the online student management portal such as:

- Illness verified by a medical note from a medical facility/office
- 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.
- Employment interviews or trainings that are Co-operative Education Program related

Shop, related, and academic class work, tests, and quizzes must 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 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.

Any shop, related, and academic class work, tests, and quizzes must 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.

Excessive, undocumented absences or truancies will be referred to the appropriate county Juvenile Court.

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.

OFFICIALLY EXCUSED ABSENCES-ABSENCE APPEAL

The school administration will ultimately determine whether or not any absence is to be classified as Officially Excused. Excused Absences may be appealed to The Dean of Students or the Principal if parent/ guardian deems an officially excused absence rating.

ABSENCES FOR A TRIMESTER:

A student who exceeds:

- Three (3) Unexcused Absences in academic, related, or shop classes (excluding Officially Excused Absences) will receive an I- Incomplete, or if a student fails to make up the work within the time allotted, a N/C= no credit will be issued until the work is made up.

ABSENCES FOR THE YEAR

1. A student who exceeds nine (9) Unexcused Absences in academics, related, or shop classes (excluding Officially Excused Absences) in a school year will receive an I= incomplete, or N/C= no credit for the year.

2. 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 the Principal. The appeal must be in written within one (1) week of receiving notification of his/her failure.

3. Students who have more than 30 days absent will not be allowed make-up credit and must re-apply to repeat their current school year at Old Colony. The 30-day rule may be waived by the Principal upon conditions of extreme circumstances of health problems.

TARDINESS AND DISMISSALS

1. In all academic, related and shop classes:

    - Every three (3) tardies or dismissals equal one (1) unexcused absence

COLLEGE VISITS

Old Colony allows no more than two (2) days of officially excused absences, each year, 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. A College Visit Request Form must be completed and approved for the absence to be excused, and can be obtained from the guidance office.

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

All dismissal notes are to be turned into the front office by 8:00 a.m. on the day of the dismissal that must have a parent signature, student's name, the date, and reason for dismissal. 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 more than 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, front office staff, or the Dean of Students. 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, a student is to turn in their dismissal slip to the main office. If the student returns on the same day, he/she must also check back through the main office. Leaving school without properly checking out may results in disciplinary action. Excessive dismiss- als will be reviewed by the Dean of Students or the Principal. (Refer to Tardiness and Dismissals Section)

TARDINESS

1. Any student who is not in their classroom by the 7:45 a.m. bell or reports to school after that time is to report to sign-in at the main 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. Students are allowed one warning, per trimester, with a note from a parent to be considered as an officially excused tardy. A medical, court, or Registry of Motor Vehicles document that is obtained and turned into the main office will be considered as an officially excused tardy.

5. After the 3rd unexcused tardy within a trimester, an alternative detention will be issued. Continuous tardiness could lead to parental meetings and further disciplinary action.

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- ACADEMIC

It is the responsibility of the student who has been absent from school to consult with his/her teachers for make-up work within three (3) days of returning to school. Students must contact their instructors upon return to school to schedule all required make-up assignments. Students failing to do makeup work will receive a zero (0) grade. Students can make up work or receive extra help on Tuesdays or Thursdays after school. Each student is allowed to make up his/her assignments before each trimester ends.

MAKE UP WORK- SHOP

Students who are absent for a full day from shop will be required to complete make-up work. Teachers, at their discretion, can assign research projects, summary assignments or other alternative assignments that may include required vocabulary, content or skill for the make-up assignment. The make-up work must be completed by the deadline assigned by the instructor to receive credit or a zero grade will be assigned. Make-up work will be evaluated on the quality and completeness of the assignment. If, at the teacher's discretion, a hands-on project is required for a skill development, the student must attend after school session(s) to complete the makeup assignment.

REQUEST FOR HOMEWORK ASSIGNMENTS

When a student is absent from school for an extended period of time due to illness, 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.

PERFECT ATTENDANCE

Perfect Attendance requires students to be present for FULL DAYS. Perfect attendance letters are awarded and mailed home after each trimester ends.

- No tardies
- No dismissals
- School affiliated field trip or college visits (Refer to College Visits Section) do not count as an absence.
- Co-op interview or school work-site opportunity do not count as an absence.

EXCELLENT ATTENDANCE

After all trimesters, excellent attendance letters are awarded and given to students who have perfect daily attendance, but have had either one (1) tardy or one (1) dismissal within the trimester.

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. The District Committee's policy of non-discrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school or any town or in obtaining the advantages, privileges, and courses of study, including athletics and extracurricular activities of such public school on account of race, color, sex, gender identity, religion, national origin, housing status, sexual orientation, limited English proficiency, or disability, as defined and required by the state and federal laws.

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.

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/her actions.

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.

1st Suspension
A student who is suspended for the first time shall receive a discipline report that clearly identifies the infraction, action(s) to be taken, and due process hearing is mailed to the parent/guardian to the address submitted on file with Old Colony RVTHS.

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 Dean of Students shall chair the meeting and participants will include the child's guidance counselor. As with the first suspension, a discipline report that clearly identifies the infraction, action(s) to be taken, and due process hearing is mailed to the parent/guardian to the address submitted and on file with Old Colony Regional Vocational Technical High School.

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 Dean of Students 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 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 contract or Exclusionary Hearing.

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 contract.

(2.) Hold an Exclusionary Hearing.

5th Suspension
The student will remain under suspension until the date of the Exclusionary Hearing set by the Superintendent.

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 including not attending any scheduled assembly or having lunch in the cafeteria with other students. The student will be provided class or shop make-up work in the in-school suspension room for the school day.

Out Of School- He/she will be able to make up tests and quizzes for academic classes, related, and shop assignments.

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

1. SMOKING/VAPING

Section 37H Chapter 71 of the Acts of 1993, prohibits the use of any tobacco products including, but not limited to electronic cigarette and vapor devices 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 including, but not limited to electronic cigarette and vapor devices will be confiscated by the administration. Parent notification will be made and the device will be disposed of and/or given to be tested by local authorities.

1st Offense: Saturday Detention

2nd Offense: One-day In-school Suspension

3rd Offense: One-day Outside Suspension, (1) unexcused absence

1. 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.

2. 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.

3. DESTRUCTION OF SCHOOL OR PRIVATE PROPERTY

The 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, the damages will be assessed, and the student, as well as the parent(s)/guardian(s), will be held financially responsible for the replacement or repair cost of the damaged property.

4. 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 will be evaluated by the nurse and 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.

5. 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.

6. 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.

7. OBSCENITIES

The use of obscenities or obscene behavior directed at an instructor or staff member will result in a disciplinary consequence.

8. LASER DEVICES

Use of any laser device is strictly prohibited.

9. SAFETY VIOLATIONS

Violation of safety rules - 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.

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

11. GAMBLING

No gambling of any kind is allowed on school property.

12. 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, loss of co-op privileges and/or referral to the Principal. If a student is suspected of being under the influence of controlled substances during the school day or on school grounds, they will be evaluated by the school nurse.

13. 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.

14. 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.

Every student must be provided an opportunity to make academic progress during the period of suspension (whether in-school or out-of-school)

Every student must be porvided an opportunity to make academic progress during the period of suspension (whether in-school or out-of-school) or expulsion, to make up assignments, and earn credits missed. A district that suspends or expels a student for more than 10 days must provide the student and the parent with a list of alternative educational services. (See G.L. Ch. 76, s. 21 and 603 CMR 52.12 for details, including required notice.)

15. 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 then five calender 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 calender 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 Principal, including recommending an alternate educational program for the student. The Superintendent-Director shall render a decision on the appeal within five calender 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.

16. Massachusetts General Laws, Chapter 71, Section 37H 3/4

Any offense that is not addressed in M.G.L. Ch 71, s. 37H or 37H 1/2. The law encourages suspending a student from school for long term periods (i.e. more than 10 days) until other remedies and consequences have been considered. The school administration and staff will consider ways to re-engage the student in learning opportunities. Consequences other than suspension may draw from evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and behaviorah interventions and supports. No student may be suspended for more than 90 school days in a schol year.

Except for in-school suspension and emergency removals, a principal cannot remove a student from school without prior oral and written notice to the student, and to the student's parent(s)/guardian(s), for an opportunity for a hearing with the principal before the suspension takes effect. See 603 CMR 53.08 for details on notices, which vary for long-and short-term suspension. See 603 CMR 53.07 for emergency removal process and 603 CMR 53.10 for in-school suspension process. Old Colony will comply with the requirement to translate the notice of the charges and the reasons in the primary language of the home if other than English, or other means of communication where appropriate.

The principal or his/her designee will make and document reasonable efforts to include the parent in a meeting/hearing with the student

The principal or his/her designee will make and document reasonable efforts to include the parent in a meeting/hearing with the student. Additionally, the principal or his/her designee must offer to audiotape the hearing, if requested by the parent, and all those attending the hearing must be informed of the taping. Following the hearing, the principal or his/her designee must provide a written decision; and if a long-term suspension is imposed, the student and parent must be informed, in writing, of the right to appeal to the superintendent, and the process to appeal will be followed. This notice of right to appeal will be translated in the primary language of the home, or other means of communication where appropriate.

The student shall have the right to appeal the suspension to the superintendent. A written request for an appeal must be submitted not later than 5 calendar days following the effective date of suspension. However, a parent can request an extension for up to 7 calendar days, which must be granted. The superintendent must hold a hearing within 3 calendar days of the parent's request for a hearing. The student or parent may request up to 7 additional calendar days. If so, the superintendent must allow the extension. The superintendent may have the hearing without the parent, if the superintendent has made a documented, good faith effort to include the parent. The student has the right to present oral and written testimony, to cross examine witnesses, and to counsel at his/her expense at the hearing. The superintendent must audiotape the hearing and notify hearing participants that the hearing will be taped. The superintendent determines the facts and consequences, if any, but cannot impose a consequence greater than the principal decided. A written decision is due within 5 calendar days of the hearing.

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 not withstanding 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) Alternative Detention.

    Excessive tardiness will be reviewed by the Dean of Students or the Principal

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 teaching staff or administration.
15. Cheating and plagiarism is prohibited, and will result in the loss of credit.

DISRUPTIVE STUDENT/WORK REFUSAL PROTOCOL

If a student is disruptive to the classroom environment and/or is refusing to complete assigned work:

- Student can be sent to the Dean of Students' office.

  1. Teacher should call x125 to let the Dean of Students' office to let them know student is being sent out
  2. Teacher should complete discipline report as soon as possible
  3. Student's daily grade should reflect the incident
  4. Student work/lack of student work should be graded accordingly
  5. Student can be held in Dean of Students' office for up to 30 minutes.
  6. If student is not ready to go back to class, approval must be received from principal to hold student for additional time.

- After student has regained control/agrees to improve behavior/effort student is returned to class/shop.

Dean of Students' office will call classroom/shop to notify:

1. Student will be sent with a pass
2. If student behavior does not improve
3. If the student needs to be sent back to Dean of Students
4. Teacher writes second discipline report
5. Discipline will be assigned accordingly
6. Counselor contacted for social/emotional evaluation

If student cannot/will not regain control/improve behavior/effort and:

1. Is retained in Dean of Students' office - this is considered an in-school suspension.
2. Student MUST be provided work (an alternative shop assignment) to do that is relevant.
3. Daily grade will be the result of student behavior and results of work completed during in-school suspension.

4. Can be dismissed to parent for the remainder of the day – this is a partial suspension.

5. Student graded for work and behavior completed for the day

If a student is suspended for a full day:

1. Daily grade is ignored.

2. Student must be given the opportunity to make up work on a Tuesday or Thursday, after school, and should be graded on their make-up work. This is not a detention; it is an opportunity for the student to make up the missed work. If the student does not choose to stay to make up the work, they can receive a zero for the work not completed.

AFTER-SCHOOL DETENTION

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

1. Hours:
   2:20 p.m. - 3:20 p.m. Tuesdays and Thursdays

2. Referrals:
   A. Students assigned by the office to detention.

   B. If an assigned detention is given by a teacher on a Tuesday or Thursday, the student is allowed a 24 hr. notice to secure transportation for serving the detention.

3. Behavior:
   A. Students 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, related, and shop assignments.

4. Infractions and Penalties:
   A. Late to detention: could result in receiving one (1) additional detention.

   B. Talking in detention:
      1. First offense, verbal warning.
      2. Second and subsequent offenses: could result in receiving one (1) additional detention for each offense.

   C. Repeated discipline referrals:
      1. More than three (3) referrals in one (1) cycle will result in, one (1) day in-school 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 an in-school or out-of-school suspensions.

1. Hours:
   2:20 p.m.- 4:20 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 work and materials.

4. Infractions or Penalties:
   A. Failure to report for Alternative Detention may result in a parent-teacher conference the following day.

Bus transportation is only available on Tuesdays and Thursdays and “in all other instances,” 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 11 am. 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. Saturday School will also serve for attendance and credit recovery or make-up work sessions.

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.

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 then 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.

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. 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:

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.

ATHLETICS

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

Students must have a cumulative average of 70 (C-), with no individual grade being below a 65 (D) to be eligible to participate in the Old Colony athletic program. Students must maintain good attendance and discipline records (in accordance with school policies). Students must meet all shop and related Chapter 74 requirements.

CHEMICAL HEALTH RULE

Part 1 - CHEMICAL HEALTH RULE
RULE 62: Student (and Coach) Eligibility: Chemical Health/Alcohol/Drugs/Tobacco

62.1 From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes); 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 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. This rule represents only a minimum standard upon which schools may develop more stringent requirements.

If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, 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 (regular season and tournament) totaling 25% of all interscholastic contests in that sport. 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. During the suspension the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal. 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 (regular season and tournament) totaling 60% of all interscholastic contests in that sport. 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.

#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 provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that student is attending or issue a certificate of completion. If student does not complete program, penalty reverts back to 60% of the season. 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, but serving the penalty could carry over for one year. Or, 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. (e.g. A student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty [ies] during the fall season of 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.

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 students with the utmost in learning opportunities we are suggesting that students have their own basic tool kits. Students 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 the school district's 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

Each grade 9 student will be assigned a locker, and there is a one-time $5.00 deposit for the use of the lock. Teachers will collect the funds and turn it into Dean of Students. Some students are assigned 3 lockers (shop, academic, and physical education). Each shop or PE lock distribution will be distributed and communicated separately from the academic lock/locker assignment.

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.

LIBRARY/MEDIA CENTER

The Library/Media Center is the reading and reference center of our school. Its mission is to ensure that students and staff are effective users of ideas and information. While using the Library/Media Center, everyone is expected to be courteous and to respect their fellow students, the school staff, and library facility, its furnishings, and the library materials. All students must have a pass indicating the Library/Media Center as their destination. Students are not allowed to remain in the Library/Media Center beyond the period during which they are sent. All students using the Library/Media Center during school must be working on class assignments.

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

A student must be passing shop, related, and all academic classes to be considered academically eligible. The eligibility to participate in all extracurricular activities, including Old Colony athletics is determined by a student's grades in shop, related and academics. At the end of the first, second, and third trimesters, students' report cards will be checked by their advisors. 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.)

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 and assists the staff to align the curriculum to the survey's data results.

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 teachers who will share this information with the Principal. Students formally exempted by their parents will not be penalized in any manner, but will have an alternative health or science assignment.

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.

Student must also have a social security number. Social security numbers may be obtained by applying at

your local social security office.

TITLE I PROGRAM

What is the Title I Program at Old Colony RVTHS?

There are two types of Title I Programs; Schoolwide and Targeted Assistance. Old Colony RVTHS is a Targeted Assistance Title I Program. A Targeted Assistance program provides supplemental services to identified students who have demonstrated subject area weaknesses. Old Colony RVTHS selects "eligible children" by identifying those who are "failing" or "most at risk of failing", to meet the State's challenging student academic achievement standards. Old Colony RVTHS makes the determination based on multiple, educational related, objective criteria established by the district and supplemented by the school. Selection is based entirely on low-achievement, not low income.

School-Parent Compact

Old Colony Regional Vocational Technical High School and the parents of the students participating in activities, services, and programs funded by the Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this is compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic acheivement, and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This Schol-Parent compact is in effect during the school year of 2018-2019.

Required School/Parent Compact Provisions

School Responsibilities

Old Colony Regional Vocational Technical High School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic acheivemnet standards as follows:
    - In grades 9-12 English Language Arts, Mathematics, and Science classes Title I eligible students receive additional support by highly-qualified paraprofessionals. Also, all teachers have met, or are working towards State licensure requirements. Providing support within the general education classroom allows the Title I students greater access to instruction based upon Massachusetts Curriculum Frameworks.
    - Supplemental Math, ELA and Science services are also provided in the form of after school programs.
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:
    - A general Title I Parent Meeting is held in the school year.
    - Throughout the year, parent teacher conferences may also be held upon request. These meetings provide opportunities for parents to formulate suggestions, and to participate as appropriate, in decisions about the education of their children. The school will respond to any suggestions as soon as practicably possible.
3. Provide parents with the frequent reports on their children's progress. Specifically, the school will provide reports as follows:
    - Provide parents an individual student report about the performance of their child on the State assessment in Math, English Language Arts, and Science.
    - Provide information to parents of participating students in an understandable and uniformed format, including alternative formats upon the request of the parents with

disabilities, and to the extent practicable, in a language that parents can understand.

- Provide to parents of participating student's information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, forms of the academic assessment used to measure student's progress and the proficiency levels students are expected to meet.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
    - Staff can be contacted by phone or e-mail. Telephone numbers and e-mail addresses are readily accessible in the phone directory and on the school Website. Parent/Teacher Title I meetings are set up by the Guidance Department upon parent request.
    - Provide parents timely notice when their child has been asgined or has been taught for four (4) or more consecutive weeks by a teacher who does not mett applicable State licensure requirements at the grade level and subject area in which the teacher has been assigned.
5. Parent participation is encouraged at annual Title I Meetings, the Title I awards ceremony at the end of the school year and at Title I workshops held throughout the school year.
    - Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television children watch and online time my child is using.
- Participating in Title I Workshops and Parent/Guardian Meetings.
- Participating, as appropriate, in decisions to my children's education.
- Promoting positive use of my child's extracurricular time.
- Checking my child's progress on School Brains.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school either by my child, mail, e-mail, Website, or other social medica school accounts and responding, as appropriate.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and reach the State's high standards. Specifically we will:

- Do homework every day and ask for help when I need to.
- Read at least 30 minutes, every day, outside of school time.
- Give my parents or the adult who is responsible for my welfare all notices and information received from my school.
- Ask for clarification and/or assistance from classroom staff when needed.

Parental / Guardian Involvement Procedures

Title I is a federal Program that provides financial assistance to local schools to meet current educational needs of all students. All students are required to reach high standards, and at a minimum attaining proficiently or better in English Language Arts and Mathematics.

Old Colony Regional Vocational Technical High School is committed to creating innovative and comprehensive educational opportunities for every student, enabling each student to attain his or her highest potential. Old Colony Regional Vocational Technical High School's policy is to foster and maintain ongoing communications with parents.

Our mission is to prepare and support students for the global demands of society and the workforce though rigorous, vocational-technical, and academic courses. This foundation is established within a safe environment that values students' interest, needs, and diversity fostering responsible, productive citizens in our community.

To this end, we are committed to the ongoing implementation of an effective home-school partnership. The following reflect positive activities aimed towards meeting this goal:

- Formal annual Title I meeting is held during the school year to address all concerns of parents/guardians and interested community members as to the purpose and intent of the Title I Program.
- Parents are invited to make an appointment to observe the Title I Program. We also stress the parents' responsibility for supporting the child's learning, such as monitoring attendance and homework completion.
- Parents are informed of their child's progress at least three times per year through report cards.
- The district follows the Massachusetts Curriculum Frameworks. Students must attain the State's standards assessed through MCAS testing.
- At the parent-teacher meetings, telephone conference's, or e-mails, strategies are offered to help parents work with their child and if necessary, demonstrated. Parents are shown the text and other materials used in the remedial sessions.
- Provisions are made for parents with the limited English proficiency or disabilities. Information related to school and parent programs, meetings, and other activities are sent home of participating children in the language used in such homes.
- The Title I Coordinator focuses on parent and staff communication and participation, assessing the Title I Program, and providing parent workshops on topics such as developing and implementing study skills at high-school level.

SCHOOL LUNCH PROGRAM

Students may purchase school meals through both the school breakfast and the school lunch program on a daily basis. Students will be able to charge, for one day only up to $6, if they forgot their breakfast or lunch money. The amount due will need to be paid by the next school day. If a student is returning the next school year, and there is a remaining balance on file within the student's account, it will be rolled over into the new school year. Additionally, any remaining balance on file within the student's account can be withdrawn, per parent/guardian request. A check will be mailed to the address kept on file with the school.

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.*

Every family will need one application on file with Old Colony RVTHS. If you have a student in another school, Old Colony RVTHS will still need an application completed and on file, as we are an entirely separate school district.

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:

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

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.

- 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.

FIELD TRIPS

Field trips aid in enriching the shop and academic curriculum at Old Colony. Field trips should be a privilege and students are only allowed to go if in good academic standing. 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 (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 (POLICY REFERENCE INJD)

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. The following list contains the rules and procedures for students' acceptable use of the Old Colony RVTHS electronic network.

- 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 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.
- Students will not attempt to gain unauthorized access to any portion of the Old Colony RVTHS electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Web sites blocked by district policy, including the use of proxy services, software, or Web sites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

Software, Hardware and Files

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

Plagiarism and Copyright Infringement

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

Due Process

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

BRING YOUR OWN DEVICE ***Requirements, Recommendations & Responsibilities***

There is a lot of interest from students to bring their own device (smart phone, laptop, or tablet) to school,
in order to access their textbooks & classroom materials.

The Old Colony Regional Vocational Technical School District encourages interested students to use their devices at school. However, not all devices meet the minimum requirements to access the network and classroom materials. Below are some general guidelines:

Device Requirements

- Must connect to the Internet wirelessly
- Must be able to access, download & open Google Apps (via browser or Google Drive)
- Must be able to download & open PDF files

Device Recommendations
- Minimum 7 inches, measured diagonally
- Recommended memory available 16GB

Old Colony Responsibilities
- When a student brings his/her device, Old Colony will assist with connectivity to the guest Wi-Fi.
- The Wi-Fi is filtered for content, according to federal regulations (CIPPA) and any sites blocked by the school filter will be blocked on student devices.
- Students will only be allowed to connect to the OC-Guest WiFi.
- Old Colony faculty or staff cannot download documents, install apps, or change settings on student devices.
- Old Colony is not responsible for lost, stolen or damaged student devices.

Student Responsibilities
- The use of the device in the classrooms is at the discretion of the classroom teacher.
- Students are required to comply with all rules and guidelines in the Acceptable Use Policy in the student handbook.
- Failure to comply will result in loss of privilege to bring their own device to school.
- Students can seek help connecting to the network before or after school. They cannot miss class time for this activity.

TELEPHONE

Students who have to make telephone calls may do so before or after school or during their lunch shift (with permission from an adult in charge in the cafeteria). Instructors can send students, with a hall pass, to use the Dean of Students' before/after school or during lunch shifts. Cell phones are not to be used during the school day, to make phone calls home or to send text messages, etc.

CELL PHONES/ DEVICES

1. Students who bring communication devices to school must keep them in "off" mode, from the start of first period until the dismissal bell at the conclusion of the school day. Communication devices must also be kept out of sight in a book bag, purse or pocket during the school day. Students will receive a Saturday detention and parent retrieval of cell phone will be required for violations of the aforementioned rules.

2. Cell phones will not be used at school during the school day, with the exception of students who are part of the EMS system. Said students must provide proof of service, and written permission from their supervisor to respond to necessary calls. These students will have permission to utilize the appropriate device for receipt of emergency calls.

3. Students may access their cell phones for educations purposes with permission from the supervising teacher/instructor.

4. Cell phones are not to be used during breaks, meals, or in the hallways during passing time.
5. Devices may be collected during test sessions to ensure that no electronics devices are used.

COMMUNICATIONS PERMISSION SLIP

If a Staff member, coach, or advisor will be communicating with your child via cell phone, you will receive a cell phone communications permission slip to sign so an adult in any of these capacities can share cell phone number for group, class, sport, club, or activity communications, including text messaging.

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:

- Must report directly to the cafeteria.
- Are responsible for clearing the tables where they sit.
- Put plates, silverware, and trash in the designated areas.
- Do not throw food.
- Do not push, bang, or rock, vending machines.
- 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.
- Put back\push in your chairs prior to exiting the cafeteria.
- Must ask permission to leave the cafeteria.
- When leaving the cafeteria, 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.
- Enter and exit the cafeteria using the inside doors and corridor.
- All drinks that are brought into school must have a cover on them.
- No “energy drinks” are 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.

Safety Data Sheets (SDS) are available for parental review. SDS are the documents 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 Dean of Students 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.

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

Career preparation and job placement are two of our prime objectives at Old Colony RVTHS. Teaching students how to dress in a manner that increases their likelihood of success in the job market allows us to follow a set of rules that reflects on our school's mission.

Determining a dress code which makes allowances for the rapid changes in fashion is a difficult task. However, clothing/décor that is offensive to prevailing standards because it is vulgar, lewd, indecent, racist, or disrespectful, or otherwise inappropriate in a school setting will not be permitted. Refusal to comply with expectations of a respectful school environment may result in disciplinary action or loss of privileges. Common sense and respect should be the most important guide. The principal or designee

will address any exceptions and has that right to add additional rules to ensure aspects of safety, order, and discipline in the school environment. Any type of clothing that detracts from the educational program, endangers the safety of students or staff, or conflicts with the school's mission will not be allowed.

Classroom attire shall be neat and clean. **Parents may be called to bring in clothing items for the student to wear, if it is determined that the clothing item is deemed inappropriate.**

- Sleeping apparel will not be allowed to be worn.
- Blankets or throws are not allowed in shop or classrooms.
- Sleeveless shirts must cover at least a 2-inch width across the shoulder and no undergarments must show.
- Clothing with obscene or unacceptable messages are not allowed.
- Shirts or blouses which expose the midriff, cleavage, or low back are not acceptable.
- Jeans are allowed provided they are not tattered and torn or ripped.
- Undergarments should not be visible.
- "Knee-length" loose fitting shorts will be allowed during the academic cycle only *and* cutoffs or short-shorts are not allowed. *This includes physical education attire.*
- Skirts are worn in a fashion that is consistent and acceptable of social conduct and fashion in the workplace. No skirts, shorts, or skorts shorter than above mid-thigh will be allowed and they must reach to the fingertips of the extended arm.
- Shoes or sneakers will be worn at all times.
- Footwear which will mark or damage floors is not to be worn.
- Slippers are not to be worn as shoes.
- 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.*
- Clothing with hoods can be worn to school, but hoods can never be worn up within the building.
- The wearing of chains on clothing, or exposed body parts will not be allowed.

STUDENT ID's

As a means of promoting a safer and more secure school environment that continues to be conducive to the educational process, all students (9-12) shall clearly display an ID badge. The ID badge must be available and displayed at all times during the school day and at all school functions such as field trips, job sites, etc. that take place during the regular school day.

Students who fail to wear their ID badges may face disciplinary consequences. Students who lose their ID badges shall replace the badge for a $5 fee. A student who needs to replace his/ her badge should see the Dean of Students when he/she becomes aware of the lost badge. The main office staff will issue a temporary daily ID to any student who needs one.

PHYSICAL EDUCATION AND WELLNESS PROGRAM

COURSE OVERVIEW

The Physical Education and Wellness program at Old Colony is designed to help students understand the importance of being lifelong participants of physical activity. In the units that are taught, students will learn important physical, social, and mental skills that they will be able to take with them and use in everyday situations. When leaving our program, students will have the knowledge, tools, and ability to become lifelong participants of physical activity and practitioners of good health.

COURSE MATERIALS/DRESS CODE

In order to participate in class and receive credit, all students must have proper attire, which consists of the following:

- Sneakers – Sneakers will be THE ONLY footwear allowed in class. If you do not have sneakers, you will not be allowed to participate in class and will lose credit for the day.
- Shorts/Sweatpants – No cargo shorts are allowed. Spandex shorts are NOT to be worn as an outer layer. They may be worn under shorts or pants. No shorts or any pants with zippers, buckles, or buttons are allowed.
- T-shirt/Sweatshirt – No tank tops/crop tops or shirts with offensive pictures or sayings are allowed.
- No Jewelry – This includes: necklaces, bracelets, watches, some earrings or any jewelry that is loose and/or dangling and will not be permitted during class.

Students not following the above dress code will NOT receive full credit for class. If a student chooses not to participate in class, whether they are appropriately dressed or not, they will receive a teacher detention and a zero for the day.

If a student is out for a medical reason, accompanied by a doctor's note, or cannot participate, a written packet or assignment will be given to make up classes that are missed. If a student misses class, due to a short-term illness, i.e. forgetting gym clothes, etc., make-up assignments will be allowed. It will be the responsibility of the student to schedule a make-up session with their teacher. If a make-up session does not occur, within the trimester, the zero for that class will stand.

UNIT LENGTH
Unit lengths will typically be 1 or 2 weeks long, depending on what is being taught. All units will include quality instruction and assessments.

GRADING
Students have the ability to earn 5 points per day. Everyday grades are based on the following:

- Preparation/Changing
- Effort/Participation
- Following Rules/Directions
- Respect for classmates, teachers, and equipment
- Assessments/Unit tests

You will receive a rubric on how you will be graded in your physical education classes. This rubric can also be found on the PE page on the Old Colony RVTHS website.

OTHER INFORMATION
All students will have an opportunity to get a PE locker at the beginning of the year. This locker should be locked at all times, and the combination should not be shared with anyone. Electronic devices will NOT be allowed our in the gymnasium/fields unless otherwise stated by the instructor(s) for educational purposes. Violations of this policy will result in receiving a teacher detention.

Your progress in class will be accessible through Old Colony's student management software system. Please realize you are graded based on the effort you give, not your ability (plus that's what we're here for…we'll help you learn/refine your skills). We want you to enjoy your PE experience at Old Colony!

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 Principal and/or Superintendent for an expulsion hearing.

Further punitive action may be taken through the judicial system in accordance with MGL Chapter 269 Section 17-19 and 603 CMR 33 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 ($3,000) 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 (18) and nineteen (19), shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully 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 (17) 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 ($500).

HARASSMENT

Harassment refers to intimidation, abusive behavior, or malicious act which causes harm to any student’s physical or mental well-being. Harassment includes any unwelcomed intentional written message or image (including those that are electronically transmitted) or verbal acts, such as name-calling, as well as nonverbal or physical behavior or conduct that is physically threatening, harmful, humiliating, severe, persistent, and/or pervasive.

According to An Act Relative To Bullying In Schools M.G.L. c.86 of the Acts of 2014, section 1(3), any harassment intention shown to be motivated by race, color, religion, creed, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, including marital status, age, mental, physical, developmental or sensory disability or other distinguished characteristics such as an honorably discharged veterans with trained guide dog or service animal by a person with a disability, or by association with a person who has or is perceived to have one or more of these characteristics. Massachusetts Student Anti-Discrimination Act M.G.L. c.76, Section 5 states harassment, “Severe or pervasive harassment unlawfully denies a student the advantages and privileges of school, creating a hostile, humiliating, intimidating, and offensive educational environment.”

Any violation of this policy should be brought to the attention of the Dean of Students 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.

GENDER-BASED HARRASSMENT – Nonsexual intimidation or abusive behavior toward a student based on the student's actual or perceived sex, including harassment based on gender identity, gender express, and nonconformity with gender stereotypes.

THIRD-PARTY HARRASSMENT – Behavior not directed at a victim where someone else observes or overhears harassment-related behavior involving others. This may occur without intent to offend, but has purpose or effect of creating a hostile environment for a student(s).

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 conducts satisfies the definition of sexual harassment.

II. Definitions:

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.

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.

4. Harassing conduct also includes sexual flirtations, advances or propositions, and continued or repeated verbalization including graphic or degrading verbal comments about an individual or about his/her appearance, the display of sexually suggestive offensive or abusive physical contact.

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.

Sexting

Sexting is the act of sending sexually explicit messages or photographs, primarily between mobile phones. It is a combination of the latter is meant in the wide sense of sending a text possibly with images. Often, children will send nude or revealing photos to whom they are in a relationship. However, when the relationship ends, the receiver of the photograph may decide to share them illegally, and depending upon the circumstances, could lead to criminal charges against the individual sharing the photo.

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 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 oc-

curred, 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.

Aaron L. Polansky 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

Any Massachusetts resident who has witnessed or experienced bias-motivated threats, harassment or violence may call the Attorney General's Hotline at 1-800-994-3228 or fill out a civil rights complaint form on their website. Residents may also contact the AG's Office through its social media platforms, including Facebook and Twitter.

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

MISCONDUCT

A misconduct is a legal term meaning a wrongful, improper, or unlawful conduct motivated by premediated or intentional purpose or by obstinate indifference to the consequences of one's acts. In connection with school discipline, "misconduct" is generally understood to be student behavior that is unacceptable to school officials, but does not violate criminal statues, including absenteeism, tardiness, isolated bullying or harassment incident, arguing, and inappropriate language.

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 Dean of Student'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.

BULLYING PREVENTION AND INTERVENTION PLAN

On July 25, 2014, a new law, "An Act Relative to Bullying in Schools," M.G.L. Ch. 86 of the Acts of 2014, expands the protections of the 2010 anti-bullying law. The new law revises certain provisions of M.G.L. Ch. 71, s.38O and includes 4 main components:

1. It requires schools' anti-bullying plans to recognize that certain enumerated categories of students may be more susceptible to bullying including Gay, Bisexual, Transgender, Queer, and Questioning (LGBTQ) Students;

2. It requires school districts to annually report bullying incident data to MA DESE;

3. It requires MA DESE to develop and school districts to administer surveys at least once every four years on the climate of the school district and prevalence of bullying; and

4. It grants MA DESE the power to investigate certain alleged incidents of bullying.

The law also permits school districts to, "adopt an anti-bullying seal to represent the district's or school's commitment to bullying prevention and intervention."

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.

DEFINITIONS:

Aggressor is a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying, cyberbullying, or retaliation towards a student.

Bullying is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach,

advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families is expected.

Hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated. For the purpose of this policy, whenever the term bullying is used it is to denote either bullying or cyber-bullying.

Bullying is prohibited:

- on school grounds;
- on property immediately adjacent to school grounds;
- at school-sponsored or school-related activities;
- at functions or programs whether on or off school grounds;
- at school bus stops;

- on school buses or other vehicles owned, leased or used by the school district; or,
- through the use of technology or an electronic device owned, leased or used by the Old Colony Regional Vocational Technical High School District.

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Old Colony Regional Vocational Technical High School District if the act or acts in question:

- Create a hostile environment at school for the target;
- Infringe on the rights of the target at school; and/or
- Materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and the Principal shall develop, adhere to and update a plan to address bullying prevention and intervention in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians. The plan shall apply to students and members of a school staff, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals. The consultation shall include, but not be limited to, notice and a public comment period. The plan shall be updated at least biennially.

The Principal is responsible for the implementation and oversight of the Bullying Prevention and Implementation Plan except when a reported bullying incident involves the principal or the assistant principal as the alleged aggressor. In such cases, the Superintendent or designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim. If the Superintendent is the alleged aggressor, the School Committee, or its designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim.

REPORTING BULLYING OR RETALIATION

Reporting by Staff

Old Colony staff members are required to report immediately to the Principal or Dean of Students or to the Superintendent when the Principal or other Administrator is the alleged aggressor or to the School Committee or designee when the Superintendent is the alleged aggressor, 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 Dean of Students 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 Dean of Students, or Superintendent or designee when the Principal or other Administrator is the alleged aggressor. 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 bully-

ing with a staff member, counselor, or with the Principal or Dean of Students, or Superintendent or designee when the Principal or other Administrator is the alleged aggressor.

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@old-colony.us**, calling the Principal at (508) 763-8011, extension 118, or the Dean of Students at extension 125, or mailing a note to the Superintendent-Director, Principal or Dean of Students.

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 Dean of Students; 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 but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, paraprofessionals, 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 Dean of Students, and the Superintendent or designee when the Principal or the another Administrator is the alleged aggressor, 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– Allegations of Bullying by a Student.

Safety

Before fully investigating the allegations of bullying or retaliation, the Principal or Dean of Students 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 Dean of Students 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.

The Principal or Dean of Students 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 Dean of Students will promptly notify the parents or guardians of the target and the student aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or dean of students 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 Dean of Students 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 dean of students 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 Dean of Students shall contact the Rochester Police Department if he or she has a reasonable basis to believe that criminal charges may be pursued against the student 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 Dean of Students deems appropriate.

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

Investigation Procedures

The Principal or Dean of Students 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 Dean of Students will interview students, staff, witnesses, parents or guardians, and others as necessary. The Principal or Dean of Students (or whoever is conducting the investigation) will remind the alleged student aggressor, target, and witnesses of the importance of the investigation, their obligation to be truthful and that retaliation against someone who reports bullying or provides information during a bullying investigation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the Principal or Dean of Students, 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 Dean of Students will maintain confidentiality during the investigative process. The Principal or Dean of Students 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 Dean of Students will consult with the District's legal counsel about the investigation.

Determinations

The Principal or Dean of Students will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the Principal or Dean of Students 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 Dean of Students 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 Dean of Students may choose to consult with the students' teacher(s) and/or school counselors, and the target's or student 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 Dean of Students 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 Dean of Students 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 Dean of Students 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 Dean of Students 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 dean of students. A monthly report shall be provided to the Superintendent.

Responses to Bullying

Teaching Appropriate Behavior

When the Principal or Dean of Students determines that bullying or retaliation has occurred, the law requires that the District use a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L.c.71, § 370 (d) (v). Skill-building approaches that the principal may consider include:

- offering individualized skill-building sessions based on the District's anti-bullying curricula;
- providing relevant educational activities for individual students or groups of students, in consultation with school counselors and other appropriate school personnel;
- implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;

- meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home;
- adopting behavioral plans to include a focus on developing specific social skills; and
- making a referral for an evaluation.

Disciplinary Action

If the Principal or Dean of Students decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the Principal or Dean of Students, 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.

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 Dean of Students determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

Promoting Safety for the Target and Others

The Principal or Dean of Students will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. One strategy that the Principal or Dean of Students may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Principal or Dean of Students will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the Principal or Dean of Students will work with appropriate school staff to implement them immediately.

The Old Colony Regional Vocational Technical High School District shall provide counseling or referral services, including adjustment counseling, academic intervention, and protection to students, both targets and aggressors, affected by bullying, as necessary.

Parent Education and Resources

The Old Colony Regional Vocational Technical High School District will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the District. The programs will be offered in collaboration with the School Council, Special Education Parent Advisory Council, or similar organizations.

Notification and Training

Parent and Notification

Each year the Old Colony Regional Vocational Technical High School District will inform parents or guardians of enrolled students about the anti-bullying curricula that are being used. This notice will include information about the dynamics of bullying, including cyber-bullying and online safety.

In addition, each year the District will send parents written notice about the student-related sections of the Bullying Prevention and Intervention Plan, the Acceptable Use Policy, and the Internet Safety Policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats, and will be available in the language(s) most prevalent among parents or guardians.

Student Training and Notification

Annual written notice of the relevant sections of the Bullying Prevention and Intervention Plan, the Acceptable Use Policy, and the Internet Safety Policy shall be provided to students in age-appropriate terms.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all grade 9-12 students.

Staff Notification and Training

Annual training for all school staff on the Plan will include sections related to staff duties and bullying of students by school staff, an overview of the steps that the principal or designee will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention curricula for grades 9-12.

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Staff members hired after the start of the school year will participate in school-based training during the school year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the last two years.

Relevant sections of the Bullying Prevention and Intervention Plan relating to the duties of staff shall be included in the District's Employee Handbook or Faculty Intranet.

Annual written notice of the Bullying Prevention and Intervention Plan, the Acceptable Use Policy, and the Internet Safety Policy shall be provided to all school staff.

The Bullying Prevention and Intervention Plan shall be posted on the Old Colony Regional Vocational Technical High School District website.

Professional Development

The goal of professional development is to establish a common understanding of tools necessary for staff to create a school climate that promotes safety, civil communication, and respect for differences. Professional development will build the skills of staff members to prevent, identify, and respond to bullying. As required by M.G.L. c. 71, § 370, the content of district wide professional development will be informed by research and will include information on:

- age appropriate strategies to prevent bullying;
- age appropriate strategies for immediate, effective interventions to stop bullying incidents;
- information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying;
- research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment;
- information on the incidence and nature of cyber-bullying; and
- Internet safety issues as they relate to cyber-bullying.

Professional development will also address ways to prevent and respond to bullying or retaliation for students with disabilities that must be considered when developing students' Individualized Education Programs (IEPs). This will include a particular focus on the needs of students with autism or students whose disability affects social skills development.

Additional areas of professional development may include:

- promoting and modeling the use of respectful language;
- fostering an understanding of and respect for diversity and difference;
- building relationships and communicating with families;
- constructively managing classroom behaviors;
- using positive behavioral intervention strategies;
- applying constructive disciplinary practices;
- teaching students skills including positive communication, anger management, and empathy for others;
- engaging students in school or classroom planning and decision-making;
- maintaining a safe and caring classroom for all students maintaining a safe and caring classroom for all students; and
- engaging staff and those responsible for the implementation and oversight of the Plan to distinguish between acceptable managerial behaviors designed to correct misconduct, instill accountability in the school setting, etc. and bullying behaviors.

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, § 370, 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, gender identity, housing status, ethnicity, gender, genetic information, disability, 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 37H 1/2, 37H 3/4, M.G.L. Ch. 71, §§41 and 42, M.G.L. Ch. 76 § 5, other applicable laws, or local school or district policies, or collective bargaining agreements, in response to violent, harmful, or disruptive behavior regardless of whether the Plan, covers the behavior.

This Plan is updated to reflect M.G.L. c. 71, 37O as amended by Sections 72 – 74 of Chapter 38 of the Acts of 2013, which changed the definition of "perpetrator" to include "a member of a school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional." The amendment also made the plan applicable to school staff, including but not limited to, the individuals listed in the amended perpetrator definition.

EXPLORATORY PROGRAM

Upon entering the ninth grade, each student will explore eight (8) shop areas during September through January. The student may select five 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:

Evidence of a positive attitude during all exploratory shop experiences.

RELATED under RELATED add 25% of overall grade

- Interest in learning shop academic foundation
- Completes class assignments and homework as instructed
- Cooperation and respect for peers and instructors
- Attendance and punctuality
- Demonstrates interest through active participation

SHOP/LAB under SHOP/LAB add 75% of overall grade

- Effort and willingness to follow instructions
- Demonstrates Basic Understanding
- Cooperation and respect for peers and instructors
- Demonstrates shop safety and proper tool handling
- Quality and completeness of tasks

This placement will be done in January.

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 and a Student Letter 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 exploratory GPA 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 or a mini-exploratory in grade 10.
- 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.
- 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 student grade level.

With Old Colony's mission statement, core values and beliefs 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 Records and Folders**
   A complete updated record of each student has been compiled with the cooperation of administration, staff, and students.

2. **Legal Guardian**
   Old Colony's student management software program now requires this data field and tracking on our students for state reporting purposes. It is the responsibility of the parent/guardian to notify the guidance office if there is any changes to legal guardianship of their child and submit the necessary legal documentation.

3. **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.

4. **Counseling**
Individual conferences are definitely the most important part of placement 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.

5. **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.

6. **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 liaisons with the personnel departments of area businesses and industrial firms for the purpose of locating, evaluation and placing students in available positions.

7. **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.

8. **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 staff and the parent/guardians work together to best serve the student.

9. **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 assist the student's educational needs and success.

9. **Co-operative Education Documents**
   All co-operative paperwork should be picked up and career and college planning should be scheduled before 7:45 am or on Tuesday or Thursday after school.

GUIDANCE/SCHOOL ADJUSTMENT DEPARTMENT PROCEDURES

Appointments to meet with guidance/school adjustment counselor (s) need to be made before school starts, at lunch, or after school on Tuesdays and Thursdays, NOT between classes. Students WILL NOT be issued a pass by anyone in guidance to report to class late because they stopped by the guidance office 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 office at the end of their lunch-room duty.

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

SAFETY PASS:

Purpose:
A behavioral intervention to minimize disruption in the classroom by allowing a student space and processing time, work on strategies to emotionally regulate, and/or to make better decisions.

Procedure:
Staff can use their professional judgement in the matter. If the student seems extremely distressed and causing a scene, but is willing to be accompanied to the nurse's office to be assisted, than this procedure still falls under the use of the safety pass and the student reports to the nurse's office for evaluation.

RESTRICTED PASS ISSUANCE:

Purpose:

- To maximize learning by minimizing the amount of time a student is out of his/her academic class- room or vocational shop.
- To prevent a student from abusing the privilege of leaving his/her class or shop to go to the bathroom, guidance office, nurse, etc.

** Staff can use their professional judgement in the matter. If the student seems ill or distressed, a regular pass can be issued allowing the student to the nurse's office or to his/her guidance counselor, and the time will be noted on the pass.

SCHOLARSHIP AWARDS PROCEDURES

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, ethnicity, gender, genetic information, homelessness, disability, sexual orientation, gender identity or expression.

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 Vo- cational Technical High School District are free from any restriction. All students are given the opportunity to participate and/or apply for any and all scholarships and awards offered within the District.

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 schol- arship 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.

The District Committee's policy of non-discrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school or any town or in obtaining the advantages, privileges, and courses of study, including athletics and extracurricular activities of such public school on account of race, color, sex, gender identity, religion, national origin, housing status, sexual orientation, limited English proficiency, or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

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 both vocational and aca- demic 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 second Monday in May.

HOMELESS EDUCATION ACT

Purpose

The McKinney-Vento Homeless Education Act was reauthorized under the Every Student Succeeds Act (ESSA). Children and youth in foster care, who may or may not be experiencing homelessness, will enroll and attend school that is in the best interest of the student with regard to school stability. This includes, but is not limited to the the school of origin and the impact of mobility on the achievement, education, health and safety, giving priority to the wishes of the parent/guardian or the determination of an unaccompanied youth. The definition of the school of origin includes the designated receiving school at the next grade level when a student completes the final grade level served by the school of origin.

Definition

OCVRTHSD 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 OCRVTHSD 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 my have other duties within the school district. This liaison shall be responsible for developing the grant application and data reporting to MADOE.

ENROLLMENT & RETENTION

The OCRVTHSD 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.
- 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 Dept. of Child and Family Services or designee.

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 a student is considered to be in temporary housing, he/she will be allowed to attend the school of origin and transportation will be provided, the district of origin and the district in which the student resides must agree upon a method of apportion responsibility and costs for transportation.

When a student obtains permanent housing, transportation to the school of origin will be provided until the end of the school year, if it is determined to be in the student's best interest to remain at the school of origin.

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-disciminatory staff behaviors.

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, homelessness, national origin, sexual orientation, gender identity, expression, gender, genetic information, or disability.

NON-DISCRIMINATION

The District Committee's policy of non-discrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school or any town or in obtaining the advantages, privileges, and courses of study, including athletics and extracurricular activities of such public school on account of race, color, sex, gender identity, religion, national origin, housing status, sexual orientation, limited English proficiency, or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

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, gender identity, religion, national origin, housing status, sexual orientation, limited English proficiency, or disability"

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 of activity, service, or resource available in that public school on account of race, color, sex, gender identity, religion, national origin, housing status, sexual orientation, limited English proficiency, or disability 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:

Principal
Old Colony Regional Vocational Technical High School District
476 North Avenue, Rochester, MA 02770
Telephone number: 763-8011 x-118

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

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 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 that providing and ESL program/class).

ELL - ENGLISH LANGUAGE LEARNER

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

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.

CUSTODY

Any parent whose child is the subject of a custody order is requested to file the order with the student's guidance counselor. It is assumed that the court order submitted to the school is the most recent and is in effect. If no custody agreement or order is submitted, we will assume that there is joint custody and that both parents have equal rights.

STUDENT RECORDS

The school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligibile student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

The Family Educational Rights and Privacy Act (FERPA) is the federal law that covers the maintenance of student records. FERPA affords parents and students over 18 years of age certain rights with respect to the student's education record. FERPA refers to students over the age of 18 as "eligible students."

These rights are:

1. The right to inspect and review the student's education record within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the Superintendent a written request that identifies the record(s) they wish to inspect. The school will make arrange- ments for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of a student's education record that the parent or eligible students seeking to amend a record should write to the Superintendent, clearly identifying the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise the of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Onc e exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforce- ment unit personnel); a person serving on the school committee; a person or company with whom the school has contracted to perform a special task(suchas an attorney, auditor, medical national treatment agency a disciplinary or grievance committee, or assisting another school official in performing his/ her tasks. As school official has a legitimate education interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

In addition, certain information in the student record classified as "directory information" may be released to third parties without prior consent. "Directory Information" is information that is generally not considered harmful or an invasion of privacy if disclosed.

Old Colony has designated the following as directory information: the student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, grade level, participation in officially recognized activities and sports, degrees, honors and awards received, most recent educational agency or institution attended, and post-high school plans. Par- ents and eligible students who wish that such information not be released without their prior consent must notify the school, in writing.

4. The right to file a complaint with the U.S. Dept. of Education concerning alleged failures by the school to comply with the requirements of FERPA. Complaints may be directed to the Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave., SW, Washington, DC 20202-4605.

Access by Military Recruiters and Institutions of Higher Education. The school is required to provide a list of names, addresses, date of birth and telephone numbers to military recruiters or institutions of higher education when they request such information. However, an eligible student or his/her parent may request that such information not be released without prior consent. Such requests must be made, in writing, to the school by October 1st.

Access by Non-Custodial Parents. A non-custodial parent may have access to the student record in ac- cordance with M.G.L. Ch. 71, s. 34H. Information about accessing the student record can be obtained by contacting the guidance office.

Temporary and Permanent Records. The temporary student record will be given to students upon gradu- ation. If the temporary record is not claimed it will be destroyed after seven (7) years. The permanent record (transcript) will be destroyed sixty (60) years following graduation, transfer, or withdrawal from the school.

EDUCATIONAL SURVEYS AND COLLECTION OF DATA

A federal law called the Protection of Pupil Rights Amendment affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding the way we conduct surveys, collect and use information for marketing purposes, and perform certain physical exams. In this policy, "surveys, analyses, or evaluation" refers to methods of gathering data for research purposes.

Without the prior written consent of the student's parent/guardian, or of the student if he/she is at least 18 years of age, no student shall be required as part of any program wholly or partially funded by the U.S. Dept. of Education to submit to any survey, analyses, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine eligibility for school programs or for receiving financial assistance under such program.

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis or evaluation shall be available upon request for inspection by the student's parent/guardian. For the purpose of this policy, "instructional material" does not include academic tests or assessments.

A parent may inspect, upon request, a survey created by a third party before the survey is administered

or distributed to a student.

The Superintendent or designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or distribution.

The school district will notify parents of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy. Where practical, the District will also directly notify parents annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents shall have the opportunity to opt their child out of participation in any survey, analysis, or evaluation. Students who are 18 years of age or older may opt out of such surveys, analyses, or evaluations.

Parents or eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, US Dept. of Education, 400 Maryland Ave., SW, Washington, DC 20202-4605.

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: Students must have a cumulative average of 70 (C-), with no individual grade being below a 65 (D) to be eligible to participate in the Old Colony cooperative education program. Students must maintain and comply with good attendance and discipline records (in accordance with school policies). Students must meet all shop and related Chapter 74 requirements. Students must pass their specific shop safety certification in order to enter co-op employment. Students who have not passed the MCAS test are required to attend MCAS remediation support classes that are held before or after school, Saturdays or vacation weeks while school is in session, and an MCAS summer support class, if offered.

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 (x126) or Vocational Coordinator (x119) for specific information about an individual program.

Automotive Technology
CAD Drafting
Business Technology
Computer Science

Cosmetology
Culinary Arts
Electrical
Electronic Engineering Technologies
Health Career
Graphic Communications and Design
House and Mill Carpentry
Machine And Tool
Technology 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 any time the arrangement becomes un- desirable 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.
- 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 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 policy 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, homelessness, gender identity or expression.
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.
9. Employer is responsible for having the Employment Evaluation Form filled out and returned to the student's 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.

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

- At least 16 years old.
- A senior with a minimum of 2 years in the particular shop, or a junior at the end of the first trimester with a minimum of 2 years in the particular shop.
- Possess a career plan.
- 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.
- Prior to entering a Cooperative Education agreement, a student must have completed sections 1-3-4-7-8 on the required Portfolio Entries.(Section 1- Student Information Sheet; Section 3 - Resume; Section 4 - 3 letters of recommendations; Section 7 - 4 pieces of shop work with writing; Section 8 - 2 pieces of related work with writing). This applies to seniors and juniors wishing to participate in cooperative education.
- Student must maintain and comply with good attendance and discipline record (in accordance with school policy).
- Student is required to work 30 hours per shop week. Student must notify shop instructor and school attendance office immediately in the event that he/she misses a co-op work day.
- Student is responsible for having the Employment Evaluation Form filled out and returned to the student's 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.
- Students who have not passed the MCAS must attend a before school, after school, Saturday program and/or a school vacation week program and/or be willing to attend morning

MCAS support classes or summer MCAS support classes.

- Student must work at a site that contains advance skill training (as determined by the instructors and in accordance with the Vocational Frameworks).

- Upon receipt of the Student Attendance Failure List, students on Co-op have forty-eight (48) 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 school shop program.
- 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.
- If a student has previously been implicated in a situation regarding controlled substances (whether a canine search or other situation) the student must submit evidence of a negative (clean) drug test to be eligible for co-op and must submit monthly proof of a negative (clean) drug test to remain on co-op. Failure to comply with testing or a positive test result will
  result in the loss of co-op privileges. Testing is to take place at a facility designated by the Principal, and the cost to be assumed by the district.
- According to M.G.L. c. 151A Section 6 (k), co-op students are not eligible for unemployment benefits.

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.
- 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 then 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.
- Follow-up with the Employer's timely submission of the Employment Evaluation Form for each student's co-op placement and enter grades in the Student Management Software System.

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 (30) 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 by email to the shop instructor, 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 on this form.

Child Labor Laws

State and Federal Child Labor Laws for Co-op Students

Below is a summary of the state and federal child labor laws most relevant students enrolled in Massachusetts Chapter 74-approved vocational technical education programs. As all co-op students must be at least 16 years of age, laws related to teens under 16 are not included in the summary below:

Legal Work Hours for Minors
16 & 17 Year Olds

Work Hours (all year round)

- Only between 6 am & 10 pm on nights preceding a regularly scheduled school day
- If the establishment stops serving customers at 10 pm, the minor may be employed until 10:15 pm
- Only between 6 am & 11:30 pm on nights not preceding a regularly scheduled school day, except in restaurants and race tracks until midnight

Maximum Hours (all year round)

48 hours per week
9 hours per day
6 days per week

Supervision

All minors must be directly supervised by an adult who is located in the workplace and who is reasonably accessible (with the exception of minors who work at kiosks in the common areas of some malls.)

Work Permits
All teens under 18 must obtain a work permit from the school district where they live or go to school. For more information, visit the website of the Division of Occupational Safety at: www.mas.gov/dos/youth.

In place of the standard work permit, a special Cooperative Education Employment Permit must be obtained by all minors who will be employed in cooperative education. These permits are issued by the Superintendent of the school district where the minor is enrolled in a Chapter 74 program.

Prohibited Jobs for Minors
People under 18 may NOT:
General work permit

- Drive a vehicle, forklift or work assist vehicle (except golf carts in certain circumstances)
- Ride as a passenger on a forklift
- Operate, clean or repair power driven bakery machines (except for certain countertop models and pizza dough rollers)
- Handle, serve, or work from hoisting machines
- Use, serve, or sell alcoholic beverages
- Manufacture brick, tile, or kindred products
- Manufacture or store explosives
- Work in forest fire fighting forest fire prevention, timber track operations, and forestry service
- Work in wrecking, demolition, or shipbreaking
- Work in logging sawmilling, or mining
- Work where they are exposed to radioactive substances
- Work in any job requiring the possession or use of a firearm

Co-op employment permit (exemptions for co-op students)*

- Operate, clean or repair power driven meat slicers, grinders or choppers*
- Work 30 feet or more above ground or water*
- Use circular, chain, or band saws; guillotine shears; wood chippers; and abrasive cutting discs*
- Use power-driven woodworking machines*
- Operate or load power-driven balers, compactors, or paper processing machines*
- Use power-driven metal-forming, punching, or shearing machines*
- Use buffing or polishing equipment*
- Work in excavation*
- Work slaughtering, packing, or processing meat and poultry*
- Work in railway operations*
- Work in roofing, or on, or about a roof*
- Work in foundries, or around blast furnaces*
- Work manufacturing phosphorus or phosphorus matches*
- Work as a firefighter, or engineer on a boat*
- Oil or clean hazardous machinery in motion*

Please discuss any concerns or questions regarding under 18 work restrictions with the schools Cooperative coordinator.

*For all child labor law exemptions for students-learners, the work shall be incidental to his or her training, shall be intermittent and for short periods of time, shall be under the direct and close supervision of a qualified and experienced person, and shall include safety instruction by the employer as part of the training before work is performed by minor.

NURSE

- First aid is given to any pupil requiring it. Doctor's care rests with the decision of parents/guardians. Student Accident Insurance Coverage is available whereby, for a small premium, students may be insured against injury incurred while under the jurisdiction of the school. (Please read the Insurance Brochure carefully)

Student Medication Procedures: A parent/guardian must contact the school nurse before medication can be brought to school. The nurse will provide the required doctor and parent consent forms to administer medicine in school. Consent forms are required for all school-time medications, including over-the-counter medications.

Medications that are to be given during school hours, must be:

- brought to the school nurse by a parent/guardian;
- brought to school in a prescription bottle/original container; (medication in envelopes or plastic bags will not be accepted)
- Prescription medication must have the student's name, the name of the medication, the dose to be given, and the time the medication is to be given on the container.
- The student is responsible to come to the nurse's office at the time the medication is to be given.
- Medication that impairs a student's ability to work safely cannot be taken during school hours and a school health form may be required for a health care professional to complete if the student has any academic or performance restrictions.

Nurse's Office Procedures

- Students should have a hall pass to go to the nurse's office.
- The hall 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 the guidance office, front office or an administrator.
- Students will be given a hall pass to return to their current or next class. If dismissed from school, the nurse will notify the faculty and provide the student with a dismissal slip.

Procedure for Screening, Brief Intervention, and Referral to Treatment – SBIRT

With the increase in substance use in today's society, it is more important than ever to teach our young adolescents about the risks associated with substance use and assist those in need of help. The CRAFFT screening tool is used and is the most commonly used substance use screening tool in Massachusetts for adolescents. Student screening sessions will be brief (approximately five minutes) and will be individualized sessions, conducted both confidentially and in private, by the nurse with each 9th grade student. Students who are not using substances will have their healthy choices reinforced by the screener. The screener will provide brief feedback to any student who reports using substances or who presents with a future risk for substance use. If needed, the student will be referred to our guidance department for further evaluation. Results of the screening will not be included in your student's school record, nor will results be shared with any staff other than the SBIRT Team. The SBIRT Team is composed of the nursing staff, school administrators, school adjustment counselors, and guidance counselors. All students will receive some educational material and a resource list at the time of the screening. **As with any school screening, you have the right to opt your child out of this screening.**

All screenings are voluntary and students may choose not to answer any or all of the screening questions. Please contact, in writing or e-mail, if you wish to exclude your child from any particular screening by October 1, 2018.

Annual Screenings

In addition to the SBIRT Screening, students will participate in the following: Vision, hearing, height, weight, postural, and at-risk screenings. All screenings are voluntary and students may choose not to answer any or all of the screening questions. Please contact, in writing or e-mail, if you wish to exclude your child from any particular screening by October 1,2018.

Any parent/guardian whose child requires non-routine medical treatment, including but not limited to an emergency room visit, must provide medical documentation of the student's condition, clearance for re-entry to school, and any physical limitations. This includes any injuries suffered during the course of Co-op work, athletic events and non-school related activities.

It is the responsibility of the parent/guardian to 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, 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 the child's well/safe return to academic and vocational programs that may require the use of the industrial/technical equipment. In addition, it may be determined that accommodations are necessary to implement for the student's successful school placement.

The student'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.

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. 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, caferteria debt, any shop repair bills, etc.) must fulfill that obligation before he/she will be issued a transfer card.

SCHOOL BRAINS

School Brains is the online student access software to Old Colony's student information system. You can use School Brains to check grades, attendance, and discipline information. The purpose of School Brains is to increase communication between school, students, and parents to monitor progress and to help parents become more informed and involved.

PROMOTION AND GRADUATING REQUIREMENTS

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

All grade levels (9-12) must successfully complete all courses in order to be promoted. Core courses include: English, Math, Science, Social Studies, Shop Related, and Shop. Old Colony offers additional course options in Physical Education, Health, Academic Support, Digital Literacy, and Life and Career Skills.

Some courses may require prerequisites. See your guidance counselor or the school's website for the Program of Studies. See a list of Course Offerings placed at the end of this handbook.

Students found to be deficient in fulfilling the 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 (with at least a grade of "C" (73)) must be submitted. Any student who does not attend, does not meet the attendance requirements, or does not pass all of their required academic summer courses (with at least a grade of "C"(73)) to promote into the next grade level, forfeits his/her acceptance to Old Colony RVTHS.

Since shop grades constitute 1/2 of the year's 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 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.

DUAL ENROLLMENT COURSES

Students who are enrolled in a college course offering, while attending Old Colony RVTHS must earn a minimum score of C(73) or better to receive full high school credit upon completion of the course. Please see a guidance counselor about dual enrollment opportunities.

COLLEGE ENTRANCE AFTER GRADUATION

In order to meet the standard entrance requirements for admission to the state universities and colleges, the school's curriculum offers the necessary courses for acceptance to all four-year state-supported colleges. Colleges may calculate grade point average (GPA) differently from Old Colony. It is important that students planning to attend a four-year college take a rigorous course load and keep grades in good standing at all times throughout their high-school career. Students and parents will benefit from PSAT, SAT, and Accuplacer result interpretations and should take advantage of school-wide support systems such as SAT prep courses, dual enrollment courses, and remedial support when offered. Please contact the guidance counselors for individual attention regarding these important matters.

SUMMER SCHOOL

Students found to be deficient in fulfilling the requirements for promotion and/or graduation must attend a summer school program during July and August. All students must pass their summer school course with a "C" (73) or better in order to receive credit for that course.

Students are eligible to attend summer school if they have achieved a final course grade of at least 50. If a final course grade is below a 50, the student is not eligible for a summer school course and will be asked to complete transfer paperwork to return to his/her sending district..

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.

Note: No student will be allowed to take more than two (2) Summer School courses.

All rules and regulations outlined in this handbook will be enforced during all summer school sessions if 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.

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. 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 who is absent, for any reason, will be allowed to make up his/her shop daily grade assignment after school on Tuesdays or Thursdays. However, if the student chooses not to make up the missed assignment, he/she will receive a zero for the incomplete assignment. Each student is allowed to make up his/her assignments before each trimester ends.

3. The only exceptions to the above are as follows:
    - death of a relative/bereavement leave
    - court appointment verified by court papers, summons, and subpoena
    - religious observance

- license permit appointment verified by documentation
- college visits (Refer to College Visits section)
- co-operative interview or school work-site opportunity

PLACEMENT

Incoming Grade Nine Students

Criteria for placement in Honors 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) and advanced or proficient MCAS scores (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.
6. Math and English placement exams.

Students must meet four of the five criteria to be placed in Honors Courses.

All Students' Placements

1. Academic placement for all students is reviewed during Trimester One. Any schedule changes that need to be made will be processed in advance of October 1st. Any other changes to be made may be on a case-by-case basis.
2. Teachers make recommendations for movement from College Prep. To Honors or Honors to College Prep. If a parent or student disagrees with this placement, they can contact the Guidance Counselor for a placement waiver form for a change of level.

COURSE OFFERINGS

2018-2019

Grade 9

English (*Honors or CollegePrep*)
Mathematics
- Algebra II (*Honors*)
- Algebra I (*Honors or College Prep*)

History
- U.S. History I (*Honors or College Prep*)

Science
- Technology & Engineering (*Honors or College Prep*)

Technical Program Related & Shop
Electives
- Health
- Physical Education/Fitness
- Digital Literacy
- Life and Career Skills

Grade 10

English (*Honors or CollegePrep*)
Mathematics
- Geometry (*Honors or College Prep*)

History
- U.S. History II (*Honors or College Prep*)

Science
- Biology (*Honors or College Prep*)
- Chemistry (*Honors or College Prep*)
- Physics (*Honors or College Prep*)
- Forensics
- Marine Biology

Technical Program Related & Shop
Electives
- Health
- Physical Education/Fitness
- Digital Literacy
- Life and Career Skills

Grade 11

English (*Honors or College Prep*)
Mathematics
- Pre-Calculus
- Algebra II (*Honors or College Prep*)

History
- Modern World History I (*Honors or College Prep*)

Science
- Chemistry (*Honors or College Prep*)
- Physics (*Honors or College Prep*)
- Forensics
- Marine Biology

Technical Program Related & Shop
Elective
- Physical Education /Fitness

Grade 12

English (*Honors or College Prep*)
Mathematics
- 21st Century Mathematical Applications
- Statistics and Trigonometry Applications
- Pre-Calculus
- Calculus

History
- Modern World History II (*Honors or College Prep*)

Science
- Physics (*Honors or College Prep*)
- Chemistry (*Honors or College Prep*)
- Forensics
- Marine Biology

Technical Program Related & Shop
Electives
- Physical Education/Fitness

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 High Honor Roll and Honor Roll will be published in recognition of the scholastic achievement of students during the preceding trimester. The criteria for the High Honor Roll and Honor Roll is as follows:

To achieve High Honor Roll, all grades must be an A- (90) or above. All conduct and effort grades must be a 1 or 2.

Honor Roll - All grades must be B- (80) or above. All conduct and effort grades must be a 1 or 2.

OLD COLONY CHAPTER-NATIONAL HONOR SOCIETY

The Old Colony Chapter of the National Honor Society exists to recognize the cumulative achievement of 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, at the end of each school year must be eligible sophomores and juniors, who will become juniors and seniors in the following school year.

Selection for membership is based upon the following four criteria:

Scholarship:
Candidates eligible for election shall have a minimum cumulative grade point average of 3.5 or higher and be named to the Highest Honor Roll and Honor Rolls.

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.

Each inducted member will be responsible for paying a one-time $20 membership fee to the Old Colony National Honor Society.

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.

STUDENT OF THE TRIMESTER

Eligibility:
Any Old Colony student is eligible for this award each trimester.

Objectives:
The criteria for the Student of the Trimester program is based on a student's improvement, service, attitude, and shop projects. The program is intended to raise self-esteem. One student, from each shop, will be selected by his/her teachers for this recognition.

Recognition:
Photo taken and displayed outside of the front office when the trimester ends.
Public recognition at the School Committee meeting and published on the school's website, TV monitors, and other media opportunities.
All staff and student notification.
Lunch with the Principal in the Cougar's Den

OLD COLONY REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

SCHOOL CALENDAR 2018-2019
Teacher Orientation – Monday, August 27, 2018 (Early Start)

FIRST TRIMESTER
Begins: **Tuesday, August 28, 2018**
Ends: ***Tuesday, November 20, 2019**

DAYS OUT
August 28, 2018 (Friday) Labor Day Weekend
September 3, 2018 (Monday) Labor Day
October 8, 2018 (Monday) Columbus Day
November 12, 2018 (Friday) Veterans' Day
November 21, 2018(Wednesday) through November 23, 2018 (Friday) Thanksgiving Recess

SECOND TRIMESTER
Begins: **Monday, November 26, 2018**
Ends: ***Friday, March 8, 2019**

DAYS OUT
December 24, 2018(Monday) through January 1, 2019(Tuesday)Christmas Recess
January 21, 2019 (Monday) Martin Luther King Day
February 18, 2019 (Monday) through February 22, 2019 (Friday) Winter Recess

THIRD TRIMESTER
Begins: **Monday, March 11, 2019**
Ends: ***Wednesday, June 20, 2019**

DAYS OUT
April 19, 2019 Good Friday
April 15, 2019 (Monday) through April 19, 2019 (Friday) Spring Recess
May 27, 2018 (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. Faculty are required to work 182 days to comply with the language in the Teamsters' Contract.**

Note: Graduation – Sunday, June 2, 2019

CYCLE SCHEDULE 2017-2018 SCHOOL YEAR

AUGUST/SEPTEMBER

8/28 – 9/7	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMIC)	Maroon
9/10 – 9/21	Sophomore and Senior (ACADEMIC)	Gold
	Freshman and Junior (SHOP)	Gold

SEPTEMBER/OCTOBER

9/24 – 10/5	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMIC)	Maroon
10/9 – 10/19	Sophomore and Senior (ACADEMIC)	Gold
	Freshman and Junior (SHOP)	Gold

OCTOBER/NOVEMBER

10/22 – 11/2	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMIC)	Maroon
11/5 – 11/20	Sophomore and Senior (ACADEMIC)	Gold
	Freshman and Junior (SHOP)	Gold

END OF FIRST TRIMESTER

NOVEMBER/DECEMBER/JANUARY

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

JANUARY/FEBRUARY

1/14 –1/25	Sophomore and Senior (ACADEMIC)	Gold
	Freshman and Junior (SHOP)	Gold
1/28 – 2/8	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMIC)	Maroon

FEBRUARY/MARCH

2/11 – 3/1	Sophomore and Senior (ACADEMIC)	Gold
	Freshman and Junior (SHOP)	Gold
3/4 – 3/15	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMIC)	Maroon

END OF SECOND TRIMESTER

MARCH

3/18 – 3/29	Sophomore and Senior (ACADEMIC)	Gold
	Freshman and Junior (SHOP)	Gold

APRIL/MAY/JUNE

4/1 – 4/12	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMICS)	Maroon
4/22 – 5/3	Sophomore and Senior (ACADEMICS)	Gold
	Freshman and Junior (SHOP)	Gold
5/6 – 5/17	Sophomore and Senior (SHOP)	Maroon
	Freshman and Junior (ACADEMICS)	Maroon
5/20 – 5/31	Sophomore and Senior (ACADEMICS)	Gold
	Freshman and Junior (SHOP)	Gold
6/3 – 6/18	Sophomore and Senior (ACADEMIC)	Maroon
	Freshman and Junior (SHOP)	Maroon

END OF THIRD TRIMESTER

EXPLORATORY SCHEDULE

2018- 2019

CYCLE 1	SEPTEMBER 10 – 14	SHOP EXPLORATORY	1
	SEPTEMBER 17 – 21	SHOP EXPLORATORY	2
CYCLE 2	OCTOBER 9 – 12	SHOP EXPLORATORY	3
	OCTOBER 15 – 19	SHOP EXPLORATORY	4
CYCLE 3	NOVEMBER 5 -9	SHOP EXPLORATORY	5
	NOVEMBER 13 - 20	SHOP EXPLORATORY	6
CYCLE 4	DECEMBER 10 - 14	SHOP EXPLORATORY	7
	DECEMBER 17 - 21	SHOP EXPLORATORY	8

MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

2018–2019 MCAS Testing Schedule

Check www.doe.mass.edu/mcas/cal.html in fall 2018 for additional details on the MCAS testing schedule (i.e., make-up testing windows, test administration deadlines, recommended testing times) as well as the ACCESS for ELLs testing schedule. For planning purposes, note that test sessions in 2018–2019 will remain untimed.

Spring 2019 MCAS Alternate Assessment for Grades 3–8 and High School

MCAS-Alt **portfolio for students with significant disabilities**	
Deadline for UPS pickup of MCAS-Alt portfolio materials	Friday, March 29

Spring 2019 MCAS Tests for Elementary and Middle Schools[1]

April–May 2019 Grades 3–8 MCAS Tests[2] **Grades 3–8 ELA and Mathematics, and grades 5 and 8 Science and Technology/Engineering Tests (STE)** **computer-based tests**	
ELA test sessions	Monday, April 1–Friday, May 3
Mathematics test sessions	Tuesday, April 2–Friday, May 24
STE test sessions	Wednesday, April 3–Friday, May 24

2018– 2019 MCAS Tests for High Schools

November 2018 MCAS ELA and Mathematics Retests **paper-based tests**	
ELA Composition Sessions A and B	Thursday, November 8
ELA Reading Comprehension Sessions 1 and 2	Friday, November 9
ELA Reading Comprehension Session 3	Tuesday, November 13
Mathematics Session 1	Wednesday, November 14
Mathematics Session 2	Thursday, November 15
February 2019 MCAS Biology Test **paper-based test**	
Biology Session 1	Wednesday, February 6
Biology Session 2	Thursday, February 7
March 2019 MCAS ELA and Mathematics Retests **paper-based tests**	
ELA Composition Sessions A and B	Monday, March 4
ELA Reading Comprehension Sessions 1 and 2	Tuesday, March 5
ELA Reading Comprehension Session 3	Wednesday, March 6
Mathematics Session 1	Thursday, March 7
Mathematics Session 2	Friday, March 8

March 29, 2018

March 2019 Grade 10 MCAS ELA Test[2, 3] **computer-based test**	
Primary Administration Dates[4]	
ELA Session 1	Tuesday, March 26
ELA Session 2	Wednesday, March 27
Secondary Administration Dates	
ELA Session 1	Thursday, March 28
ELA Session 2	Friday, March 29
May 2019 Grade 10 MCAS Mathematics Test[2, 3] **computer-based test**	
Primary Administration Dates[4]	
Mathematics Session 1	Tuesday, May 21
Mathematics Session 2	Wednesday, May 22
Secondary Administration Dates	
Mathematics Session 1	Thursday, May 23
Mathematics Session 2	Friday, May 24
June 2019 MCAS STE Tests **(Biology, Chemistry, Introductory Physics, Technology/Engineering)** **paper-based tests**	
STE Session 1	Tuesday, June 4
STE Session 2	Wednesday, June 5
May–June 2019 MCAS Biology and Introductory Physics Field Tests **computer-based administration** Each school that administers the Biology or Introductory Physics tests in June will also administer a field test to a portion of its students.	
STE Session 1	Monday, May 28–Friday, June 14[5]

[1] There will be two test sessions for each of the MCAS tests for grades 3–8. The Department will review the amount of testing time used by students doing computer-based testing in 2018 to determine the recommended testing times for spring 2019. Also in preparation for 2019, the Department will update the STE test design information on the website over the next several months (for reference, the 2018 information for all grade 3–8 tests is available).

[2] Note that the tests in ELA and Mathematics for grades 3–8 and 10, and grades 5 and 8 tests in STE will be computer-based tests. (Exceptions to the CBT expectation will be made for students with disabilities and first-year English learners, who may require a paper-based edition as an accommodation.)

[3] The spring grade 10 ELA and Mathematics tests will be next-generation, computer-based tests, and will contain two test sessions each. The spring 2019 grade 10 ELA and spring 2019 grade 10 Mathematics test designs are available.

[4] Schools with technology constraints should use the primary administration dates for the maximum number of students who can test concurrently, and then use the secondary administration dates for the remainder of the students. Schools with special circumstances that cannot test all their students using the primary and secondary administration dates should email the Department's Office of Student Assessment Services to discuss options. (Note that schools with students doing paper-based tests as an accommodation will be expected to administer the grade 10 tests concurrently to those students on the primary set of administration dates.)

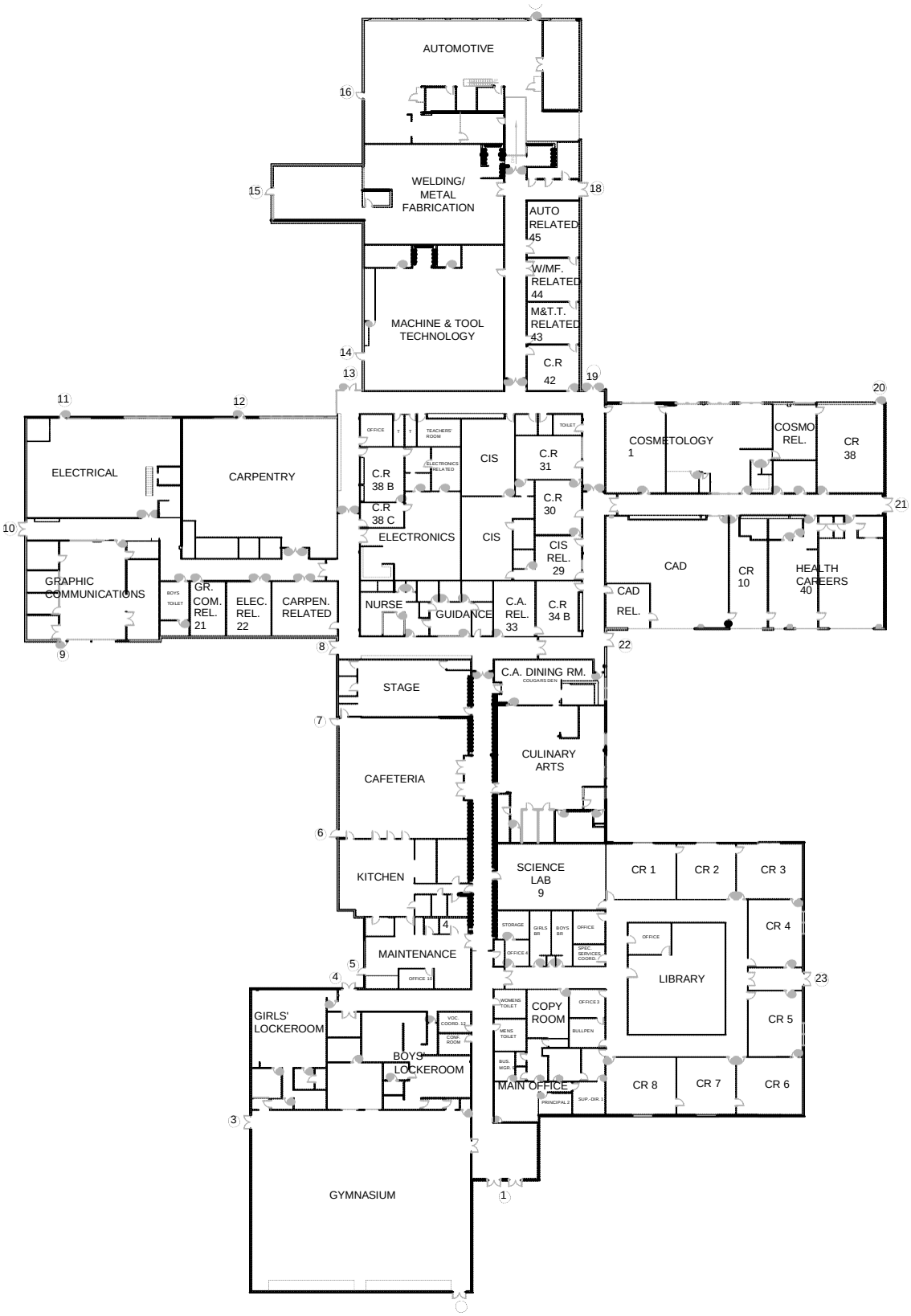
[5] Schools may not administer the field tests on June 4 or June 5, the prescribed dates for the operational high school STE tests.

March 29, 2018

BELL SCHEDULE

REASON FOR BELLS	TIME	SHOPS	GYM	PLANNING CENTER	CAFETERIA	CORRIDORS & CLASSROOMS	OUTSIDE
Alert Faculty	7:25	7:25	7:25	7:25		7:25	7:25
Warning Bell	7:35	7:35	7:35	7:35		7:35	7:35
Period 1 begins	7:40	7:40	7:40			7:40	7:40
Period 1 ends	8:20		8:20	8:33		8:20	8:20
Period 2 begins	8:22		8:22			8:22	8:22
Perion 2 ends	9:02		9:02	9:02		9:02	9:02
Period 3 begins	9:04		9:04			9:04	9:04
Period 3 ends	9:44		9:44	9:44		9:44	9:44
Period 4 begins	9:46		9:46			9:46	9:46
Period 4 ends	10:26		10:26	10:26		10:26	10:26
First Lunch/Period 5 begins	10:28		10:28	10:28	10:28	10:28	10:28
First Lunch ends	10:48				10:48		
Second Lunch	10:51	10:51			10:51		
Second Lunch ends	11:12				11:12		
Third Lunch	11:16				11:16	11:16	
Third Lunch/Period 5 ends	11:37		11:37	11:37	11:37	11:37	11:38
Period 6 begins	11:39		11:39			11:39	
Fourth Lunch	11:45	11:45			11:45		
Fourth Lunch ends	12:05				12:05		
Period 6 ends	12:18		12:18	12:18		12:18	12:18
Period 7 Begins	12:20		12:20			12:20	
Period 7 ends	12:59		12:59	12:59		12:59	12:59
Period 8 begins	1:01		1:01			1:01	
Period 8 ends	1:40		1:40	1:40		1:40	1:40
Period 9 begins	1:42		1:42			1:42	
Period 9 ends	2:21	2:21	2:21	2:21		2:21	2:21
Buses leave	2:28						2:28
Late Bell	3:20	3:20	3:20	3:20		3:20	
Late Buses Leave	3:30						3:30

1st/3rd Lunches= Academic
2nd/4th Lunches= Shop


AUTOMOTIVE
WELDING/ METAL FABRICATION
AUTO RELATED 45
W/MF. RELATED 44
M&T.T. RELATED 43
MACHINE & TOOL TECHNOLOGY
C.R 42
ELECTRICAL
CARPENTRY
C.R 38 B
C.R 38 C
ELECTRONICS
CIS
C.R 31
C.R 30
CIS REL. 29
COSMETOLOGY 1
COSMO REL.
CR 38
CAD
CR 10
HEALTH CAREERS 40
CAD REL.
GRAPHIC COMMUNICATIONS
GR. COM. REL. 21
ELEC. REL. 22
CARPEN. RELATED
NURSE
GUIDANCE
C.A. REL. 33
C.R 34 B
STAGE
C.A. DINING RM.
COUGARS DEN
CAFETERIA
CULINARY ARTS
KITCHEN
SCIENCE LAB 9
CR 1
CR 2
CR 3
CR 4
CR 5
CR 6
CR 7
CR 8
LIBRARY
MAINTENANCE
COPY ROOM
MAIN OFFICE
GIRLS' LOCKEROOM
BOYS' LOCKEROOM
GYMNASIUM

Old Colony Regional Vocational Technical High School

Superintendent-Director, ext. 116
Principal, ext. 118
CVTE Coordinator, ext. 119
Special Education Coordinator, ext. 142
Academic Coordinator/Data Analyst, ext. 195
Business Manager, ext. 113
Dean of Students, 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

September 2018

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 including pictures and videos to the Old Colony Web site or promotional materials.

Students or parent(s)/guardian(s) of students wishing that their pictures not appear in such publications must notify the Superintendent, in writing, of their objection. If the school receives no such notice by October 1st, 2018, it will assume that the student or parent(s)/guardian(s) of students has granted permission to the school to use his or her likeness in a manner consistent with this section.

In addition, 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(s)/guardian(s) have submitted a request indicating such information is not to be released, he/she or the parent(s)/guardian(s) must notify the Superintendent, in writing, of that desire by October 1st, 2018.

Sincerely,

Aaron L. Polansky

Aaron L. Polansky
Superintendent-Director

OLD COLONY

REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL DISTRICT
476 North Avenue, Rochester, Massachusetts 02770-1899
Telephone: 508-763-8011
Fax: 508-763-9821

Student Handbook Signature Page 2018-19

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, communication 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 measure.

Student Signature: _____ Date: _____

As a 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/son to follow when selecting, sharing, or exploring information and media.

Parent Signature: _____ Date: _____