

Pathfinder Regional Vocational Technical High School
240 Sykes Street
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2021-2022 Student Handbook

LEGAL POLICIES

NON-DISCRIMINATION

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

PARENTAL NOTIFICATION LAW

BULLYING PREVENTION

PREVENTION AND INTERVENTION PLAN

REPORTING

INVESTIGATION PROCEDURES

RETALIATION

TARGET ASSISTANCE

TRAINING AND ASSESSMENT

SEXUAL HARASSMENT

TEEN DATING VIOLENCE PREVENTION

HAZING

ATTENDANCE

ATTENDANCE POLICY

ATTENDANCE COMMITTEE and the APPEAL PROCESS

ATTENDANCE WITHDRAWALS

SCHOOL ATTENDANCE HOURS

DELAYED OPENING

EARLY DISMISSAL

TRANSPORTATION

REGULATIONS FOR BUS STUDENTS

TRANSPORTATION TICKETS

ATHLETIC TRANSPORTATION

FIELD TRIPS

COOPERATIVE LEARNING STUDENTS

LATE TRANSPORTATION

STUDENT VEHICLE REGISTRATION/PARKING REQUEST

STUDENT DRIVING AND PARKING REGULATIONS

COURSE REQUIREMENTS

EXPLORATORY PROGRAM

WORK STUDY PROGRAM

CREDIT AND COURSE INFORMATION

GRADE PROMOTION

GRADUATION

GRADING SYSTEM

INCOMPLETE GRADES

[GPA CALCULATION](#)

[HONOR ROLL](#)

[TRIMESTER AND PROGRESS REPORTS](#)

[ACADEMIC SCHEDULING AND COURSE CHANGES](#)

[TECHNICAL PROGRAM PLACEMENT AND CHANGES](#)

[SUMMER SCHOOL/CREDIT RECOVERY](#)

[OVERVIEW](#)

[ELIGIBILITY](#)

[ATTENDING OTHER CREDIT RECOVERY PROGRAMS](#)

[FINANCIAL RESPONSIBILITY](#)

[PASSING GRADE FOR SUMMER SCHOOL/CREDIT RECOVERY:](#)

[COOPERATIVE EDUCATION PROGRAM](#)

[OVERVIEW](#)

[ELIGIBILITY REQUIREMENTS](#)

[COOPERATIVE EDUCATION SUMMER PROGRAM](#)

[STUDENT SERVICES](#)

[OVERVIEW](#)

[SUPPORTS FOR STUDENTS NEEDING SERVICES](#)

[STUDENT SUPPORT TEAM](#)

[INDIVIDUAL EDUCATION PLANS](#)

[SECTION 504 OF THE REHABILITATION ACT OF 1973](#)

[ENGLISH LANGUAGE LEARNERS \(ELLs\)](#)

[ALTERNATIVE LEARNING FOR STUDENTS AGES 16-21](#)

[HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES](#)

[SOCIAL EMOTIONAL LEARNING/ MENTAL HEALTH UNIVERSAL CURRICULUM](#)

[MENTAL HEALTH AWARENESS](#)

[SCHOOL COUNSELING](#)

[OFFICE PROCEDURES](#)

[HOW TO ACCESS GUIDANCE SERVICES](#)

[SCHOLARSHIPS](#)

[COLLEGE CONNECTIONS](#)

[HEALTH](#)

[SCHOOL NURSE](#)

[HEALTH PORTAL](#)

[DISMISSAL](#)

[SCREENINGS](#)

[IMMUNIZATIONS](#)

[COMMUNICABLE DISEASES GUIDELINES](#)

[CONCUSSIONS/HEAD INJURIES](#)

[AVAILABILITY OF INFORMATION AND PRECAUTIONS](#)

[S.O.S.](#)

[SEVERE ALLERGIES](#)

[HOME TUTORING AND HOSPITALIZATION INSTRUCTIONS](#)

[THERAPEUTIC RESPONSE TO DRUG/ALCOHOL INFRACTIONS](#)

[EMERGENCY EVALUATIONS](#)

[PHYSICAL RESTRAINT POLICY](#)

[ACCIDENTS](#)

[PREGNANT AND PARENTING STUDENTS POLICY](#)

[GENERAL INFORMATION](#)

[ADMISSIONS](#)

[BELL SCHEDULES](#)

[CHANGE OF ADDRESS](#)

[LIBRARY SERVICES](#)

[LOCKER ASSIGNMENTS](#)

[POSTERS](#)

[SCHOOL LUNCH PROGRAM](#)

[STUDENT FEES, FINES AND CHARGES](#)

[CLASS DUES](#)

[REIMBURSEMENT FOR LOST OR DAMAGED PROPERTY](#)

[STUDENT INSURANCE PROGRAM](#)

[STUDENT PHOTOGRAPHS](#)

[MEDIA RELEASE OPT OUT](#)

[STUDENT RECORDS](#)

[TRANSFERS OR WITHDRAWALS](#)

[VALUABLES AND LARGE SUMS OF MONEY](#)

[VISITOR PROCEDURES](#)

[WORK PERMITS](#)

[STUDENT CONDUCT and EXPECTATIONS](#)

[EXPECTATION OF PRIVACY](#)

[EXPECTATIONS OF STUDENT CONDUCT](#)

[STUDENT RIGHTS](#)

[OVERVIEW OF THE DISCIPLINE SYSTEM](#)

[PROGRESSIVE DISCIPLINE DEFINED](#)

[LEVELS OF INFRACTIONS DEFINED](#)

[ROLE OF ASSISTANT SUPERINTENDENT/PRINCIPAL AND ASSISTANT PRINCIPAL](#)

[STUDENT SELF-REFERRAL PROCEDURE](#)

[SPECIFIC OFFENSES AND POTENTIAL CONSEQUENCES](#)

[ELECTRONICS VIOLATIONS](#)

[LASER POINTERS](#)

[EXPLANATION OF PROHIBITED TOBACCO, ALCOHOL, AND DRUG USE BY STUDENTS](#)

[OTHER SCHOOL RULES](#)

[OTHER DEFINITIONS](#)

[DISCIPLINE OF STUDENTS WITH DISABILITIES](#)

[MANIFESTATION DETERMINATION](#)

[APPEALS PROCESS](#)

[STUDENT COMPLAINTS AND GRIEVANCES](#)

[TECHNICAL PROGRAM REGULATIONS](#)

[CONFISCATED PROPERTY](#)

[CHEATING AND PLAGIARISM](#)

[DRESS CODE](#)

[ACADEMIC DAY](#)

[TECHNICAL PROGRAM DAY](#)

[FIELD TRIP ATTIRE](#)

[SCHOOL SECURITY](#)

[SCHOOL RESOURCE OFFICER](#)

[SEARCHES AND INTERROGATIONS](#)

[SEARCHES](#)

[INTERROGATIONS BY POLICE](#)

[FIRE ALARM AND EMERGENCY 911 SERVICES](#)

[FIRE DRILLS](#)

[EVACUATION PROCEDURES & TRAINING](#)

[ASBESTOS MANAGEMENT PLAN](#)

[TECHNOLOGY](#)

[INTERNET AND COMPUTER NETWORKING ACCEPTABLE USE POLICY](#)

[EMAIL](#)

[LIMITS OF LIABILITY](#)

[STUDENT ACTIVITIES](#)

[EXTRACURRICULAR ACTIVITIES GUIDELINES](#)

[EXTRACURRICULAR ACTIVITIES AND DISCIPLINARY COMMITMENTS](#)

[ATHLETICS](#)

[ELIGIBILITY](#)

[GYMNASIUM](#)

[DISCLAIMER](#)

[Appendix A](#)

[Appendix B](#)

[Appendix C](#)

[Appendix D](#)

LEGAL POLICIES

NON-DISCRIMINATION

It is the policy of the Pathfinder Regional Vocational Technical High School District not to discriminate on the basis of race, color, sex, religion, national origin, gender identity, sexual orientation, homelessness, or disability in its educational policies as required by Title VI, Title IX, Section 504 and Chapter 622.

Chapter 622 is a state law and Title VI, Title IX, and Section 504 are federal laws. All require that equal educational opportunities must be given to all, regardless of sex. Inquiries regarding compliance with Title VI, Title IX, Section 504 and Chapter 622 may be directed to the Assistant Superintendent/Principal, Pathfinder Regional Vocational Technical High School, 240 Sykes Street, Palmer, MA 01069, (413) 283-9701.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Pathfinder staff may release for publication a student's name, class, participation in officially recognized activities and sports, degrees, honors and awards and post high school plans without the consent of the eligible student or parents. In order to protect the privacy of Pathfinder students, school personnel will not release a student's address or telephone number to a "third party" without the consent of the eligible student or the student's parent. In addition, Pathfinder personnel will allow eligible students and parents a reasonable time after review of this handbook to inform the school that any and all such directory information shall not be released without the prior consent of the eligible student or parent.

PARENTAL NOTIFICATION LAW

In accordance with General Laws Chapter 71, Section 32A, Pathfinder Regional Vocational Technical High School Committee has adopted a policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians of students in our school will be notified in writing of the courses and curriculum we offer that primarily involve human sexual education or human sexuality issues. Each such notice will include a brief description of the curriculum covered by this policy, informing parents that they may:

(1) Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter (written correspondence to the Assistant Superintendent/Principal) requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.

(2) Inspect or review program instruction materials for these curricula, which will be made accessible to parents/ guardians to the extent practicable. Parents/ guardians may arrange with the principal to

review the materials at the school.

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for a review of the issue, who will provide a written decision within two weeks of receipt. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review, who will provide a written decision within four weeks of the request.

If the decision of the School Committee is unsatisfactory to the parent/guardian following this process, a written request may be submitted to the Commissioner of Education for review of the issue in dispute.

BULLYING PREVENTION

Pathfinder Regional Vocational Technical High School is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyberbullying.

“Bullying” is the repeated use by one or more students or school staff members 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 themselves, 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” is 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
- photoelectronic 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 cyberbullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyberbullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyberbullying.

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 Pathfinder Regional Vocational Technical High School;

Bullying and cyberbullying 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 Pathfinder Regional Vocational Technical High School 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/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal and Assistant Principal are responsible for the implementation and oversight of the bullying prevention and implementation plan.

REPORTING

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 member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Pathfinder has a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report. This report can be found on Pathfindertech.org / Parents tab / Incident Report.

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

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of the school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the Principal or Assistant Principal.

INVESTIGATION PROCEDURES

The Principal and/or Assistant Principal, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The Principal and/or Assistant Principal shall promptly investigate the report of bullying, which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

The Principal and/or the Assistant Principal with support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the Principal and/or Assistant Principal determines that bullying has occurred they shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the Principal and/or Assistant Principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal and/or Assistant Principal shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal and/or Assistant Principal. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

RETALIATION

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

TARGET ASSISTANCE

The Pathfinder Regional Vocational Technical High School shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

TRAINING AND ASSESSMENT

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.

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

SEXUAL HARASSMENT

Sexual harassment is the unwelcome sexual advances, request for sexual favors, or other gestures, stares, physical contact or verbally abusive language by students or adults of either sex.

A student who feels that they have been sexually harassed as defined above should report the incident immediately to a staff member, counselor, or administrator. The report will then be investigated by the Sexual Harassment Coordinator (Director of Student Services). If it is determined that harassment has occurred, a report will be filed. In this case, possible consequences to the offending individual may include, but are not limited to, parent conference, detention, suspension.

TEEN DATING VIOLENCE PREVENTION

The teen dating violence prevention policy (TDVPP) is designed to de-escalate the incidents of interpersonal violence and harassment. Through education, sound policy implementation, and effecting swift and consistent resolutions, attitudes and behaviors can be changed. Ultimately, the pattern of coercive control, that one person exercises over another, can be broken.

GUIDELINES (TDVPP)

Areas of school responsibility are:

- To promote and maintain a school environment free from harassment.
- Educate all students about what harassment is and their responsibilities under law and the regulations of Pathfinder.
- Intervene and respond appropriately when acts of harassment or unwanted behaviors are observed, reported, or disclosed.
- Implement a continuous schedule of programs to heighten awareness to reduce the incidents of harassing behaviors.

HAZING

CH. 269, S.17. CRIME OF HAZING; DEFINITION; PENALTY

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

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully 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 such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

CH. 269, S.18. DUTY TO REPORT HAZING

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

CH. 269, S.19. HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgement stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and, in the case of secondary schools, the Board of Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such a report.

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to an Administrator including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing event/occurrence has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may, upon the approval of the Superintendent of Schools, be suspended from school for up to ten (10) school days.

Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

ATTENDANCE

ATTENDANCE POLICY

State law requires that all students be present in school a minimum of 90% of the scheduled time. At Pathfinder Regional Vocational Technical High School, students are allowed to miss nine (9) days of academic classes or 9 days of their technical program without loss of credit. If a student exceeds nine (9) absences in either their academic classes or their technical program, credit may be denied for the course and/or technical program in which the maximum number of absences was exceeded. Opportunities for the student to regain credit will be determined by the Attendance Committee, after examination of the situation.

If a student is going to be absent for any reason, the parent/guardian must contact the school between 7:30 AM - 8:15 AM

Students are expected to arrive at school on time, to arrive to their classes on time, to remain in their class until the end of the period, and to remain in the building until dismissal each day.

TARDINESS POLICY

Students are required to be in their first period class by 7:43 AM or they are deemed Absent.

Tardy 3 times = warning / 4,5,6, = 1 detention / 7,8,9 = 2 detentions / 9 or more = 3 detentions
Additional consequences will be discussed at and beyond the 15th tardy.

ELIGIBILITY TO ATTEND A SCHOOL-SPONSORED EVENT

Students must be present more than half of the school day in order to attend a school-sponsored event on that same date. For school-sponsored events occurring on a weekend, the student must be present for more than half of the school day on the school day immediately before the event. *For example, if a prom were to take place on a Saturday, students planning to attend must be present for at least half the day the Friday immediately before the event.

*Additional guidelines apply to athletes and athletic events.

Appeals for exceptions to this policy due to illness or other valid reasons must be made to the Assistant Principal.

STUDENT DISMISSAL POLICY

If a parent/guardian would like to request that their student be dismissed prior to the end of the school day a written note is required to be submitted to the Reception Office with the date, student name, grade, time of requested dismissal, and the parent/guardian's signature and phone number where they can be reached. Students will be dismissed only to those parties listed on their student information sheet and/or emergency contact. Phone dismissals are acceptable, however, the caller will need to satisfactorily verify they are an adult approved to pick up the student. Texting is not an acceptable form of request for student dismissal and will not be honored. Additionally, all students under the age of 18 must have an adult enter the building and sign them out.

Exceptions:

If a student is under 18 and has a valid license they may sign themselves out with a written note by parent or legal guardian.

If a parent or legal guardian is disabled and cannot enter the building please provide written documentation to the school.

MAKEUP WORK/HOURS

After an absence, students must complete their makeup work or technical program hours within two weeks of their return to school. Exceptions for additional time may be determined by the teacher.

ATTENDANCE COMMITTEE and the APPEAL PROCESS

Pathfinder strives to take a proactive approach regarding student attendance. Periodically throughout the school year, student attendance will be reviewed to identify students who have numerous absences in one or more classes or technical program. Based upon the number of absences, intervention will occur at one of the following levels

Level I - Letters will be emailed (or mailed home if a valid email address is not on file) alerting the

student and his/her parents/guardians of the attendance activity at 3, 6 and 9 cumulative absences.

Level II - After 6 absences, the student and their parent/guardian may be required to meet with the Attendance Committee to review the attendance activity and discuss ways to improve attendance throughout the remainder of the school year.

Level III - At 9 absences, the student and their parent/guardian may be required to meet again with the Attendance Committee to evaluate the attendance/overcut issue in regard to loss of credit, promotion/graduation status, or academic/technical program recovery options.

Level IV - When a student exceeds 18 absences, they will be required to meet with the Attendance Committee to determine a course of action that would be required moving forward throughout the school year so the student can potentially regain credit for the year in their courses and/or technical area.

The Attendance Committee has been established to enforce Pathfinder's attendance policy in a fair and consistent manner. The Committee is comprised of administrators, guidance counselors, and teachers/instructors. We understand that students sometimes miss school for varied and complex reasons. The Level II and III Attendance Committee meeting provides an opportunity for absences to be appealed. Documentation that may substantiate information provided at the meeting is certainly welcomed. The Committee will consider all relevant information, including the student's grades in the overcut course(s), and determine if the attendance waiver should be granted.

In academic cases, granting a waiver does not mean that credit is automatically awarded. In some instances, the student may be required to complete an alternative method of completing credits, such as retaking a course or participating in a summer school program (the student must have a 55 average to be eligible for summer school). Waivers that are granted in technical program instances strictly allow for students to make-up the owed technical program hours to be eligible for promotion/graduation. It is not a waiver of the hours owed. If a waiver is denied, the student will lose credit for the course(s). This loss of credit may affect the student's ability to meet the minimum credit requirement for promotion/graduation.

If a technical program attendance appeal waiver is granted, the student will be responsible for making up the owed technical program hours. When agreed by all parties involved, the following technical program hour make-up options may be available:

1. Unpaid Community Service:

Students approved to make-up technical program hours may do so by participating in an unpaid community service project. The project must be supervised and it must benefit society as a whole. Students are ultimately responsible for finding their own placements. Ideally, the project should relate to the student's technical area, but if that is not possible, acceptable placements may be available at local senior centers, libraries, park & rec departments, open pantry, etc. Before beginning any community service project, the student must provide the following information for approval: name of business/organization, description of duties, schedule of hours, and name and phone number of supervisor who will verify the hours at the

completion of the project. Students must complete a minimum of 30 hours.

2. Alternative Options:

Alternative options may be available at the discretion and by arrangement with the technical program teacher(s) and administration.

Waivers will be granted or denied on a case-by-case basis and the decision of the panel will be final.

ATTENDANCE WITHDRAWALS

No student who has not graduated from high school shall be considered permanently removed from school unless the Principal has sent notice to a student, and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days. The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian. The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

SCHOOL ATTENDANCE HOURS

The school day begins at 7:43 a.m. and ends at 2:20 p.m. Students are expected to be in their first period class at 7:43 a.m. Students who arrive late to their first period class are entered into the attendance system as Tardy. Students who arrive to school after 7:43 a.m. are considered to be Tardy to School. Students are currently marked "A" (absent) when they are late to first period. The student will remain marked as absent until they have signed in with the reception office.

DELAYED OPENING

When school is delayed or cancelled because of weather or another emergency, the announcement will be made on local television news stations. An automated phone call issued by the school will be made for every student for whom we have a phone number to inform them of the cancellation. For a delayed opening, buses will pick up students either one hour, two hours, or three hours later than the time they would normally be picked up. FOR EXAMPLE: If a student is normally picked up at 7:00 a.m., they would be picked up at 9:00 a.m. on a day that a two hour delay was issued. A cancellation of the high school in the town in which you reside does not automatically cancel school at Pathfinder. Please watch carefully for the specific "Pathfinder" announcement. Please do not call the school.

EARLY DISMISSAL

Attendance on early dismissal days will be adjusted according to the dismissal time. On half days when dismissal is at 10:49 a.m., students will be expected to be in attendance for at least 2 hours in order to be considered present on that day.

TRANSPORTATION

REGULATIONS FOR BUS STUDENTS

School bus transportation is provided by the district for all students through J.P. McCarthy & Sons, LLC. Phone number for the bus company coordinator for Pathfinder is (413) 668-6036.

Riding the school bus is a privilege, not a right. The responsibility for student safety during transportation to and from school or a school-sponsored event is shared by the School Committee and its staff, students, and parents/guardians. The authority for enforcing School Committee requirements of student conduct during transportation will rest with the Principal or his/her designee.

Students are under the authority of the bus driver when being transported to and from school or a school-sponsored activity. Refusal to obey the bus driver and/or any of the rules stated below will make the student liable to be reported to school officials for disciplinary consequences which may include temporary or permanent revocation of the student's transportation privilege (see "Bus Suspension" below).

In order to ensure the safety of all passengers and drivers, it is necessary for students to adhere to the following rules:

1. Students will be at their assigned bus stop location five minutes prior to their designated pickup time and will be ready to get onto the bus with the least possible delay in order to keep the bus on schedule. Missing the bus is not an acceptable reason for being tardy to school.
2. Students will not stand or play in the roadway while waiting for the bus.
3. Students will not light any materials on fire (twigs, leaves, etc.) for any reason while waiting for the bus.
4. Students will use sidewalks and designated crosswalk areas, when available.
5. Students will walk on the side of the street facing traffic when walking along a roadway.
6. Students boarding the bus on a street where the bus passes in both directions are to wait until the bus arrives on their side so that they will not have to cross the street.
7. Students will remain at least ten feet from the bus when it stops for pickup and they will move toward the bus only after the bus door has been opened and the driver signals it is safe to board.
8. Students having to cross the street when boarding and departing the bus must cross in front of the bus only after the driver signals that they may do so safely. All students are advised to use extreme caution by looking at traffic in both directions before crossing the street.
9. Upon boarding the bus, all technical program tools and supplies will be left with the bus driver, to be stored in the front of the bus.
10. After boarding the bus students will take a seat as quickly as possible, students will remain seated at all times, and will not change their seat while the bus is in motion.
11. Students will only ride the bus to which they have been assigned, unless they have received written consent from a parent and the Assistant Principal.
 - If a student wishes to change their pickup or dropoff location on a specific date, the student must bring a note, signed by the student's parent/guardian, to the Reception Office before 8 a.m. on the day of the requested change. *Notes brought in late may not*

be approved. A copy of the note must be presented to the bus driver before boarding the bus. Phone calls to student cell phones will not be accepted by drivers to change student pickup or dropoff locations.

12. Students will keep the aisles clear of backpacks, lunch boxes, musical instruments, books etc. at all times.
13. Students will not bring animals of any kind, weapons, firearms, or explosives on the bus for any reason.
14. Vaping, smoking, vulgarity, and boisterous behavior will not be permitted.
15. No audible noise from electronic devices is permitted on the bus. Students may use personal headphones *only*.
16. Students will not be permitted to extend any parts of their bodies out of the bus window at any time.
17. Students will remain absolutely quiet when approaching a railroad crossing.
18. Students will not be permitted to tamper with the operating mechanism on the emergency door. Students will use the emergency door in the case of an emergency *only*.
19. Students will assist the bus driver in keeping the bus clean and will not damage the bus in any way. Students will not eat or drink while on the bus; they will not throw articles inside or outside of the bus; they will not spit on the bus; and they will not mark, damage, or deface the bus.
20. Students may not leave school grounds once they have been dropped off in the morning or before they board their bus at the end of the school day once school is dismissed.

TRANSPORTATION TICKETS

A transportation ticket is the equivalent of a discipline referral due to non-compliance with authority and/or rules while on a bus.

- If a transportation ticket is issued:
 - The Assistant Principal will distribute the ticket to the offending student;
 - The Assistant Principal will attempt to verbally notify the parent of the ticket; a copy of the ticket will be emailed home;
- If a student receives a transportation ticket, the following progression of discipline may occur:
 - **First Ticket:** The student will receive a warning that will be documented on their discipline record.
 - **Second Ticket:** One office detention will be assigned to the student and will be documented on the student's discipline record.
 - **Third Ticket:** Two office detentions will be assigned to the student and will be documented on the student's discipline record.
 - **Fourth Ticket:** Three office detentions will be assigned to the student and will be documented on the student's discipline record.
 - **Fifth Ticket:** The student will (at a minimum) be suspended from transportation privileges for one day.
 - **Sixth Ticket:** The student will (at a minimum) be suspended from transportation privileges for three days.
 - **Seventh Ticket:** The student will be suspended from transportation privileges until a conference is held with the student, parent/guardian, a transportation company representative, and a school administrator. At that time, the disciplinary consequence will be determined.
 - **Eighth Ticket:** The student's transportation privileges will be indefinitely suspended.

Students receiving transportation tickets whose transportation has been arranged through the Student Services office will need to meet with the Student Services Director and the Principal or Assistant Principal to determine appropriate consequences. If the violation is dangerous in any way, an immediate bus suspension will be imposed. If the suspension reaches ten days, an emergency team meeting will be held to determine the appropriateness of the student's transportation arrangement and program at Pathfinder.

ATHLETIC TRANSPORTATION

Transportation for athletic events, such as games held at other schools' facilities, will be arranged and communicated to team coaches by the Athletic Director. Student athletes must ride the district provided transportation to and from the away events; students will not be able to drive in their own vehicle. Students may leave athletic events with their parents/guardians only if the Assistant Principal and Athletic Director have previously received and approved an Athletic Bus Release Form (see Appendix E). Student athletes will be expected to board the departing bus in a timely fashion. All transportation regulations listed above in "Regulations for Bus Students" apply. Athletic transportation is provided for coaches and student athletes **only**.

FIELD TRIPS

Students must provide a permission slip, signed by their parent/guardian, to the teacher or faculty advisor responsible for the trip prior to getting into the assigned vehicle. All transportation regulations found above in "Regulations for Bus Students" apply. Any fees related to the field trip must be paid in advance.

COOPERATIVE LEARNING STUDENTS

Students participating in cooperative learning experiences will be allowed to transport themselves to and from athletic events due to the nature of the hours of their cooperative placements. Whenever possible, these students should participate in district transportation.

LATE TRANSPORTATION

Passes to ride the late bus will be provided only to those students remaining after school for supervised activities, including detention (office or teacher assigned), and who have appropriately complied with the after school sign-in/sign-out procedure. Students who do not attend Pathfinder are not allowed on the Pathfinder late buses.

STUDENT VEHICLE REGISTRATION/PARKING REQUEST

Student vehicle registration is required for all student vehicles parked on campus. The student vehicle registration form and parking request can be found on the Pathfinder Tech website. Approval of the registration form and parking request must be obtained from the Assistant Principal prior to a student parking on campus. Parking priority is given to students in the senior and junior classes; seniors will be given preference in the case of parking lot capacity overflow. Unauthorized vehicles will be ticketed and/or towed.

Retention of this privilege is dependent upon the student's complete adherence to school rules and regulations.

Student Parking Locations

Seniors and Juniors are allowed to park in the front parking lot with a valid parking permit/permission. Sophomores and those needing overflow parking are to utilize the Divine Mercy Church parking lot (located on Main Street).

National Technical Honor Society Student Parking

Students that have been inducted into the NTHS have the privilege of parking in the Panek St parking lot in the designated area (near the white barn). NTHS students need to provide the Reception Office with a copy of their valid licence and registration to obtain a parking permit. NTHS students must abide by all student driving and parking regulations (listed below) to maintain this privilege.

STUDENT DRIVING AND PARKING REGULATIONS

In order to maintain the safety of our campus, the following regulations will be strictly enforced:

- Students who have obtained a valid school parking permit from the Reception Office may park in the student parking lot (off the Sykes Street/Route 181 entrance) ***only***. The parking permit must hang from the vehicle's rear view mirror at all times the vehicle is on school property.
 - Student vehicles that do not have a valid school parking permit visible will be subject to the following consequences:
 - First Offense: A warning citation will be issued.
 - Second Offense: A disciplinary consequence, ranging from detention to suspension, will be assigned and the student may lose the opportunity to receive a parking permit from the school.
 - Third Offense: The vehicle will be towed at the owner's expense.
 - The speed limit on school grounds is 10 m.p.h.
 - Students that have 7 or more tardies to school may have their privileges revoked for one month. If they continue to be tardy they may lose their parking privilege for the year.
- Students may not loiter in the student parking lot. Once the vehicle has parked in a designated space, the student(s) must vacate the vehicle and enter the building.
- Students will not be allowed to return to their vehicles during the school day unless they have received the permission of, and are escorted by, a school administrator.
- Dismissal procedure: Students are permitted to leave the student parking lot while the buses are stationary. Once the school buses begin to exit school property, all vehicles are to remain in the student parking lot until the last bus has left.
- In the case of dangerous driving, police and/or Registry officials may be notified and school disciplinary consequences may be assigned.
- A student's parking permit will be revoked upon notification by a police department that the student has been charged with a moving violation. If the charges are dismissed, renewal of the parking permit will be considered.

There should be no expectation of privacy relative to vehicles parked on school property.

Pathfinder is not responsible for damage to, or items stolen from, any vehicle while the vehicle is parked on school property.

If at any time any student vehicle is parked illegally and/or is limiting access to the school in any way, the vehicle will be towed at the owner's expense.

COURSE REQUIREMENTS

EXPLORATORY PROGRAM

Grade 9 students will participate in an exploratory program during the first half of the school year. Each student will experience eight technical programs over the course of the program. Students will spend one week in each program and will receive a score at the completion of each program. Students are encouraged to do their best as scores are used in placement. In December, at the completion of exploratory, students will select their top three technical programs of interest. Students will be placed, by rank order, using the score received during exploratory in their first choice program. Every effort will be made to place students in their first choice; however space limitations may not allow for all interested students to get their top choice; should that occur, the student's second and third choices, respectively, will be considered. If by chance, a student does not earn placement in any of their top three programs of interest, the student will meet with his/her counselor to discuss program options for placement.

WORK STUDY PROGRAM

The Pathfinder work study program is an employment experience for students with pay with the custodial staff after school hours. The program is available only to students approved by the Assistant Principal, Maintenance Supervisor, and Guidance. The student needs to be in good standing including grades, attendance, performance, and attitude. A schedule for the hours of employment is developed by the school's Maintenance Supervisor. Please note that the program is considered a privilege and any negative performance in the above factors will result in the **loss of eligibility**. The Principal will have the authority to recommend or remove a student from the Work Study Program.

CREDIT AND COURSE INFORMATION

Typical Progression/Program of Study

GRADE 9:

1 English 9	= 1 credit
2 Algebra I or Honors Geometry	= 1 credit
3 Biology I	= 1 credit
4 World History	= 1 credit
5 Related Professional Skills I	= 1 credit
6 Freshman Seminars (Writing, Math, Pe/Health) or Support Class	= 1 credit
Exploratory/Technical Program	= 6 credits

Total Possible Credits = 12 credits

GRADE 10:

1 English 10	= 1 credit
2 Geometry or Honors Algebra II	= 1 credit
3 Biology II	= 1 credit
4 U.S. History I	= 1 credit
5 Related Professional Skills II	= 1 credit
6 Sophomore Seminars (Writing, Math, Pe/Health) or Support Class	= 1 credit
Technical Program	= 6 credits

Total Possible Credits = 12 credits

GRADE 11

1 English 11	= 1 credit
2 Algebra II or Pre-Calculus Honors	= 1 credit
3 Science Choice	= 1 credit
4 U.S. History II	= 1 credit
5 Related Theory/PE	= 1 credit
6 Elective or Support Class	= 1 credit
Tech. Program/Co-Op	= 6 credits

Total Possible Credits = 12 credits

GRADE 12:

1 English 12	= 1 credit
2 Financial Algebra, Statistics or AP Calculus	= 1 credit
3 Science	= 1 credit
4 Related Theory/PE	= 1 credit
5 PE/Sup./Elec./Reading	= 1 credit
6 Elective	= 1 credit
Tech. Program/Co-Op	= 6 credits

Total Possible Credits = 12 credits

Specific Credit Details

Credits will be reviewed at the end of each year to determine promotion.

Total potential credits a student could earn = 48 credits

Credit requirement for graduation = 45 credits

GRADE PROMOTION

Each year students must satisfy minimum credit & course requirements to be promoted to the next grade level:

Grade 9 to Grade 10: Students must earn a minimum of 10 credits and pass their technical program, Related Professional Skills I, English, and mathematics to be promoted to grade 10.

Grade 10 to Grade 11: Students must accumulate a minimum of 21 credits and pass their technical

program, Related Professional Skills II, English, and mathematics to be promoted to grade 11.

Grade 11 to Grade 12: Students must accumulate a minimum of 33 credits and pass their technical program, Related Theory, English and mathematics to be promoted to grade 12.

Non-promotion may result due to the following:

- Failure of technical program (no summer school make-up option)
- Failed related (Professional Skills or Theory), English and/or mathematics (students with grade of 55+ may choose to make-up the required course in summer school for promotion)
- Minimum required credits not met, due to a grade failure or to excessive absences that constitute an attendance overcut

GRADUATION

To graduate from Pathfinder, earning both a high school diploma (or certificate of attainment) and a technical certificate, students must successfully complete the following:

1. Accrual of a minimum of 45 credits
2. Successful completion of technical program requirements:
Related = 4 years and Technical Program = 4 years
3. Successful completion of the academic coursework of the Common Core Curriculum:
English = 4 years, Mathematics = 4 years, Science w/ Lab = 3 years,
History (US I & II, World) = 3 years, PE = 2 years.

Certificate of Attainment vs. Diploma

A high school diploma will be awarded when the above academic requirements have been met and the student has earned a minimum score of 240 on both the grade 10 English and mathematics MCAS exams and a minimum score of 220 on a grade 10 science MCAS exam. Successful completion of an Educational Proficiency Plan (EPP) for those students scoring 220-238 on the grade 10 English and mathematics MCAS exams will satisfy the competency determinations in these areas and a diploma can be awarded.

A Certificate of Attainment will be granted to those students who successfully complete all academic requirements for graduation but who have yet to earn the competency determinations on all three grade 10 MCAS exams.

GRADING SYSTEM

The passing grade for all courses at Pathfinder is a 65. Students who are failing or struggling in one or more courses are encouraged to speak with their instructor about their difficulties in the class and determine a plan of action that will lead to success in the course. As an added support, students are invited to participate in Pathfinder's Peer Tutoring Program, which is an extended day help program. Priority for participation in Peer Tutoring is extended to Pathfinder's freshmen and sophomores. If space is available, juniors and seniors are welcome to attend. Through this program, junior and senior honor roll and National Technical Honor Society students will be available, under the direction of a Pathfinder staff member, to tutor students on Tuesdays and Thursdays after school. Students participating in the Peer Tutoring Program are responsible for working with their teachers to gather

information and assignments to be brought to the tutoring sessions, since the tutors will not be providing work for each student. It is important to note that the Peer Tutoring Program is not intended to replace the knowledge and support that the student's instructor can provide.

Pathfinder Administration may, due to extenuating circumstances, make modifications to grading systems for programs and classes.

INCOMPLETE GRADES

Incompletes, as noted on a student's report card by "I," must be made up within the first two weeks of the next marking term. If the student fails to make up the missed work within this timeframe, the student will receive a grade of "0" on the assignment/assignments, which will then be factored into the final grade for that trimester.

GRADE SCALE AND GPA CALCULATION

Pathfinder GPAs will be calculated using a 4.3 GPA College Prep scale with features as follows:

1. All courses will be included and calculated in GPA, except for Physical Education courses, Academic Support/Accompanying Elective courses, and Pass/Fail courses.
2. GPA points will be assigned using the Pathfinder Grading Scale depicted in the box below. Specifically, Honors and Advanced Placement (AP) classes are weighted additionally as follows:
 - a. Honors classes will be weighted at the equivalent of one step up from the College Prep grading scale. For example, a student who receives a "B" in an Honors class, will receive the GPA equivalent of "B+" from the College Prep scale.
 - b. Advanced Placement (AP) courses will be weighted at the equivalent of two steps up from the College Prep grading scale. For example, a student who receives a "B" in an AP class, will receive the GPA equivalent of "A-" from the College Prep scale.

GRADE SCALE AND GPA EQUIVALENCIES: Effective 2020-2021 School Year

Alpha Grade	Numeric Grade	College Prep	Honors	Advance Placement (and Dual Enrollment)
A+	97-100	4.3	4.7	5.0
A	94-96	4.0	4.3	4.7
A-	90-93	3.7	4.0	4.3
B+	87-89	3.3	3.7	4.0
B	84-86	3.0	3.3	3.7
B-	80-83	2.7	3.0	3.3

C+	77-79	2.3	2.7	3.0
C	74-76	2.0	2.3	2.7
C-	71-73	1.7	2.0	2.3
D+	69-70	1.3	1.7	2.0
D	67-68	1.0	1.3	1.7
D-	65-66	0.7	1.0	1.3
F	0-64	0.0	0.0	0.0

GPA's will be calculated solely on Pathfinder coursework, with the exception of seniors who are attending college full-time under Dual Enrollment; these courses will be weighted using the scale depicted for AP courses. Courses taken outside of the traditional school day/year (for example, summer or evening classes) are not factored into GPA. Students who transfer to Pathfinder from another high school will not have previous high school coursework factored into their Pathfinder GPA.

GPA:

Effective school year 2021-2022, your Pathfinder GPA will be a **weighted GPA** that factors credit values (based on seat time) into the GPA calculation. Generally, this means that the technical program grade (a 6 credit course) carries more GPA weight than a single academic class (a 1 credit course).

*Please note that GPA calculation methods vary from school to school. Colleges and universities may use their own GPA calculation system to recalculate each applicant's high school GPA for the purpose of applicant uniformity. In short, this means that a college may identify a different GPA from what has been calculated at Pathfinder.

Renaissance Program:

Pathfinder Renaissance is a student recognition program designed to reward students for academic achievements each trimester. The goal is to reinforce positive school culture and recognize the hard work and effort put forth by students.

Academic Achievement:

- Students who attain a 4.0 GPA or higher for the trimester without office detentions or suspensions will be recognized with a GOLD achievement status.
- Students who attain a 3.0 to 3.9 GPA for the trimester without office detentions or suspensions will be recognized with a SILVER achievement status.

TRIMESTER REPORT CARDS AND MID-TRIMESTER PROGRESS REPORTS

Progress reports are issued to every student at the mid-term of each trimester. The reports will indicate a grade and/or comment(s) in each subject area. Report cards are issued after the completion of each trimester. If there are any questions or concerns about a grade or comment in a particular subject, the parent/guardian is encouraged to contact that teacher directly by phone or e-mail.

ACADEMIC SCHEDULING AND COURSE CHANGES

Counselors will assist students in developing schedules which meet graduation requirements and provide necessary academic and vocational background, as well as take into account each student's post-secondary plans. Requests for academic course changes will be considered on an individual basis. Counselors will meet with the student to discuss the request and may follow-up by speaking with his/her parent/guardian, the instructor(s), the Director of Guidance and Academic Director, as needed, to determine if the change is appropriate. (Course changes will not be granted strictly because a student dislikes a particular instructor, a student or students in the class, the class workload, or the particular lunch period with which a course is aligned. Counselors will gladly assist students as they work through difficulties such as these, so that they can learn to adapt to a variety of personalities and situations in life.) Requests for course changes should be made within the first two academic weeks of school; requests for class changes after that time period will only be considered for extenuating circumstances due to content and instruction missed.

By enrolling in an Advanced Placement course, students commit to taking the Advanced Placement exam for that course on the date determined by the College Board. Students participating in Advanced Placement courses will be required to sign a contract indicating their commitment to the coursework, exam, and financial responsibility for the cost of each exam (determined yearly by the College Board) should they violate the contract and not participate in the exam at the end of the course.

TECHNICAL PROGRAM PLACEMENT AND CHANGES

At the completion of exploratory, students will be placed in a permanent technical program determined by rank order using the average score that the student received in their chosen technical program during exploratory.

Requests for a change to one's permanent technical program will be considered on an individual basis. Students should first discuss this with his/her school counselor. If the student wishes to proceed, they will need to submit an essay explaining their interest in changing, as well as a completed Request for Change of Technical Program form, in order to be considered for a change in program. Upon receipt of this information, the school counselor, technical instructors, Director of Guidance and Vocational Director, will discuss and determine if the change is appropriate. A follow-up meeting with the student may be required. (Course changes will not be granted strictly because a student dislikes a particular instructor, a student or students in the class, the class workload, or the particular lunch period with which a course is aligned. Counselors will gladly assist students as they work through difficulties such as these, so that they can learn to adapt to a variety of personalities and situations in life.) Requests for technical program changes should be received before the start of Trimester 2 of sophomore year;

changes beyond that point will only be considered for emergency or safety reasons due to the amount of foundational content and instruction missed in technical programming.

SUMMER SCHOOL/CREDIT RECOVERY

OVERVIEW

Pathfinder's summer school credit recovery program provides an opportunity for students to make-up credit in a failed course(s). Unfortunately, not all coursework can be offered in summer school. Course fees and schedules vary from year to year, so please refer to the summer school registration brochure or contact the Summer School Director for specific details. Tuition and any fees must be paid in full with registration prior to the beginning of class.

ELIGIBILITY

For a course to be eligible for credit recovery the student must have a final grade average of 55 or higher. Any course that a student has failed with a final grade average below 55 is **not** eligible for credit recovery. [Summer school eligibility requirements may be amended and/or waived at the discretion of administration.](#) If the student is not eligible or does not pass summer school coursework, the student may need to repeat the year or retake the course depending upon promotion/graduation requirements. Technical program cannot be made up in any credit recovery program; students who fail their technical program must repeat the year.

ATTENDING OTHER CREDIT RECOVERY PROGRAMS

Students are welcome to attend a credit recovery program other than Pathfinder's with prior approval. For your convenience, summer school letters will include a listing of several other local programs. Parents must contact Pathfinder's Academic Director to obtain course approval before registering the student in another credit recovery program. Please understand that tutoring sessions or other privately made arrangements are not an acceptable form of credit recovery. Please call Pathfinder's Academic Director to determine if other options for credit recovery are available or appropriate.

FINANCIAL RESPONSIBILITY

Any outstanding bills, including returned checks, must be satisfied before a grade will be released.

PASSING GRADE FOR SUMMER SCHOOL/CREDIT RECOVERY:

The passing grade for Pathfinder students is 65.

COOPERATIVE EDUCATION PROGRAM

OVERVIEW

Through a partnership with local businesses and industries and full approval of the Department of Elementary and Secondary Education, Pathfinder is able to provide a Cooperative Education Program for eligible juniors and seniors who meet established high standards of achievement, attendance, work readiness and interest. These students will spend their technical training week in a real world career setting in their chosen field. This experience is an extension of their education, and students do

receive a grade from their employers based on the competencies they acquire. They then follow their regular academic schedule on the alternate week. Students are eligible for this program mid junior year and throughout the entire senior year. Interested students should contact the Cooperative Education Coordinator for additional information and complete a Cooperative Education Application found on the Pathfinder Website.

Allows the students to:

- Expand their capabilities and confidence.
- Gain insight into daily business operations.
- Build necessary social skills for the workplace.
- Enhance their "hands-on" work experiences.
- Realize the importance of team work and punctuality.
- Receive compensation for employment while attending high school.

ELIGIBILITY REQUIREMENTS

Qualifications for Program:

- For the previous trimester, must have a 2.0 GPA (74) average or better in all academic classes and have no failures.
- A minimum of a 2.3 GPA (77) in related theory and shop.
- Have a good attendance and discipline record.
- Be at least 16 years of age and have a minimum of 1,000 documented hours in their technical area.
- Have an OSHA-10 Hour card and other relevant safety certifications.

Once Hired:

- Weekly, complete and deliver a Weekly Report to the Cooperative Education Coordinator's office, including dates and hours worked.
- Weekly, electronically complete and submit a reflective journal.
- Submit a copy of your pay stub whenever you receive payment.
- Follow the employer's schedule for holidays.
- Maintain good attendance and discipline records. Along with maintaining passing grades in all academic, shop and related theory classes.
- Sign an agreement to abide by the employer's policies and the policies of cooperative education.
- Participate in the Work-Based Learning Plan evaluation.
- Attend periodic meetings with the Cooperative Education Coordinator.
- Due to extenuating circumstances, exceptions to the above criteria will be evaluated on a case by case basis and may be granted at the discretion of the Cooperative Education Coordinator.

COOPERATIVE EDUCATION SUMMER PROGRAM

The Cooperative Education Summer Program is an arranged work experience between the school and employer, where the student will receive a trade related job placement during the summer with wages being paid by the employer. This program is an optional experience for juniors promoting to their senior year. The student must have a minimum of 1000 hours in their technical area and be at least 16 years old. To be eligible, the student must have the recommendation of their technical program teachers, meet the following grade, attendance, and discipline standards.

- The third trimester minimum grades are: a 77 in technical program and Related Theory, and a 2.0 grade point average in their academics with no failing grades.
- The student's attendance must be well within the school's attendance policy.
- Discipline records shall show no major infractions.
- Due to extenuating circumstances, exceptions to the above criteria will be evaluated on a case by case basis and may be granted at the discretion of the Cooperative Education Coordinator.

In addition, the student must have their OSHA 10-hour (General Industry) card; some technical areas may require additional certifications prior to entering the program.

STUDENT SERVICES

OVERVIEW

The Department includes highly qualified professionally licensed teachers, paraprofessionals, and an administrative assistant. Licensed specialists include a Speech and Language Pathologist, a School Psychologist, and a School Adjustment Counselor.

The Student Services Department oversees the provision of both Special Education and Student Mental Health/Social Emotional Learning. We demonstrate our responsibility to provide a continuum of Special Education and related services for eligible students in accordance with the provisions of state and federal regulations. The Department is committed to exploring opportunities to offer varied pathways to learning in order to accommodate the diverse abilities of all students. Social Emotional Learning refers to the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions (CASEL, 2019).

The Student Services Department strives to address the needs of all learners at all levels. Through continued integrated efforts with students, parents, and other student support services, the Department focuses on promoting each student's self-awareness, ability to self-advocate, and sense of self sufficiency.

SUPPORTS FOR STUDENTS NEEDING SERVICES

Student Support Team

Students experiencing academic, social, or behavioral difficulties are encouraged to avail themselves of services by having a classroom teacher refer them to the Student Support Team (SST). SST meets weekly and consists of the Directors of Guidance and Student Services, School Adjustment Counselor, Guidance Counselors, School Nurse, and as appropriate the School Psychologist and Assistant Principal. The purpose of the team is to share concerns about individual students such that appropriate interventions may be implemented to support struggling students. Students who may be referred to the SST include students who have recently exhibited:

- A decline in work output or effort.
- A change in mood or demeanor.
- A negative change in socialization.

- A negative change in physical health or appearance.

INDIVIDUAL EDUCATION PLANS

As required under 603 CMR 28.00 in Massachusetts law and IDEA '97 in federal law, special education and related services are available to eligible students. Students and/or parents may contact the Director of Student Services to obtain information about services for disabled students. Special Education Chairpersons conduct team-level evaluations, annual reviews, and reevaluations for all students. Special Education staff provide individualized educational programming for those students determined through a Team evaluation to have a diagnosed disability and qualify for services.

The above services are outlined in an Individualized Education Plan (IEP) which the parents must approve and sign before services are implemented. Rejected IEP's are subject to an appeal process.

The primary purpose of the Department of Student Services through a TEAM evaluation is to provide for all the Special Needs students those services required for "a free appropriate public education."

The Federal Individuals with Disabilities Education Act passed in 1990 and revised in 1997 and 2004 encourages schools to have students with disabilities spend as much time as possible with their non-disabled peers. Pathfinder continues to move forward to favor the full inclusion model, (a regular education instructor and a special education instructor and/or a paraprofessional) for most core courses. All required courses align with the state Curriculum Frameworks. Math, reading and language arts instruction continues to be supplemented with Title I funded instruction.

If a special needs student is in danger of failing a trimester, the following procedure should be followed by the technical program and related vocational instructors.

- Contact the student's I.E.P. Team chairperson and inform that person of the difficulty the student is experiencing and why the student is in danger of failing.
- The Team chairperson will immediately convene those members of the TEAM to determine if the I.E.P. is being appropriately implemented.
- The Director of Student Services will be notified of the situation.
- Additional support services, if recommended, will be provided to assist the student to complete assignments.
- The parent will be notified and made aware of the additional support services and if an amendment is going to be completed. The parents will have the option of attending the meeting and be informed of their rights.
- If the student is unable to complete the work even with additional time and support services, the parent will be so notified and the instructor may grade the student accordingly.
- The Pathfinder School District is in the process of developing changes that will provide "access to a full range of educational programming" for all special needs students.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 is a broad civil rights law that protects the rights of disabled individuals in programs that receive federal funds.

Under this act a qualified disabled person is “one who has a physical or mental impairment which substantially limits a major life activity, or has a record of such impairment or is regarded as disabled by others.” Major life activities including walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself and performing manual tasks. A disability need only limit one major life activity for an individual to be eligible.

Chapter 71B in Massachusetts and the Individuals with Disabilities Education Act (IDEA), which is the Federal Special Education Law, also provides for disabled students. To be eligible under these laws, however, a disability must be shown to cause the student not to be performing satisfactorily in school. Under Section 504 no relationship to school performance is needed, all that is needed is an identified disability that limits a major life activity.

Typically students under Section 504 are considered the responsibility of regular education and require only accommodations in the regular classroom. The School Counseling department is directly responsible for Section 504 for the Pathfinder School District.

Many of the specific regulations found in Chapter 71B of IDEA do not apply to Section 504. However, the due process rights of students and parents are protected and a specific grievance procedure must be in place including the right to mediation or an impartial hearing and the right to be represented by an attorney. If the student is thought to have a disability under Section 504, they have the right to an evaluation, and a decision made by persons knowledgeable about the student as well as a placement as much as possible with his /her nondisabled peers (least restrictive environment). A written plan must be developed documenting the presence of a disability which limits a life activity and a statement of the accommodation that will be made.

ENGLISH LANGUAGE LEARNERS (ELLS)

Federal and state law requires proper identification and annual language proficiency assessment of students whose first language is not English, or who struggle to complete ordinary classroom work in English (G.L. c. 71A; Title III of the No Child Left Behind Act - NCLB). The law also requires that students identified as ELLs (also referred to as “students with limited English proficiency,” or “LEP students” in federal laws and guidance, and “English learner” in state law) are provided with opportunities to receive instruction that is appropriate for their individual language proficiency level, allows them to develop English language proficiency, and affords them equal access to rigorous content area instruction and academic achievement alongside their native English speaking peers. In Massachusetts this means that, with limited exceptions, districts are required to provide ELLs sheltered English immersion (SEI) instruction until they are proficient in English. SEI consists of both sheltered content area instruction and English as a Second Language (ESL) instruction. Once proficient in English, ELLs are to be exited from language programs (G.L. c. 71A § 4) and monitored for a period of two years.

ALTERNATIVE LEARNING FOR STUDENTS AGES 16-21

If a student is thinking about withdrawing from Pathfinder Regional Vocational Technical High School without completing the requirements for a high school diploma, there are a number of alternatives open to them:

- Return to their sending high school in order to continue their formal education.
- Request that they receive a special education evaluation which may result in a modified educational program.
- Enter the world of work.
- Consider re-entering high school next year.
- Take the High School Equivalency Test if they are either 18 or their initial high school class has graduated. (If they are between 16-18 years old they need a signed statement from their high school noting their name, address, age and date of withdrawal in order to take the Test).

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

Homeless children and youths are individuals who lack a fixed, regular, and adequate nighttime residence in a supervised, publicly or privately operated shelter for temporary accommodations, and 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.

The McKinney-Vento Homeless Education Assistance Act requires that school districts immediately enroll a homeless student, even if they do not have the documents usually required for enrollment. Homeless youth covered by the Act may also be entitled to other services or program benefits such as transportation or free/reduced lunch.

Social Emotional Learning / Mental Health Universal Curriculum

Pioneering It!

Pioneering It! is a social emotional learning (SEL) class that is taught to all Pathfinder students. It is an evidence-based curriculum taught by trained facilitators over the course of 20-30 sessions. The course is based on the curriculum Skills Training for Emotional Problem Solving for Adolescents (DBT STEPS-A). Outcomes include reduction of discipline issues, risky behavior, and mental health issues and improvement of academic performance via GPA, graduation and attendance rates, emotion regulation, decision-making abilities, and school climate.

Pathfinder collaborates with internationally renown curriculum developers and mental health clinicians as well as other schools engaged in this work across the country to ensure delivery of fidelitous, high quality content. When students participate in Pioneering It! they learn important life-changing skills including mindfulness, distress tolerance, emotion regulation, and interpersonal effectiveness. They have the opportunity to learn the skills and then apply them to their own lives. Pioneering It! helps Pathfinder ensure that students graduate with the professional, academic, and personal skills necessary to be successful in life.

Mental Health Awareness

The mental health and social emotional well-being of our students is a huge priority for us at Pathfinder. We know that in order to learn, our students have to feel physically and mentally safe and well. As such, we may, at appropriate times throughout the year, provide assemblies to students around such issues as mental health and suicide awareness. We also will survey students at various times throughout the year in a continuous effort to improve our school culture and climate.

SCHOOL COUNSELING

OFFICE PROCEDURES

Guidance services are available to all students through the Guidance Department. These services are intended to help students make the most of their educational, technical, and personal opportunities at Pathfinder. Counseling is offered to assist students in making suitable decisions regarding educational and vocational plans, to overcome personal difficulties, and to assist in developing strengths that will enable students to live with themselves and others in a positive and constructive way. Guidance counselors are a great resource for students and families. Parents are encouraged to contact their child's guidance counselor with any questions or concerns. Contact information for the Guidance Department can be found below. If you aren't certain who your student's assigned counselor is, please contact the Administrative Assistant who can connect you with the appropriate counselor:

- Administrative Assistant: Sherry Storey, ext. 245, storey@pathfindertech
- Guidance Director: Brenda Turner, ext. 244, turner@pathfindertech.org
- School Counselor: Erica Dupre, ext. 246, dupre@pathfindertech.org
- School Counselor: Nicole Horton, ext. 258, horton@pathfindertech.org
- School Counselor: Larry Leroux, ext. 247, leroux@pathfindertech.org

HOW TO ACCESS GUIDANCE SERVICES

Counselors and other guidance personnel may call upon students periodically. Generally, the Guidance Department maintains an open door policy, however, students are strongly encouraged to make an appointment to see his/her counselor. A student may do so by:

1. Stopping by the Guidance Office before school, between classes, or after school to request an appointment and obtain an appointment pass. Students may also email his/her counselor to request an appointment. Students who have been scheduled for a Guidance appointment at the start of a class should report to the class first and present the pass to the instructor. This allows for appropriate attendance to be taken so that erroneous absences are avoided.
2. Requesting a pass from a teacher. The teacher will call the Guidance Office to determine when the student can be seen. At the designated time, the instructor will give the student a pass to report to Guidance.

To ensure that counseling and counseling materials are free from bias and stereotypes on the basis of race, color, religion, national origin, sexual orientation, disability, and homeless, all counselors:

1. Encourage students to consider programs of study, courses, extracurricular activities, and occupational opportunities on the basis of individual interests, abilities, and skills;
2. Examine testing materials for bias and counteract any found bias when administering tests and interpreting test results;
3. Communicate effectively with limited-English-proficient and disabled students and facilitate their access to all programs and services offered by the district;
4. Provide limited-English-proficient students with the opportunity to receive guidance and counseling in a language they understand;
5. Support students in educational and occupational pursuits that are nontraditional for their

gender.

SCHOLARSHIPS

Students, who plan to pursue postsecondary education, should explore all possibilities for financial aid. State and federal financial aid forms are available in the Guidance Office. In addition, students should examine eligibility requirements and apply for school and local civic organization sponsored scholarships. It is the student's responsibility to complete the forms and submit them before the deadline. Students are encouraged to check with the Guidance Office and on the school website for additional scholarships available.

COLLEGE CONNECTIONS

At Pathfinder we strive to assist all students in meeting their post-secondary educational goals and to help make the transition from high school to college or technical school as smooth and successful as possible. College connection activities are designed to provide access to information and opportunities available to students at the post-secondary level, particularly at a community college (where students may choose to pursue a 1 year certificate program or a 2 year associate's degree relatively quickly and inexpensively.) Students who wish to pursue a 4 year bachelor's degree may also benefit from the college connection activities.

Each year Pathfinder works cooperatively with local community colleges such as Springfield Technical Community College and Holyoke Community College to develop bridging services and activities to help assist Pathfinder students prepare for the transition to college. Some college connection activities have included:

Career Events - Various career/college events held at Pathfinder, as well as college campuses and other venues, can be helpful to students as they begin to make choices about their future career and educational goals

Decision Day - Admissions representatives from the local community colleges come to Pathfinder to meet with seniors who have applied to their schools and give them an admissions decision on-the-spot

Articulation - Students may have the opportunity to earn college credits for successfully completing select high school coursework while at Pathfinder. By taking advantage of this opportunity students are able to eliminate some duplicate coursework at the college and will save time and money as they complete their degree program.

College Financing Seminar - Each fall Pathfinder hosts a free evening event for students and families in the school Library to learn about and better understand the financial aid process. The event features a guest speaker from the Massachusetts Educational Financing Authority (MEFA).

HEALTH

SCHOOL NURSE

A Registered Nurse is on duty in the School Health Services Office daily, Monday through Friday, during regular school hours.

If a student is injured in any way, or feels ill, the injury or illness should be reported immediately to the teacher in charge. Students must obtain a pass from their teacher to go to the nurse's office. If the Nurse's office is closed, report to the reception office.

MEDICATION

Under Massachusetts Regulations, 105 CMR 210.005, the School Nurse must receive a proper medication order from a licensed prescriber in order to administer prescription medication. The order must be renewed at the beginning of each academic year and the medication container must have the pharmacy order label present and intact. The medication must be handed directly to the School Nurse by an adult. Students possessing medication without permission and approval from the school nurse will be sent to the office immediately. Additionally, opiates will not be administered at school - if requiring opiates for pain, the student should remain home from school.

The School Nurse may administer certain over the counter medications if deemed necessary ONLY if written consent has been obtained from the parent/guardian. This must be completed on the Emergency Form (located in the Health Portal) by the second week of school.

School Personnel may be authorized to administer prescribed medication if required on a field trip under the nurse's guidance and discretion - as needed medication will not be dispensed by school personnel at any time.

Self-Administration/ Self-Carry Medication may be allowed only for certain emergency medications, such as inhalers or epipens. The School Nurse must first receive a doctor's order stating that the student may self carry/ self administer, as well as the parent/guardian's consent. The student must then pass a self-administration assessment conducted by the School Nurse - the student will then be approved for self-administration once this protocol has been completed.

HEALTH RECORD/PHYSICAL EXAM

According to the Massachusetts General Law, Chapter 71, section 37L, any student transferring into the Pathfinder District (including all freshmen), must provide a current, up to date physical exam as well as a complete school record from their sending school.

Student athletes must have a current, yearly physical exam or sports physical on file in order to participate in athletics, including practice of any kind.

When submitting any health records or updates, please ensure that the paperwork is contained in a sealed envelope and addressed to the School Nurse, faxed directly to the School Nurse's confidential fax line (413.283.9372), or submitted electronically via the student's Health Portal. This is to maintain the privacy and confidentiality of your student's health history.

Upon graduation, the student's health records may be obtained by the student; if not obtained, the

Pathfinder Health Office will retain the health record for no longer than 7 years, during which time the records may be obtained with proper identification. After this time, however, the records will be destroyed as per state guidance.

EMERGENCY FORM

The Emergency Form is required for participation in the technical program - students will be held out of their technical program until a current, completed Emergency Form is on file. This form allows for parents/guardians to provide emergency contact information, in the case that the parent/guardian is unavailable. Additionally, please ensure that the information provided is current - notify the School Nurse or update the Health Portal with any changes in the student's health history.

HEALTH PORTAL

Pathfinder Regional Vocational Technical High School has chosen the SNAP Health Portal for parents/guardians to better connect with their child's health and wellness information on any device – anytime, anywhere. Because we require this health information to be in a secure environment, each parent will receive an email with a unique username and password. Once logged in, you will be able to access the Portal.

On the Health Portal, you will be able to electronically sign forms and provide permissions for over the counter medications; send/receive encrypted, secure communications to/from your school nurse; update your student's health information, including allergies and medical conditions; electronically send doctor's orders or changes to orders; and receive notifications when prescription medicines are in need of a refill.

If you do not receive an email for Health Portal Access, please notify the School Nurse via email.

DISMISSAL

When medically necessary, the School Nurse will dismiss students by notifying the primary or secondary contacts (parent/legal guardian) listed on the Emergency Form. If the School Nurse is unable to reach the primary or secondary contact person, the School Nurse will notify the pre-authorized Emergency Contacts. Any dismissal from the Nurse's Office must occur within 1 hour.

If EMS is required, a responsible adult from the school will stay with the student until a parent/guardian arrives.

SCREENINGS

According to the M.G.L. c.71, s.57 and related amendments and regulations, it is required that, in the absence of a religious exemption, every public school child receive screenings for vision, hearing, height/weight, postural and SBIRT screenings. Additionally, confidentiality is maintained during all screening processes.

VISION: Grade 10 - Vision referrals will be mailed home to the parents as needed.

HEARING: Grade 10 - Hearing referrals will be mailed home to the parents as needed.

HEIGHT/WEIGHT (BMI): Grade 10

POSTURAL: Grade 9 - Parents will be notified when the screening will be done so students can be properly dressed for screening. Female students will be screened by a female staff member and males by a male staff member, usually the physical education teacher. Re-screens will be done by the School Nurse. Parents will be notified if a follow up needs to be done via a referral form mailed home.

SBIRT: grade 9 - A letter will be sent home to parents prior to conducting the Screening, Brief Intervention, and Referral to Treatment (SBIRT). This screening focuses on prevention, early detection, risk assessment, brief counseling and referral for assessment that can be utilized in the school setting. Use of this validated screening tool enables school health teams to detect risk for substance use related problems and brief intervention strategies will help to address these concerns at an early stage in adolescents.

IMMUNIZATIONS

The Code of Massachusetts Regulations specifies minimum immunization requirements for enrollment in school (105 CMR 220.000), as well as the documented proof of Immunization of all children, kindergarten through grade 12, even if over 18 years of age. Regulations currently require students to be vaccinated against polio, diphtheria, tetanus, pertussis, measles, meningococcal, mumps, rubella, hepatitis B, and varicella. Documented proof of immunization provided by physicians and boards of health must contain the month, year and type of immunization or occurrence of the clinical disease. Failure to provide this information will result in the student's exclusion from school.

Please note: The 2020-2021 school year requires the addition of the meningococcal vaccine.

If your child has a religious or medical reason not to be immunized, the state requires that a letter from a parent/guardian or the student's physician for exemption be submitted to the School Nurse every year.

COMMUNICABLE DISEASES GUIDELINES

Pathfinder takes great effort in controlling infectious disease by preventing infection from spreading, requiring certain immunizations, temporarily excluding some children who are ill or may be incubating communicable disease, and preparing to respond to outbreaks and emergencies of all types.

By law, admission to school may be denied to any child diagnosed as having infectious disease whereby attendance could be harmful to the welfare of other students and staff, subject to the District's responsibilities to handicapped children under the law. Management of common communicable diseases shall be in accordance with Massachusetts Department of Health guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. If your child has had a fever of 100.5 or greater, or has been vomiting, it is advised to remain home until symptom free for greater than 24 hours. Likewise, if a student exhibits these symptoms while at school, the student will be dismissed and excused the following day. Additionally, a physician's note is required authorizing the student's return to school.

CONCUSSIONS/HEAD INJURIES

Concussions/head injuries can vary in degree of severity. A concussion with a prolonged loss of consciousness would be triaged as an emergency, requiring immediate medical attention and transport to a medical facility via EMS, while a concussion with a brief loss of consciousness is triaged as urgent, requiring medical attention within two hours and, per the School Nurse's discretion, may be transported promptly by a parent/guardian or EMS to an emergency facility.

Whether minor or severe, each student with a suspected head injury will be managed under the Concussion Protocol, per Massachusetts Regulations. The purpose of these regulations are to facilitate students' recovery from a concussion, and to prevent further injury that may occur if the student returns to academic/technical programs, or athletic activities before the concussion has resolved.

Every student suspected of having a concussion, must be evaluated by a medical professional; the Acute Concussion Evaluation (ACE) Form must be submitted to the School Nurse the following school day either in hard copy or via fax, as the student may require temporary academic/technical program accommodations while recovering from the concussion. Once the student is symptom free for 24 hours, the MD will determine if the child is ready for the Return to Gradual Play Protocol and a clearance note must be submitted to the School Nurse.

The Gradual Return to Play protocol will be completed by the the School Athletic Trainer and once the student has remained symptom free during the protocol, the POST SPORTS RELATED HEAD INJURY MEDICAL CLEARANCE AND AUTHORIZATION FORM must be completed by the student's MD and returned prior to return to sports, as required by the State of Massachusetts and MIAA Regulations.

Please note that all required Concussion Protocol paperwork is located under the Departments tab (under Nurse directory) of the Pathfinder website.

AVAILABILITY OF INFORMATION AND PRECAUTIONS

Pathfinder supports the Board of Education's encouragement to provide current, age appropriate information to our students through our curriculum. Further, we promote the importance of the Massachusetts Board of Education's policy on AIDS/HIV prevention that education should include information about sexually transmitted diseases, as well as the value of both sexual abstinence and the use of birth control as disease prevention methods.

S.O.S.

(Looking for Signs of Suicidal thought and action, including other self-injurious behavior.) Pathfinder is committed to keeping our students as safe as possible. Suicide is one of the leading causes of death among young people, but much of it can be prevented. Pathfinder encourages self-referrals from all depressed students. It also encourages referrals for depressed students from their friends, parents and staff. Pathfinder has a team of professionals who can help assess the student's level of depression, the risk of self-injury and/or suicidal behavior and can assist the student with getting additional help that they need.

It is important to take all reports of potential self-injury, suicidal thought or action seriously to get help as quickly as possible. We encourage our students, their families and our staff to ACT: acknowledge, care and tell when they suspect that one of our students may be at risk for self-harm. This referral needs to be done immediately to help ensure the safety of the student.

Our referral team includes the School Nurse, the Director of Social Services, the School Psychologist, the Guidance Counselors and the School Adjustment Counselor but may also include other members of our staff, who can help the student connect with a member of the referral team.

SEVERE ALLERGIES

The key to the safety and well-being of allergic children in schools is developing a collaborative partnership among the school, families and medical personnel to provide a safe and healthy learning environment that enables parents and their children with food allergies to feel safe in school. Parents play a vital role in initiating the process and in making the child's needs known.

Responsibilities of the parent/guardian of a child with severe allergies are as follows:

- Inform the school nurse of the child's allergies prior to the opening of school (or as soon as possible after a diagnosis).
- Provide the school nurse with medication orders (anaphylaxis emergency care plan) from the licensed provider yearly.
- Participate in developing an individual health care plan with the school nurse.
- Provide the school nurse with at least annual updates on your child's allergy status.
- Provide the school with two up-to-date epinephrine auto-injectors (and replace when expired).
- Provide the school nurse with the licensed provider's statement if the student no longer has allergies.

HOME TUTORING AND HOSPITALIZATION INSTRUCTIONS

The Student Services department ensures the provision of academic and vocational related/theory instructional material for students unable to attend school as per a physician's notice. Home tutoring shall at all times be done with a parent, guardian or relative in the home while the tutor is present. Students must be out of school for 14 days to be assigned a tutor. Tutoring is organized through the Student Services department.

THERAPEUTIC RESPONSE TO DRUG/ALCOHOL INFRACTIONS

Students who have been disciplined for possession and/or drug/alcohol related infractions will be offered therapeutic interventions. At the re-entry meeting subsequent to disciplinary action, Administration will offer the parent/guardian a chance to meet with a counselor or designee, to address ongoing concerns about their son/daughter's substance use.

EMERGENCY EVALUATIONS

Students who engage in any unsafe behavior(s) will be immediately referred to the School Nurse, a

member of Administration, and if deemed necessary, a member of the counseling team. The school nurse will assess the student's health and safety, notify the parent, and if necessary, make arrangements for an emergency evaluation at a medical facility.

If the behavior warrants disciplinary action, the disciplinary procedure outlined in the handbook will be followed after the emergency evaluation has been completed. A meeting for re-entry may be required prior to the student's return to school with the student, parent, a counselor and a member of the administration.

PHYSICAL RESTRAINT POLICY

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. Further, students of the district are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only in emergency situations of last resort after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring himself or herself, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The definitions of forms of restraint shall be as defined in 603CMR 46.02.

The use of mechanical restraint, medical restraint, and seclusion is prohibited.

Physical restraint, including prone restraint where permitted under 603 CMR 46.03, shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

The Superintendent will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements; including, but not limited to making reasonable efforts to orally notify a parent of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;

- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00,
- A process for obtaining Principal approval for a time out exceeding 30 minutes.

The building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.

In addition, each staff member will be trained regarding the school's physical restraint policy and accompanying procedures. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

Physical restraint is prohibited when it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

The use of "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint".

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents of enrolled students. The Superintendent shall provide a copy of the Physical Restraint regulations to each Administrator, who shall sign a form acknowledging receipt thereof.

ACCIDENTS

Any student who is injured in the school building or on school grounds and at any school activity must report the injury to the person in charge at the time of the accident. If the person in charge is not present, then the injury must be reported to the health office immediately. Every student must be covered by an accident report signed by the person in charge, giving the date, time, and location of the injury. These report forms are available in the nurse's office. They must be copied in triplicate.

If the student needs medical care, an insurance form must be requested from the business office. Any student who goes to the doctor without his parents or without notifying the school authorities will be responsible for his/her own medical care. Every injury must be reported as soon as possible after the accident occurs.

Any student with a physical limitation or restriction is required to submit documentation from his/her primary care provider prior to returning to school. The School Nurse will notify the student's teachers of any pertinent accommodations required. When limitations or restrictions are lifted, a statement

authorizing clearance from the medical physician must be presented to the School Nurse via paper, fax or electronic submission via the Health Portal.

PREGNANT AND PARENTING STUDENTS POLICY

According to Chapter 71 Section 84 of the General Law, the Pathfinder Regional Vocational Technical High School wishes to preserve educational opportunities for those students who may become pregnant and/or take on parenting responsibilities.

Pregnant students are encouraged to continue to attend school. The district does not discriminate against nor exclude students from its educational programs or activities, including classes and extracurricular activities, on the basis of the student's pregnancy, childbirth, or postpartum recovery. Exceptions will be made only when a physician expressly prohibits a student's participation. The district will provide reasonable accommodations for students with medical conditions relating to pregnancy to the extent such accommodations are provided to students with other temporary medical conditions. A student may take a leave of absence relating to pregnancy and childbirth for any period of time deemed medically necessary by the student's physician. Following any such leave the student will be reinstated to the status held when the leave began.

Every effort will be made to see that the educational program of the student is disrupted as little as possible, that health counseling services and instruction are offered, that return to school after leave is encouraged, and that every opportunity to complete high school is provided.

GENERAL INFORMATION

ADMISSIONS

For admission to Pathfinder all students will have an interview before or upon acceptance. All applicants must meet minimum criteria for admission to Pathfinder as assessed from their grades, attendance and discipline records.

A student applying to Pathfinder must provide a complete school record of all disciplinary infractions. Such record shall include a record of any incidents involving suspension or violations which constitute criminal acts or any incident reports in which such student was charged with any act which resulted in suspension. Students suspended for offenses involving weapons, drug violations, or staff assault may not be eligible for acceptance to Pathfinder.

BELL SCHEDULES

Forward	Week A		Backward
(M-W-F)			(Tu-Th)
	Gr 10 & 12 in Technical Program / Gr 9 & 11 Class		
Period	Begin	End	Period
1	7:43	8:43	6

2		8:46	9:46	5	
3		9:49	10:49	4	
Lunch Gr 9		10:49	11:11	Lunch Gr 9	
4	Gr 9 Class	11:14	12:14	Gr 9 Class	3
	Technical Program Lunch 11:20 - 11:42				
	Gr 11 Class	10:52	11:50	Gr 11 Class	
Lunch Gr 11		11:50	12:14	Lunch Gr 11	
5		12:17	1:17	2	
6		1:20	2:20	1	

Forward		Week B Gr 9 & 11 in Technical Program / Gr 10 & 12 Class		Backward	
(M-W-F)				(Tu-Th)	
Period		Begin	End	Period	
1		7:43	8:43	6	
2		8:46	9:46	5	
3		9:49	10:49	4	
Lunch Gr 10		10:49	11:11	Lunch Gr 10	
4	Gr 10 Class	11:14	12:14	Gr 10 Class	3
	Technical Program Lunch 11:20 - 11:42				
	Gr 12 Class	10:52	11:50	Gr 12 Class	
Lunch Gr 12		11:50	12:14	Lunch Gr 12	
5		12:17	1:17	2	
6		1:20	2:20	1	

CHANGE OF ADDRESS

A student who moves during the school year should report the following to the Guidance Office:

1. New street/town address
2. Telephone number
3. Change of guardian (if appropriate)

LIBRARY SERVICES

- Library Hours M-F 7:35 a.m. to 2:35 p.m. when school is in session
- Extended Library Hours – Homework help – days/hours TBD
 - Bus transportation is available to most towns on these days
- Our collection is organized according to the Dewey Decimal System of classification and covers all areas of the technical and academic curriculum.
- Use the <https://www.pathfindertech.org> to link to our library
- Print Materials – 4 week loan
- Reference print – Library Use Only
- Electronic materials – 24/7 Unlimited access
- Non-returned/Lost books – Must be paid for before graduation or transfer out of district
- Students must have a pass and sign-in using student ID number at the circulation desk to use the library.
 - Maximum of 2 students at a time from classroom/technical area with passes unless prior arrangements have been made by staff.
- Students must sign-out using student ID number at the circulation desk when returning to the classroom. Students will return with a printed library pass to class.
- Students must follow all school rules and guidelines when using the library.

LOCKER ASSIGNMENTS

All students will be assigned a hallway and a physical education locker; in appropriate cases, students will also be assigned a locker within their technical program. Students will be provided with the combinations to their lockers. Only school-issued locks may be placed on school lockers. Padlocks for physical education lockers must remain on the assigned locker at all times. Locker and combination assignments will remain the same for the duration of the student's time at Pathfinder.

Sharing lockers is prohibited and students should not share their combinations with any other students. This is for the student's own protection as the student is responsible for the contents of his/her lockers and should have no expectation of privacy, as lockers are school property.

It is the student's obligation to keep his/her lockers neat and orderly at all times. No locker may be altered in any manner. No bumper stickers, posters, or ornaments of any kind may be placed on any lockers. Students should plan their day in advance in order to avoid going to their locker between each period.

POSTERS

Before posters are placed on information boards around the school building, permission must be obtained from the Assistant Principal's office. Further, any requests for distributing non-curriculum, non-secular materials must be made to the Assistant Superintendent who will determine if and to whom it may be distributed. As a general policy, religious posters or materials may not be distributed as well as posters advertising events outside of Pathfinder.

SCHOOL LUNCH PROGRAM

Pathfinder serves nutritious breakfasts and lunches daily. Pathfinder participates in the National School Lunch Program. Students who fall within specified income guidelines can qualify for Free or

Reduced breakfast and lunch. Each student is given an application at the beginning of the school year and these applications are always available in the School Lunch office. The application needs to be completed every school year.

The charge for breakfast is \$1.75. Students who are eligible for reduced breakfast pay 30¢. The charge for lunch is \$3.20. Students who are eligible for reduced lunch pay 40¢. (Prices subject to change)

During academic week students may obtain breakfast before their first period class, from 7:15-7:35 AM. Students may not leave academic classes to get breakfast; disciplinary action will result if this occurs. During technical program week students will be allowed to obtain breakfast in their technical program setting.

The school lunch program utilizes a point of sale system that protects all students' anonymity. No one knows if they are receiving a free, reduced cost or paid lunch. Students must enter their school I.D. into a pin pad near the cashier station.

Freshmen should obtain their student I.D. during freshmen orientation week. Students/Parents have the ability to put money directly on their account. Parents can write a check to Pathfinder RVTHS. Please put the student's name in the memo line. This check should be given to the cashier during the student's lunch. Many parents find this ensures that the money given to their children can only be spent on school lunch or breakfast.

Returned Check Policy-If two or more checks are returned unpaid within a school year for a student's lunch account, we can no longer accept checks as a form of payment. At that time, cash or money order will be the only forms of payment allowed.

Removing cash from a student account- Students have the ability to have money taken off their prepaid account with a limit of \$5.00 per day. Checks must be deposited and cleared before the money can be removed off the prepaid account. If the student is NOT allowed to remove money, the parent must notify the Food Service Director and this privilege can be restricted and/or removed completely.

Students who forget their lunch money will be allowed to charge their lunch. This courtesy is not intended to be a charge account. They will be allowed to charge a maximum of 5 lunches. (\$3.20 Paid/ .40 Reduced) or cost equivalent before they will no longer be allowed to charge. An alternative meal of a cheese sandwich and fat free milk will be offered. Students who receive free lunch may only charge a maximum of \$2.00.

Parents who do not want their child to be able to charge breakfast or lunch should contact the Food Service Director at 283-9701 ext. 135. Students must settle all financial obligations before the end of the year. Seniors with an amount due will not be sign out or allowed to participate in graduation ceremonies.

Pathfinder RVTHS does not have an "open campus" policy; students are not allowed to leave school for breakfast or lunch during the school day. School lunch is provided in our cafeteria daily. Students

are not allowed to order food out or have food delivered; failure to comply will result in disciplinary consequences.

STUDENT FEES, FINES AND CHARGES

The School Committee recognizes the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. While no student will be denied access due to an inability to pay fees, all students will be required to remit charges and fines.

The school may exact a fee or charge only upon Board approval. The schools, however, may:

- Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.
- Charge for lost and damaged books, materials, supplies, and equipment.

Students who are indigent are exempt from paying fees. However, indigent students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them.

Permissible penalties include the withholding of report cards until payment is made or denial of participation in extra class activities while the student is enrolled in this District.

Any fee or charge due in the District and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the District.

CLASS DUES

Class dues are in the amount of: Freshmen \$5, Sophomores \$10, Juniors \$15 and Seniors \$20. Individual class advisors will plan activities with the help of the class representatives. Student class dues will be used solely to support (and participate in) Senior Week Activities. All payments are to be made directly to the class advisor. Reception staff does not accept payments.

REIMBURSEMENT FOR LOST OR DAMAGED PROPERTY

Each student is responsible for maintaining school property. Books, tools, tool checks, safety glasses, locks, the school building and its equipment are expected to be kept in good condition, excluding normal wear. Therefore, students will be asked to sign a responsibility form stating they will reimburse the school for any damaged or lost article entrusted to their care. In the case of intentional damage to school or another student's property, a student will be responsible for reimbursement as well as disciplinary consequences.

Students will be billed during the school year for items for which they are responsible. Replacement of safety glasses may be obtained through the School Nurse at a cost of \$3.00.

STUDENT INSURANCE PROGRAM

A non compulsory accident insurance plan totally administered by an insurance company may be made available to students. The District does not assume any responsibility regarding service, claims, or other matters relating to the insurance program. All students participating in competitive athletics shall be required to be covered by a medical insurance plan.

STUDENT PHOTOGRAPHS

Individual schools may arrange, in cooperation with the school's parent organization, student council, designated student committee, or a staff committee, to take individual student and/or class group pictures.

Individual and/or class group pictures may be taken at the school facility and during the regular school day hours. The pictures shall be made available for purchase by students and/or parents on a voluntary basis. The building Principal or his/her designee shall have final authority in authorizing the picture-taking program and will be responsible for overseeing the process.

Students may be required to have an individual picture taken for the cumulative file or identification purposes; however, no student shall be pressured or required to purchase photographs.

The purpose of the policy is to:

- Enhance the safety of students through visual identification in an emergency situation.
- Facilitate the social, educational, and administrative activities conducted in the school.
- Provide a service to parents and students.
- Allow the profits gained from the picture-taking program to be used by the sponsoring group and authorized by the building Principal.

MEDIA RELEASE OPT OUT

During the course of the school year there may be occasions when photographs will be taken. These times might include special school events, field trips, project displays, or particular classroom lessons. These pictures, slides, or videos might be used as part of a school presentation, an exhibit, or publicity in a local newspaper or on Cable TV. If you do not want your child's picture taken or displayed, please notify the school in writing. Otherwise it will be assumed that photographing or videotaping of your child is acceptable.

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written

notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

TRANSFERS OR WITHDRAWALS

In order to leave school or transfer to another school, the student must follow the prescribed procedure:

1. The student and parent/guardian must meet with the guidance counselor to discuss the plan to transfer or withdraw from school.
2. Following this meeting, the student must obtain a withdrawal permission form from the Guidance Office.
3. The completed withdrawal permission form should be returned to the Guidance Office, where a checkout sheet will be issued. The student's obligation is to have his/her teachers sign this sheet once all school materials have been returned. The Assistant Principal will sign this form last.
4. The final step in the transfer/withdrawal process will be an exit interview with the Guidance Office. During this interview, students will be presented with options for further education and/or training. Students opting to return to their sending school during the school year will be reminded that they will have to wait until the next year to seek readmission.

The student should return this form to the Guidance Office where a transfer card will be issued to the transferring student. A transcript release form must be signed to release student records to the new school.

VALUABLES AND LARGE SUMS OF MONEY

Items which would be classified as valuables or large sums of money should not be left in lockers or carried on one's person. If it becomes necessary, such items can be left in the Business Office in a secure location during the school day. Students should avoid taking large sums of money or valuable possessions to school unless absolutely necessary. In the case of lost items or money, the school will investigate credible reports. **The school is not responsible to replace any lost or stolen items.**

VISITOR PROCEDURES

All visitors (Alumni, Parents, Community guests, etc.) MUST report to the Reception Office to sign in and indicate the staff member with whom they are visiting. All visitors are required to wear an appropriate visitor pass (and safety glasses in technical programs, where required). Visitors without prior appointments will be advised to call and schedule a convenient time to come back. In no case will a visitor be allowed to bring a baby to visit staff or students during school hours.

Student visitors are not allowed during school hours unless arrangements are made in advance through the Guidance Office. Students interested in attending Pathfinder are encouraged to attend annual Showcase and Career Night events or make an appointment to tour with a parent or guardian while school is in operation.

WORK PERMITS

Students under the age of 18 must work within the guidelines of the Massachusetts Child Labor Law. Work permits are required for students 14 – 17 years old. Applications are available in the Business Office or online at: www.mass.gov/lwd/docs/dos/youth-employment/youth-application.pdf.

The completed application is to be returned to the Business Office for issuance of the work permit. Completed applications submitted to the Business Office prior to 1st period are generally ready for pick up by the end of day.

Cooperative Education Work Permits will be issued by the Cooperative Education Coordinator. Cooperative Education students who are under the age of 18 must work within the guidelines of Massachusetts Child Labor Laws pertaining to cooperative education. Cooperative Education students receive exemptions from certain portions of the labor laws.

STUDENT CONDUCT and EXPECTATIONS

EXPECTATION OF PRIVACY

Students shall have **no expectation of privacy** regarding the contents of their bags (purses, backpacks, etc.), lockers, or vehicles while on school property or during school sponsored events. Additionally, students shall have **no expectation of privacy** regarding images, documents, files or social media sites accessed via, or stored on, the school's internet network. Students are responsible and accountable for all items they bring onto school property, to school sponsored events, and/or access via or store on the school's internet network.

EXPECTATIONS OF STUDENT CONDUCT

All students attending Pathfinder Regional Vocational Technical High School have the right to achieve academic success in a safe, secure learning environment free from disruption. The disruption of any educational environment will not be tolerated. Therefore, all students are expected to conduct themselves in such a manner in which the rights and privileges of others are not violated.

All students are expected to act as positive representatives of the Pathfinder Regional Vocational Technical High School community at all times while on school premises and/or at school-sponsored events.

STUDENT RIGHTS

The School Committee has the responsibility to afford students the rights that are theirs by virtue of the guarantees offered under the federal and state constitutions and statutes. In conjunction with

these rights are responsibilities that must be assumed by the students. Among these rights and responsibilities are the following:

Student Right	Student Responsibility
The right to equal educational opportunities free from discrimination.	The responsibility not to discriminate against others for any reason.
The right to attend free public schools.	The responsibility to attend school regularly and to observe school rules so as not to interfere with the education of others.
The right to due process with respect to discipline.	The responsibility to observe school rules so as not to interfere with the education of others.
The right to free inquiry and expression.	The responsibility to observe reasonable rules regarding these rights.
The right to privacy of school records.	The responsibility to respect the privacy of other students' personal information and records.

It is the School Committee's belief that as part of the educational process students should be made aware of their legal rights and of the legal authority of the School Committee to delegate authority to its staff to make rules regarding the orderly operation of its school(s).

OVERVIEW OF THE DISCIPLINE SYSTEM

PROGRESSIVE DISCIPLINE DEFINED

Progressive discipline is a behavior management approach that utilizes a leveled system of infractions and consequences in order to maintain a safe and secure environment for the entire school community. The intention of this system is to address problematic behaviors at the lowest level possible in order to provide the student the opportunity to positively re-engage in the learning process before more severe consequences are applied. The use of progressive discipline is also intended to limit the assignment of long term suspension as a consequence until other consequences have been tried and considered, as appropriate. The consequences existing in this system include, but are not limited to, warning (verbal or written), parent notification and/or conference, teacher assigned detention, office detention, inhouse suspension, external suspension (short term, long term, indefinite, emergency removal) and expulsion. The Principal and/or Assistant Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

LEVELS OF INFRACTIONS DEFINED

1. **Level One Infractions** are those that would generally warrant a warning from the teacher as a consequence for the first offense*. *Some* examples of such infractions are: first time offenses for minor classroom or hallway disruption, failure to remove head covering of any kind, failure to remove sunglasses, failure to obey classroom or school rules, unprofessional language, food and drink violation, unauthorized use of technology including cell phones.

2. **Level Two Infractions** are those where a teacher warning is inappropriate as a consequence; these infractions would minimally warrant the assignment of a teacher detention as a consequence for the first offense*. *Some* examples of level two infractions are: repeated level one offenses, insubordination, safety violations, horseplay, attempted or successful cheating/plagiarism. If the teacher chooses to send the offending student to the Assistant Principal, the infraction would be documented on the student's record.

3. **Level Three Infractions** are those that would warrant a behavior referral be sent directly to the Assistant Principal. Generally, the *minimal* disciplinary consequence for such an offense would be the assignment of one or more office detentions*. *Some* examples of such infractions are: repeated level two infractions; skipped teacher detention; moderate-major classroom or hallway disruption; vandalism; threatening behavior; aggressive behavior; blatant disrespect to students or staff; disruptive verbal altercation; blatant violation of school rules; skipping class; unauthorized recording and/or posting of any audio file, image or video; serious safety violations; professional ethics violations; leaving school grounds without permission; harassment of any kind; possession of drug paraphernalia; possession of smoking/tobacco products; vaping; lewd acts; under the influence of alcohol and/or drugs; any chronic offenses.

4. **Level Four Infractions** are those that may be considered to be at the criminal level and may require notification of the Palmer Police Department in addition to assigned consequences from the school*. Examples of level four infractions include, but are not limited to, possession of illegal drugs or alcohol, distribution of illegal drugs or alcohol, assault and/or battery of any school member, any act that could be considered a felony.

*Please note that an offense can be assigned any consequence determined to be appropriate by the Principal or Assistant Principal, regardless of the infraction's level.

ROLE OF ASSISTANT SUPERINTENDENT/PRINCIPAL AND ASSISTANT PRINCIPAL

As the immediate administrative authority within the school, the Assistant Superintendent/Principal and the Assistant Principal are responsible for the welfare of the students. It is, therefore, important that they be informed of any serious rule infractions occurring in the school. The Assistant Superintendent/Principal, or in his/her absence, the Assistant Principal, will notify the police department and the parents only when evidence is presented which is irrefutable and not when there is only suspicion or hearsay evidence.

STUDENT SELF-REFERRAL PROCEDURE

Students who are in distress may report to the Reception Office to request support services. Students will be addressed, assessed, and referred to the appropriate staff accordingly. Appointments may be requested as educational time must be utilized to the fullest.

SPECIFIC OFFENSES AND POTENTIAL CONSEQUENCES

ELECTRONICS VIOLATIONS

Display and use of cell phones, pagers, and electronic devices is prohibited during the school day. Electronic devices must be off and stowed away during the school day (in a backpack, purse, or

locker). Students will be allowed to use these devices during their lunches only. Confiscated devices will be documented and kept with the Assistant Principal and will be returned at the end of the day for first and second violations only; please see "Subsequent Offenses" below for more information.

First Offense - Device confiscated for the day, verbal warning, parent notification, student may pick up the device at the end of the day.

Second Offense - Device confiscated for the day, 2 office detentions, parent notification, student may pick up the device at the end of the day. A signed electronic device contract is required to be returned the following day with both student and parent/guardian signatures.

Subsequent Offenses - Device confiscated, parent must pick up device. Disciplinary consequence will be determined based upon frequency and intensity of the violation.

In the event that an electronic device is used to cheat, display/view obscene or threatening photography/text messages, and/or inappropriately access the internet or a web function, the administration will take appropriate action.

Additional disciplinary action may be issued if a student causes a class disruption or is disrespectful toward an instructor over an electronic device violation.

LASER POINTERS

There is no appropriate educational rationale for the use of laser pointers by students in a school setting. The possession/use of laser pointers by students is therefore prohibited. If a student is in possession of, or using, a laser pointer, s/he will receive a warning and the laser pointer will be confiscated and not returned.

EXPLANATION OF PROHIBITED TOBACCO, ALCOHOL, AND DRUG USE BY STUDENTS

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product; any vapor pen or E-cigarette; marijuana; steroids; or any controlled or illegal substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, vaping products, or drugs on school property, at any school function, or at any school sponsored event. Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at, or participation in, a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

The school district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis during grade 9. Parents/guardians shall be notified prior to the opening of school each year. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening.

All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results

shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

DISCIPLINARY PROVISIONS ACCORDING TO M.G.L. 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 a 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 the school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide 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, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either 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. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- (e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

OTHER SCHOOL RULES

- Students should report to class on time. Students who are tardy to class three times in a trimester will receive a teacher detention.
- Students should utilize learning time appropriately. Students found cutting class, leaving school grounds or skipping school may receive disciplinary action.
- Students should refrain from public displays of affection. Inappropriate touching or groping will not be tolerated while in school, on school grounds, on school transportation, or at school sponsored events. Disciplinary action will start with a warning, detentions, or a parent/guardian meeting.
- Students must remove all head coverings including, but not limited to, hats, hoods, du rags, beanies, bandanas, berets, etc.; and sunglasses prior to entering the building. These items must remain off during the entirety of the school day.
- During school entry in the morning, students must report directly to the cafeteria or gym, where they must remain until the 7:33 AM bell rings. Students are not allowed in the academic or vocational hallways prior to the 7:33AM bell. At the ringing of the 7:33 AM bell, students may

report to their first period class.

- Students are not to be in the academic wing or technical program hallways during their lunch time.
- Students must refrain from cutting the lunch line. Students will be asked to move to the end of the line if found doing so.
- Students should keep food and beverages in the cafeteria setting at all times.
- Students should keep the cafeteria and scullery area clean. Students who throw food or beverages will be expected to clean the cafeteria; additional disciplinary action will follow if the behavior continues.
- Students may not order food from outside establishments during the school day. If a delivery attempt is made for a student, the delivery will not be accepted and any financial losses will be the responsibility of the student. Disciplinary consequences may be assigned.
- Students who do not follow the Tobacco/Smoking Rules will be subject to discipline according to M.G.L. Chapter 71, Section 2A .
- Students should refrain from vulgarity in any form, this includes pornographic material.
- Students who intimidate or intentionally cause harm or injury through health or safety infractions will receive disciplinary consequences.
- Students involved in physical aggression (horseplay, pushing, shoving, etc.), threatening others, or verbal attacks may receive disciplinary consequences ranging from a detention to suspension, depending on the severity of the situation.
- Students are not allowed to gamble in any form.
- Students should not bring animals of **any kind** to school.
- All students are subject to the disciplinary provisions set forth in M.G.L. Chapter 71, Sections 37H, 37H $\frac{1}{2}$, and 37H $\frac{3}{4}$.

The penalty of any offense will depend on the seriousness of the violation.

Any student who commits any act or offense which is not specifically written in this handbook, but which shall result in damage or injury to the person or property of the school or of another, or which act or offense results in or be likely to result in the creation of a disorder or prejudice the good order and/or decorum of Pathfinder, shall be subject to disciplinary proceedings. The penalties applicable will be those established by an Administrator and this code for an interpretation of the specified offense most closely related or akin to the committed offense.

OTHER DEFINITIONS

Teacher Supervised Detainment is the keeping of a student after school by a teacher for minor student misbehavior which takes place within the confines of the technical program or classroom setting and which disrupts the supervised learning environment.

Office Detention is the keeping of a student after school hours for an infraction of rules. Records of such detentions will be filed in the student's temporary record file. Failure to report for detention will result in additional consequences.

A Hearing is a meeting between the student and the Assistant Principal and may include parent(s) or guardian, a counselor, and a special needs professional, a teacher, a school administrator. The purpose of a hearing is to evaluate the facts of a case and determine the disposition of a case.

Notice of Suspension - Except for emergency removal or an in-school suspension of less than 10 days, the Principal and/or Assistant Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal and/or Assistant Principal shall provide both oral and written notice to the student and parent in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent present, the Principal and/or Assistant Principal must be able to document reasonable efforts to include the parent.

In-School Suspension is a temporary severing of a student from school activities after a hearing. An in-house suspension will involve assignment to a designated holding area for remedial activity.

External Suspension is a temporary loss of a student's membership in the school community after a hearing. Students will be notified of the reason for the suspension and will have the opportunity to be heard when possible. A temporary severing of a student's membership from the school community denies the student permission to be on school grounds or to participate in school sponsored activities during the time of the suspension.

Short Term Suspension is the removal of a student from the school community for a period of 10 school days or less (consecutive or cumulative).

Principal's Hearing – Short Term Suspension

A hearing with the Principal to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of

removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

Long Term Suspension is the removal of a student from the school community for a period extending beyond 10 school days and not exceeding 90 school days (consecutive or cumulative).

Principal's Hearing – Long Term Suspension

A hearing with the Principal to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not. The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense. The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so. The right to cross-examine witnesses presented by the school district. The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, or email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent.

If the Principal decides to suspend the student, the written determination shall: identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; set out the key facts and conclusions reached by the Principal; identify the length and effective date of the suspension, as well as a date of return to school; include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information: The process for appealing the decision, including that the student or parent must file a written notice of

appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

Emergency Removal of a Student is the temporary removal of a student from the school when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption.

The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; provide written notice to the student and parent as required above; provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent; render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

The Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

Alternative Education Placement is an educational setting and program other than the student's current placement that enables the student to continue to receive educational services according to his or her Individualized Education Program. The Individualized Education Program or IEP is a plan determined by a team who develops a set of modifications for the educational program of a special education student. The setting is designed to allow the student to continue progress in the regular curriculum to meet the goals set out by the IEP and to allow students to receive services and modifications designed to help students address problem behavior.

DISCIPLINE OF STUDENTS WITH DISABILITIES

1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability the Director of Student Services should be notified immediately, and the district will make protections available to the student until and unless the student is subsequently determined to be not eligible. The district may be considered to have prior knowledge if:
 - a. The parent/guardian and/or student had expressed concerns in writing; or
 - b. The parent/guardian and/or student had requested an evaluation; or
 - c. District staff had expressed directly to the Director of Student Services/Designee or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student. The district may not be considered to have prior knowledge if the parent/guardian has

not consented to evaluation of the student or has refused special education services, or if the 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/guardian and/or student requests an evaluation subsequent to the disciplinary action, the district will conduct an expedited evaluation to determine eligibility.
3. If the student is found eligible, they then receive all procedural protections subsequent to the finding of eligibility.

MANIFESTATION DETERMINATION

Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the local educational agency (LEA), the parent, and relevant members of the IEP Team shall review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant information provided by the parents to determine:

- If the conduct in question was caused by, or had a direct and substantial relationship to the disability; or
- If the conduct in question was the direct result of the LEA's failure to implement the IEP.

If the LEA, parent, and relevant IEP Team members determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the disability.

If the LEA, parent, and IEP Team members make the determination that the conduct was a manifestation of the child's disability, the IEP Team shall:

1. Conduct a Functional Behavioral Assessment (FBA) and implement a Behavior Intervention Plan (BIP), or review and modify an existing BIP if one is in place, and
2. Return the child to the placement from which the child was removed unless the parent and LEA agree to a change of placement as part of the modification to the BIP.

APPEALS PROCESS

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's Hearing – Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to

find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

STUDENT COMPLAINTS AND GRIEVANCES

The School Committee recognizes that there may be conditions in the school system that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well-conceived and understood in advance, can do much to maintain harmonious relationships among the school and the students and community. Every attempt will be made to seek a satisfactory solution to any concerns in a friendly and informal manner.

Students and their parents and/or guardians, who believe that a student has received unfair treatment may bring forward their grievance through the appropriate channels. Appeals of disciplinary cases will be required to follow the district's policy on student discipline. Any applicable provisions of the Massachusetts General Laws or federal law will be followed by school officials in conducting hearings.

TECHNICAL PROGRAM REGULATIONS

- Safety glasses are to be clear glass only, and when required, must be worn at all times. Students will be issued safety glasses once each school year.
- The hearing protector will belong to the assigned student for their time at Pathfinder. The student is responsible for the assigned hearing protection. A new pair will not be issued each year. The technical program instructor will determine when hearing protection must be worn. The hearing protection device must be kept at school. The technical program instructors will determine where the devices will be stored. Hearing protectors will be stored in a secure area in the technical program for the summer.
- If the hearing protection is damaged or lost, the student is responsible to pay for a replacement (\$20.00). The replacement must meet the specifications of the pair issued by Pathfinder.
- Safety shoes, where required, must be worn at all times and when passing to and from areas within or outside the technical program.

- Technical program uniforms, if required in a technical program during the school day, must be worn at all times. Uniforms must be cleaned as needed; weekly at a minimum.
- No student may procure or purchase parts from local vendors during the school day.
- Students shall be personally responsible for willful damage and loss of tools.
- All students must obtain a "Work Request" form issued by the technical program instructor and approved by the Vocational Director prior to the commencement of any personal work project.
- No student will be allowed to work in or enter any technical program area at any time without the presence of an instructor.
- Student's are not permitted to park a personal vehicle in any technical program area without permission from the technical program teacher. Such vehicles will be towed at the student's expense.
- When deemed necessary by the instructor, long hair must be tied back or covered with a net. Long hair must not cover the eyes.
- The rules of wearing jewelry will differ from technical program to technical program, keeping in mind the safety of the students. Technical programs with jewelry and body piercing restrictions will give handouts to the students during the first and second week of school explaining the rules as applied to their respective technical program. These rules will be adhered to or disciplinary action may be taken.
- Technical program specific clothing requirements must be adhered to at all times for safety purposes. Technical program dress and safety codes will be distributed to each student for parent/guardian review with the course syllabus. The syllabus must be signed by a parent/guardian and returned to the instructor within two days of issuance.
- For the safety and protection of all students, the following dress code will be enforced during your Exploratory program. Please see Appendix B.

CONFISCATED PROPERTY

Property confiscated from a student because it is disruptive to the school community or against school rules will be held in the Assistant Principal's office and returned to the parents or student upon administrative approval. The District will not be responsible for student property not picked up at a designated time.

This procedure does not apply to properties taken according to the Search and Seizure policy. Property which threatens the safety of any member of the school or is in violation of the law will be retained for a longer period of time dependent on the property and circumstances surrounding its confiscation.

CHEATING AND PLAGIARISM

Any student guilty of plagiarism or cheating will receive zero credit for that assigned material and parents will be notified by the instructor. If a second incident occurs, the student will receive zero credit, a parent/teacher conference will be required and further discipline will be determined at that time.

DRESS CODE

ACADEMIC DAY

The responsibility for the dress and appearance of the students will rest with individual students and parents. They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with the requirements for health and safety, and does not cause disorder or disruption. The administration is authorized to take action in instances where individual dress does not meet the stated requirements.

This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above.

TECHNICAL PROGRAM DAY

Specific dress requirements exist for each technical program. Dress and safety requirements listed on the *Vocational Program Safety/ Clothing Requirements for Exploratory Students* form (Appendix B) and in the individual technical program syllabi must be adhered to.

FIELD TRIP ATTIRE

In all instances, dress should be clean and respectable. There are three categories of field trips with specific dress codes in order for a student to participate:

- 1. Employment Related**—dress shirt, slacks (not jeans), skirts, sweaters, or blouses. Jackets and ties are optional.
- 2. College, School, Trade Shows**—Polo-shirts (not T shirts), dress shirts, slacks or jeans, skirts, sweaters, or blouses.
- 3. Class Picnics or Trips**—Casual attire according to weather and usual recommendations of student handbook.

Field trip permission forms will list the above standards. The advisor or staff member responsible for the field trip will determine the appropriateness of dress, and students not complying will call home to be dismissed. Students are reminded when they leave school grounds to take part in a field trip, they are representing Pathfinder and fall under all of the guidelines stated in the Student Handbook.

Students will find it advisable to store certain valuables, uniforms and personal possessions within their assigned hallway locker when they are participating in physical education or other large group activities. Students will be responsible and charged for damage to their assigned locker.

SCHOOL SECURITY

SCHOOL RESOURCE OFFICER

The Palmer Police Department, in cooperation with the Pathfinder Regional Vocational Technical School District, is committed to providing a safe learning environment in area schools. The School Resource Officer program is a nationally accepted program which places a police officer into the school environment. Pathfinder's SRO makes himself available to students and staff several days a

week.

Our Resource Officer interacts in many different ways including:

- Assists administration with issues as needed
- Assists with any medical emergency
- Visits classrooms when requested engaging students in discussions when requested (topics may include safety, driving issues, drugs, alcohol, and personal issues)
- Monitoring students entering and exiting school grounds
- Assists with student parking issues

SEARCHES AND INTERROGATIONS

SEARCHES

The right of inspection of students' school lockers is inherent in the authority granted school committees and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own, and school property.

Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

Searches by school officials of students' automobiles or the student will be conducted in a way that protects the students' rights consistent with the responsibility of the school system to provide an atmosphere conducive to the educational process.

INTERROGATIONS BY POLICE

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school Principal or his/her designee will be present when possible. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation.
2. If custody and/or arrest is involved, the Principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.

SECURITY CAMERAS

Pathfinder has several security cameras throughout the school and property. These cameras, which are for the protection and welfare of the school community, typically contain images of many students, as well as employees and guests. Security images and the personally identifiable information contained on the cameras will be disclosed only when legally requested by court order. These images otherwise will not be disclosed to any person.

FIRE ALARM AND EMERGENCY 911 SERVICES

The fire alarm boxes located in and around the school serve an important and serious function. Any intentional misuse or other act which results in a false alarm will result in a five-day external suspension of the offending student. In addition, the fire and police departments will be notified with this information and a fine may be assessed.

An emergency “911” response number has taken effect in many local communities. Pathfinder is fortunate in that the line is available and can therefore be accessed in facilitating emergency situations. Police are able to recognize that such a call is being made from a Pathfinder telephone number. Any student who misuses this service will be externally suspended for three days and the name of the offender will be forwarded to the local police department.

The availability of these services is crucial to insure the safety of our students and staff, and its misuse encumbers the system to the detriment of others in need. Students should also report any emergency to a staff member.

FIRE DRILLS

Staff and students are to leave the area in a quiet and orderly fashion. Patterns for leaving the building will be posted in each area of the school and the teacher in charge will secure their area and take attendance. An announcement will signal when to return to the building. Students are reminded to be courteous to all fire department personnel.

EVACUATION PROCEDURES & TRAINING

Pathfinder will be utilizing the A.L.I.C.E. procedures (ALERT, LOCKDOWN, INFORM, COUNTER, EVACUATE) (<https://www.alicetraining.com/>). Information will go out to staff, parents, and the community at the start of the school year.

ASBESTOS MANAGEMENT PLAN

(AHERA, 40CFR Part 763 of Title II of the Toxic Substance Control Act) Asbestos management plans have been developed for Pathfinder Regional. These plans are available and accessible to the public in the school maintenance office.

TECHNOLOGY

INTERNET AND COMPUTER NETWORKING ACCEPTABLE USE POLICY

Pathfinder provides technology resources to its students for educational purposes. The goal in providing these resources is to promote educational excellence in Pathfinder by facilitating resource sharing, innovation, and communication with the support and supervision of the faculty and administration. The use of technology is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that may not be of value in the context of the school setting. Pathfinder firmly believes that the value of information, interaction, and the available research capabilities outweighs the possibility that students may obtain materials not consistent with the educational goals of the district.

Pathfinder expects that all students use the computers and computer networks in a responsible, ethical, and respectful manner. This policy intends to clarify these expectations. Violations of this policy may result in disciplinary action, a loss of computer privileges, and if appropriate, legal action. Pathfinder will cooperate with local, state, or federal officials conducting an investigation related to any allegedly illegal activities conducted through the Pathfinder computer network. Further, any work on school computers generates an electronic record that may be subject to public disclosure.

Students may not use personal laptop computers in school. Students who use school assistive technology devices must turn in the device at the end of each school year or upon request by a school administrator. Failure to do so, or damage or loss of such device, will result in the student being required to pay replacement costs.

Users are expected to abide by the following guidelines for acceptable use of technology resources including the Internet. Users are personally responsible for their actions in accessing and using the school's computer resources.

- Computers, peripherals, and other technologies, such as personal assistants, are to be used for legitimate educational activities.
- Use the Internet only to access educationally relevant materials. Use of "remote proxies" in an attempt to visit blocked websites is a violation of this policy.
- Illegal activities, including violation of copyright or other contracts, and unauthorized access, including "hacking," are strictly forbidden.
- Respect the rights of copyright owners and do not plagiarize work that you find on the Internet.
- Do not post private information about another person or post personal communications without the author's consent.
- Do not send any material that is likely to be offensive or objectionable to recipients.
- Do not reveal your personal address or phone number or the personal address or phone number of other students, faculty, or administration.
- Do not trespass into anyone else's files, folders, or work.
- Do not share your personal account with anyone or leave the account open or unattended.
- Do not use an account assigned to another user.
- Do not attempt to download or install any software.
- Do not do anything to damage any computer, software, system, or service that you are using and never send anyone else a file or command that may damage theirs.
- Network administrators may review network storage areas to maintain system integrity and to ensure students are using the system responsibly.
- Computer storage space is not private and contents may be viewed at any time.
- Students are not allowed to use teacher computers at any time.

EMAIL

Student email accounts assigned by the school district are intended to be used for only school-related activities and communications. Students should have no expectation of privacy relative to their school assigned email account. All email communications are considered to be the property of the school district and are therefore subject to periodic monitoring and review. It is important to remember that

district email is a matter of public record and may be required to be disclosed or used in investigative or legal proceedings.

LIMITS OF LIABILITY

The Pathfinder Regional School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages, such as loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by negligence, errors, or omissions. The Pathfinder Regional School District specifically denies any responsibility for the accuracy or quality of information obtained through these services.

STUDENT ACTIVITIES

EXTRACURRICULAR ACTIVITIES GUIDELINES

Any student attending a school sponsored event is required to abide by the following regulations:

1. Guest must be registered with the coordinator of the activity who will accept with discretion as to the relationship of the guest to the student and purpose of the request.
2. The following behavior will result in ejection from the event: fighting, use of alcohol or drugs prior to the event, possession or use of illegal substances while at the event, incitement of fights, smoking cigarettes on school grounds. The student will not be allowed back into the event and appropriate action will be taken by the police as well as school officials.
3. Students on internal or external suspension may not participate.
4. The student must receive a passing grade in their technical program.
5. A failure in “technical program related” or the technical program will carry an automatic ineligibility for all extracurricular activities.
6. A student must not total more than one failure in his/her core academic areas (math, English, science and history) If a student receives a failing or incomplete grade and later makes up work, the grade change must be cleared through the Assistant Principal before an instructor changes the grade in the computer system.

EXTRACURRICULAR ACTIVITIES AND DISCIPLINARY COMMITMENTS

All students are expected to fulfill disciplinary obligations (teacher detentions, office detentions, suspensions, etc.) before reporting for any extracurricular activities. All students are expected to serve the full detention period and should not expect to be released early from detention in order to attend other activities. Students on suspension are not permitted on school grounds and are not allowed to participate in any school sponsored activities.

REGULATIONS AT SCHOOL-SPONSORED DANCES

1. Students are not allowed to leave the building beyond the front steps after having paid to enter. Students must arrive within one hour after the start of the function, unless otherwise authorized prior to the event by the Assistant Principal.
 - a. If a non-driving student leaves the area designated, they will be escorted into the building and required to call a parent for a ride home. They will remain inside the lobby area of the school until their ride arrives.

- b. If a driving student is asked to leave the dance, their parent will be notified of this action.
 - c. Students who leave an event beyond the designated area will not be allowed to return to the event. The officer will notify the advisor in charge who will in turn notify the parents.
- 2. Loitering in the parking lot is not allowed. Students will likewise be asked to leave school property following dances.
- 3. Smoking, drug use and alcohol consumption on school property are forbidden and will be handled as outlined in the Student Handbook.
- 4. Depending on the behavior, a student will be disciplined for actions at extracurricular activities consistent with this Student Handbook.
- 5. No one the age of 21 years or over may be signed up as a guest to attend a school dance. All guests must have proper identification.

FUNDRAISERS

Student organizations must fill out a Student Activity Request Form for **all** activities and fundraisers. Advisors must see the Student Activity Coordinator to confirm dates, details and approvals. Under no circumstances should an event be planned without approval and proper paperwork turned in at least three weeks in advance of the event. Advisors **MUST** adhere to the fundraiser guidelines established by the Business Manager.

STUDENT GOVERNMENT

Students who run for class officer or representative must be a member in good standing of that class. Students who have been suspended will lose eligibility to run for class office for two trimesters after the date of the offense (not including the trimesters in which the offense occurred). Students who receive more than two detentions in a trimester will also lose eligibility. The above disciplinary guidelines also determine loss of class office status while in office.

NATIONAL TECHNICAL HONOR SOCIETY

Pathfinder's chapter of the National Technical Honor Society (NTHS) was established to recognize the outstanding efforts and achievements of high performing technical high school upperclassmen. NTHS eligibility will be determined once per year, after Trimester 2 grades are finalized. Beginning with the Class of 2022, to receive NTHS status, the junior or senior student must have earned a cumulative grade point average (GPA) of 3.75 or above and his/her teachers must affirm that the student exhibits the qualities of skill, honesty, service, responsibility, scholarship, citizenship, and leadership. Students in the Class of 2021 must exhibit the same character traits and have earned a cumulative GPA of 3.5. Traditionally, a formal induction ceremony is held each spring to recognize the juniors and seniors who have earned, or maintained, NTHS status.

FINANCIAL RESPONSIBILITIES

Seniors must meet all financial obligations, class dues, and unpaid bills by May 1st so that they may participate in senior class activities and/or graduation exercises. Students may be excluded from such activities and graduation if they fail to do so.

GRADUATION ATTIRE

The graduation ceremony is a very formal and dignified event that signifies the achievement of an educational milestone. All students participating in the graduation ceremony will wear caps and gowns. The graduates must be dressed appropriately underneath their cap and gown, including footwear that is appropriate to the occasion. There shall be no decorations on caps and gowns that are inappropriate for the event or disrespectful in nature. Students who violate these rules may not be allowed to walk with their class at graduation.

ATHLETICS

ELIGIBILITY

Students representing the school or cheerleading or athletic teams at Pathfinder Regional Vocational Technical High School District are required, while participating in the sport or activity, to meet the following academic and general regulations:

1. The student must receive a passing grade in their technical program.
2. A failure in "technical program related" or the technical program will carry an automatic ineligibility for all athletics.
3. A student must not have any failing grades in his/her core academic areas (math, English, science and history). If a student receives a failing or incomplete grade and later makes up work, the grade change must be approved by the Assistant Principal before an instructor changes the grade in the computer system.

NOTE: In addition to the athletic requirements stated above, the discipline policy and MIAA guidelines will be enforced by the coaches, Athletic Director, and the Assistant Principal to determine eligibility. Athletic eligibility will be determined from the previous marking period and then from any report cards issued during a particular season, except for fall sports where eligibility will be determined from the previous year's final average grades.

4. Pass a physical examination. A current physical examination must be on file with the school nurse and athletic trainer. Physical examinations expire 13 months after the date of examination.
5. Attend regular practice sessions unless they have an approved excuse.
6. Maintain good sportsmanship at all times.
7. Attend school regularly. It is required that students will be in attendance the full day of a game in order to participate. Certain exceptions will be granted for excused absences, with prior approval from the Assistant Principal.
8. Return signed parental permission slips to be kept on file by the Athletic Director prior to the start of activity.
9. Conduct themselves properly during the regular school day in a manner beneficial to themselves and their school. Violations of the above regulations may result in dismissal from teams.

It will be the general philosophy of all teams, coaches, and players to stress fundamentals, team execution and place the team before self. Coaches may implement additional regulations, and if they do so, they will be written, distributed to all team members, approved by administration, and made available for inspection.

Any recommendation for removal for the remainder of the season from a team must be forwarded by the respective coach to the Athletic Director. A final decision will be reached through consensus of the coach, Athletic Director, and Assistant Principal. Please refer to the athletic handbook distributed to athletes for the complete athletic policy.

CONCUSSION POLICY

Section I. What is a Concussion?

A concussion is defined as a transient alteration in brain function without structural damage, but with other potentially serious long-term ramifications. In the event of a concussion, the brain sustains damage at a microscopic level in which cells and cell membranes are torn and stretched. The damage to these cells also disrupts the brain at a chemical level, as well as causing restricted blood flow to the damaged areas of the brain, thereby disrupting brain function. A concussion, therefore, is a disruption in how the brain works; it is not a structural injury. Concussions are difficult to diagnose because the damage cannot be seen. A MRI or CT Scan cannot diagnose a concussion, but they can help rule out a more serious brain injury to a student athlete. Because concussions are difficult to detect, student athletes must obtain medical approval before returning to athletics following a concussion.

Section II. Mechanism of Injury:

A concussion is caused by a bump, blow or jolt to the head or body. Any force that causes the brain to bounce around or twist within the skull can cause a concussion. A bump, blow or jolt to the head or body can be caused by either indirect or direct trauma. The two direct mechanisms of injury are coup-type and contrecoup-type. Coup-type injury is when the head is stationary and struck by a moving object such as another player's helmet, a ball, or sport implement, causing brain injury at the location of impact. Contrecoup-type injury occurs when the head is moving and makes contact with an immovable or slowly moving object as a result of deceleration, causing brain injury away from the sight of impact. Indirect forces are transmitted through the spine and jaw or blows to the thorax that whip the head while the neck muscles are relaxed. Understanding the way in which an injury occurred is vital in understanding and having a watchful eye for athletes who may exhibit symptoms of a concussion so these student athletes can receive the appropriate care.

Section III. Signs and Symptoms:

Signs (what you see):

- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Altered coordination
- Balance problems
- Personality change
- Slow response to questions
- Forgets events prior to injury (retrograde amnesia)
- Forgets events after injury (anterograde amnesia)
- Loss of consciousness (any duration)

Symptoms (reported by athlete):

- Headache
- Fatigue
- Nausea or vomiting
- Double vision/ blurry vision
- Sensitivity to light (photophobia)
- Sensitivity to noise (tinnitus)
- Feels sluggish
- Feels foggy
- Problems concentrating
- Problems remembering
- Trouble with sleeping/ excess sleep
- Dizziness
- Sadness
- Seeing stars
- Vacant stare/ glassy eyed
- Nervousness
- Irritability
- Inappropriate emotions

If any of the above signs or symptoms are observed after a suspected blow to the head, jaw, spine or body, they may be indicative of a concussion and the student athlete must be removed from play immediately and not allowed to return until cleared by an appropriate allied health professional.

Section IV. Management and Referral Guidelines:

When an athlete loses consciousness for any reason, the athletic trainer will start the EAP (Emergency Action Plan) by activating EMS; check ABC's (airway, breathing, circulation); stabilize the cervical spine; and transport the injured athlete to the appropriate hospital via ambulance. If the athletic trainer is not available, the coach should immediately call EMS, check ABCs and not move the athlete until help arrives.

Any athlete who is removed from the competition or event and begins to develop signs and symptoms of a worsening brain injury will be transported to the hospital immediately in accordance with the EAP. Worsening signs and symptoms requiring immediate physician referral include:

- Amnesia lasting longer than 15 minutes
- Deterioration in neurological function
- Decreasing level of consciousness
- Decrease or irregularity of respiration
- Decrease or irregularity in pulse
- Increase in blood pressure
- Unequal, dilated, or unreactive pupils
- Cranial nerve deficits
- Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
- Mental-status changes: lethargy, difficulty maintaining arousal, confusion, agitation
- Seizure activity
- Vomiting/ worsening headache
- Motor deficits subsequent to initial on-field assessment

- Sensory deficits subsequent to initial on-field assessment
- Balance deficits subsequent to initial on-field assessment
- Cranial nerve deficits subsequent to initial on-field assessment
- Post-Concussion symptoms worsen
- Athlete is still symptomatic at the end of the game

After a student athlete sustains a concussion, the athletic trainer will use the Standardized Assessment for Concussion (SAC) to assess and document the student athlete's concussion. The athletic trainer will also report on the student athlete's signs and symptoms by using the Signs and Symptoms Check-List. On the signs and symptoms checklist, the athletic trainer will also check pulse and blood pressure of each student athlete with a suspected concussion. After the initial evaluation of a concussion, all signs and symptoms will be tracked on the computer using the ImPact Test.

Any athlete who is symptomatic but stable is allowed to go home with his/her parent(s)/guardian(s) following the head injury.

- If the head injury occurs at practice, parent(s)/guardian(s) will immediately be notified and must come and pick up the student athlete and talk to the certified athletic trainer in person.
- If the injury occurs at a game or event the student athlete may go home with the parent/guardian(s) after talking with the certified athletic trainer.
- Parent(s)/guardian(s) will receive important information regarding signs and symptoms of deteriorating brain injury/function prompting immediate referral to a local emergency room as well as return to play requirements. Parent(s)/guardian(s), as well as student athletes, must read and sign the Concussion Information and Gradual Return to Play form and bring it back to the certified athletic trainer before starting with the return to play protocol.

V. Gradual Return to Play Protocol:

Student athletes, with the consent of their parent(s)/guardian(s), will start taking the ImPact Test (or other approved test identified by the School District). The ImPact Test is a tool that helps manage concussions, determine recovery from injury, and is helpful in providing proper communication between coaches, parents and clinicians. The ImPact Test is a neurocognitive test that helps measure student athletes' symptoms, as well as test verbal and visual memory, processing speed and reaction time. It is mandatory for all student athletes to take the ImPact Test for a baseline score in accordance with Massachusetts State Law. The law states that all public schools must develop safety protocols on concussions and all public schools must receive information on past concussion history. The ImPact Test appears to be a promising tool in monitoring a student athlete's prior concussions, as well as any future concussions.

Each student athlete will complete a baseline test at the beginning of their sport season. All student athletes and club cheerleading members will undergo ImPact testing. Student athletes will be re-tested every other year. If a student athlete plays more than one sport during the academic year, their test will remain valid. For example, if a soccer student athlete also plays basketball in the winter, the student athlete will not have to take the ImPact Baseline Test again in the winter. If a student athlete posts scores below the norm, the student athlete will be re-tested at another time with either the certified athletic trainer or school nurse. Student athletes cannot begin practice until a valid baseline score is obtained during their designated time to take the test.

- At the beginning of every sport season, student athletes are required to complete a concussion history form and return it to the athletic department. This information will be recorded in the student information system for tracking purposes.
- Following any concussion the athletic trainer must notify the athletic director and school nurses.
- Following a concussion the student athlete will take a post-injury test within 24 to 48 hours following the head injury. STUDENT ATHLETES WILL NOT BE ALLOWED TO MOVE ON TO FUNCTIONAL/PHYSICAL TESTING UNTIL THEIR IMPACT TEST IS BACK TO THE BASELINE SCORE AND ASYMPTOMATIC. After a student athlete takes their first post-injury test, the student athlete will not be re-tested again for 5 days.
- If, after the first post-injury ImPact test, the athlete is not back to his/her baseline the parent/guardian(s) will be notified, and the student athlete will be referred to their healthcare provider and must have the Concussion Information and Gradual Return to Play form signed by a physician, physician assistant, licensed neuropsychologist or nurse practitioner stating when the athlete is allowed to return to play.
- Following a post-injury test, the certified athletic trainer will take the Concussion Information and Gradual Return to Play form signed by the parent(s)/guardian(s) and fill in the date of all post-injury tests taken by each student athlete.
- The certified athletic trainer will also document the date on which the athlete is asymptomatic and sign the document agreeing that all the above statements are true and accurate.
- Once the athlete starts on the exertional post concussion tests, the parent(s)/guardian(s) will be notified and the athlete will be sent home with all signed documents relating to head injury. At this time the parent/guardian(s) must bring the student athlete to a licensed physician, licensed neuropsychologist, licensed physician assistant, nurse practitioner or other appropriately trained or licensed healthcare professional to be medically cleared for participation in the extracurricular activity.
- Student athletes who continue to exhibit concussion symptoms for a week or more must be evaluated by a physician before returning to play.
- Once a student athlete's post-injury test is back at the student athlete's baseline score, the student athlete will go through 5 days of Exertional Post Concussion Tests. The student athlete must be asymptomatic for all functional and physical tests to return to play (RTP). All tests will be administered by a certified athletic trainer.
 - Exertional Post Concussion Tests:
 - Test 1: (30% to 40% maximum exertion): Low levels of light physical activity. This will include walking, light stationary bike for about 10 to 15 minutes. Light isometric strengthening (quad sets, UE light hand weights, ham sets, SLR's, resistive band ankle strengthening) and stretching exercises.
 - Test 2: (40% to 60% maximum exertion): Moderate levels of physical activity. Treadmill jogging, stationary bike, or elliptical for 20 to 25 minutes. Light weight strength exercises (resistive band exercises UE and LE, wall squats, lunges, step up/downs. More active and dynamic stretching.
 - Test 3: (60% to 80% maximum exertion). Non-contact sports specific drills. Running, high intensity stationary bike or elliptical 25 to 30 minutes. Completing regular weight training. Start agility drills (ladder, side shuffle, zig-zags, carioca, box jumps, and hurdles).

- Test 4: (80% maximum exertion). Limited, controlled sports specific practice and drills.
- Test 5: Full contact and return to sport with monitoring of symptoms.

Section VI. School Nurse Responsibilities:

- Assist in testing all student athletes with baseline and post-injury ImPact testing.
- Participate and complete the CDC training course on concussions. A certificate of completion will be recorded by the nurse leader yearly.
- Complete symptom assessment when student athlete enters Health Office (HO) with questionable concussion during school hours. Repeat in 15 minutes.
- Observe students with a concussion for a minimum of 30 minutes.
- If symptoms are present, notify parent/guardian(s) and instruct parent/guardian(s) that student must be evaluated by an MD. If symptoms are not present, the student may return to class.
- If symptoms appear after a negative assessment, MD referral is necessary.
- Allow students who are in recovery to rest in HO when needed.
- Develop plan for students regarding pain management.
- School nurse will notify teachers and guidance counselors of any students or student athletes who have academic restrictions or modifications related to their concussion.
- Educate parents and teachers about the effects of concussion and returning to school and activity.
- If injury occurs during the school day, inform administrator and complete accident/incident form.
- Enter physical exam dates and concussion dates into the student information system.

Section VII. School Responsibilities:

- Review and, if necessary, revise, the concussion policy every 2 years.
- Once the school is informed of the student's concussion, a contact or "point person" should be identified (e.g. the guidance counselor, athletic director, school nurse, school psychologist or teacher).
- Point person to work with the student on organizing work assignments, making up work and giving extra time for assignments and tests/quizzes.
- Assist teachers in following the recovery stage for student.
- Convene meeting and develop rehabilitative plan.
- Decrease workload if symptoms appear.
- Recognize that the student's ability to perform complex math equations may be different from the ability to write a composition depending on the location of the concussion in the brain.
- Educate staff on the signs and symptoms of concussions and the educational impact concussions may have on students.
- Include concussion information in student handbooks.
- Develop a plan to communicate and provide language-appropriate educational materials to parents with limited English proficiency.

Section VIII. Athletic Director Responsibilities:

- Provide parents, athletes, coaches, and volunteers with educational training and concussion materials yearly.
- Ensure that all educational training programs are completed and recorded.
- Ensure that all students meet the physical exam requirements consistent with 105 CMR 200.000 prior to participation in any extracurricular athletic activity
- Ensure that all students participating in extracurricular athletic activity have completed and submitted their pre-participation forms, which include health history form, concussion history form, and MIAA form.
- Ensure that athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon.
- Ensure that all head injury forms are completed by parent/guardian(s) or coaches and reviewed by the coach, athletic trainer, school nurse and school physician.
- Inform parent/guardian(s) that, if all necessary forms are not completed, their child will not participate in athletic extracurricular activities.

Section IX. Parent/Guardian Responsibilities:

- Complete and return concussion history form to the athletic department.
- Inform school if student sustains a concussion outside of school hours. Complete new concussion history form following new injury.
- If student suffers a concussion outside of school, complete head injury form and return it to the school nurse.
- Complete a training provided by the school on concussions and return certificate of completion to the athletic department.
- Watch for changes in your child that may indicate that your child does have a concussion or that your child's concussion may be worsening. Report to a physician:
 - Loss of consciousness
 - Headache
 - Dizziness
 - Lethargy
 - Difficulty concentrating
 - Balance problems
 - Answering questions slowly
 - Difficulty recalling events
 - Repeating questions
 - Irritability
 - Sadness
 - Emotionality
 - Nervousness
 - Difficulty with sleeping
- Encourage your child to follow concussion protocol.
- Enforce restrictions on rest, electronics and screen time.
- Reinforce recovery plan.
- Request a contact person from the school with whom you may communicate about your child's progress and academic needs.

- Observe and monitor your child for any physical or emotional changes.
- Request to extend make up time for work if necessary.
- Recognize that your child will be excluded from participation in any extracurricular athletic event if all forms are not completed and on file with the athletic department.

Section X. Student and Student Athlete Responsibilities:

- Complete Baseline ImPact Test prior to participation in athletics.
- Return required concussion history form prior to participation in athletics.
- Participate in all concussion training and education and return certificate of completion to the athletic department prior to participation in athletics.
- Report all symptoms to athletic trainer and/ or school nurse.
- Follow recovery plan.
- REST.
- NO ATHLETICS.
- BE HONEST!
- Keep strict limits on screen time and electronics.
- Don't carry books or backpacks that are too heavy.
- Tell your teachers if you are having difficulty with your classwork.
- See the athletic trainer and/or school nurse for pain management.
- Return to sports only when cleared by physician and the athletic trainer.
- Follow Gradual Return to Play Guidelines.
- Report any symptoms to the athletic trainer and/or school nurse and parent(s)/guardian(s) if any occur after return to play.
- Return medical clearance form to athletic trainer prior to return to play.
- Students who do not complete and return all required trainings, testing and forms will not be allowed to participate in sports.

Section XI. Coach & Band Instructor Responsibilities:

- Participate in Concussion Education Course offered by the National Federation of State High School Associations (NFHS) on a yearly basis. Complete certificate of completion and return to the athletic department.
- Ensure all student athletes have completed ImPact baseline testing before participation.
- Ensure all student athletes have returned concussion history and health history form prior to participation in athletics.
- Complete a head injury form if their player suffers a head injury and the athletic trainer is not present at the athletic event. This form must be shared with the athletic trainer and school nurse.
- Ensure all students have completed a concussion educational training and returned their certificate of completion prior to participation in athletics.
- Remove from play any student athlete who exhibits signs and symptoms of a concussion.
- Do not allow student athletes to return to play until cleared by a physician and athletic trainer.
- Follow Gradual Return to Play Guidelines.
- Refer any student athlete with returned signs and symptoms back to athletic trainer.

- Any coach, band instructor, or volunteer coach for extracurricular activities shall not encourage or permit a student participating in the activity to engage in any unreasonably dangerous athletic technique that unnecessarily endangers the health of a student athlete, including using a musical instrument, helmet or any other sports equipment as a weapon.

Section XII. Post Concussion Syndrome:

Post Concussion Syndrome is a poorly understood condition that occurs after a student athlete receives a concussion. Student athletes who receive concussions can have symptoms that last a few days to a few months, and even up to a full year, until their neurocognitive function returns to normal. Therefore, all school personnel must pay attention to and closely observe all student athletes for post concussion syndrome and its symptoms. Student athletes who are still suffering from concussion symptoms are not ready to return to play. The signs and symptoms of post concussion syndrome are:

- Dizziness
- Headache with exertion
- Tinnitus (ringing in the ears)
- Fatigue
- Irritability
- Frustration
- Difficulty in coping with daily stress
- Impaired memory or concentration
- Eating and sleeping disorders
- Behavioral changes
- Alcohol intolerance
- Decreases in academic performance
- Depression
- Visual disturbances

Section XIII. Second Impact Syndrome:

Second impact syndrome is a serious medical emergency and a result of an athlete returning to play and competition too soon following a concussion. Second impact syndrome occurs because of rapid brain swelling and herniation of the brain after a second head injury that occurs before the symptoms of a previous head injury have been resolved. The second impact that a student athlete may receive may only be a minor blow to the head or it may not even involve a hit to the head. A blow to the chest or back may create enough force to snap the athlete's head and send acceleration/deceleration forces to an already compromised brain. The resulting symptoms occur because of a disruption of the brain's blood autoregulatory system which leads to swelling of the brain, increasing intracranial pressure and herniation.

After a second impact a student athlete usually does not become unconscious, but appears to be dazed. The student athlete may remain standing and be able to leave the field under his/her own power. Within fifteen seconds to several minutes, the athlete's condition worsens rapidly, with dilated pupils, loss of eye movement, loss of consciousness leading to coma and respiratory failure. The best way to handle second impact syndrome is to prevent it from occurring altogether. All student athletes

who incur a concussion must not return to play until they are asymptomatic and cleared by an appropriate health care professional.

Section XIV. Concussion Education:

It is extremely important to educate coaches, athletes and the community about concussions. On a yearly basis, all coaches must complete the online course called "Concussion In Sports: What You Need to Know". This course is offered by the National Federation of State High School Associations (NFHS). Student athletes also need to understand the importance of reporting a concussion to their coaches, parents, athletic trainer and other school personnel. Every year student athletes and parents will participate in educational training on concussions and complete a certificate of completion. This training may include:

- CDC Heads-Up Video Training, or
- Training provided by the school district

The school district may also offer seminars, speakers, and discussion panels on the topic of concussions. Seminars offer an opportunity for the certified athletic trainer, athletic director and nurse leader to speak about concussions on the field at practices and games and to discuss the protocol and policy that the district has enacted. Providing education within the community will offer the residents and parents of athletes an opportunity to ask questions and voice their concerns on the topic of brain injury and concussions. When it comes to concussions, everyone needs to be aware of the potential dangers and remember that a concussion is a brain injury. Whenever anyone has a doubt about a student athlete with a concussion, SIT THEM OUT and have them see the appropriate healthcare professional!

DISCIPLINARY COMMITMENTS

Student athletes are expected to fulfill disciplinary obligations (teacher detentions, office detentions, suspensions, etc.) before reporting for an athletic practice or game. Student athletes are expected to serve the full detention period and should not expect to be released early from detention in order to attend practice, play in a home game or board the bus for an away game. Any student on suspension is not permitted on school grounds and is not allowed to participate in any school sponsored activities.

GYMNASIUM

The gymnasium is off limits to students unless participating in a specific class or activity with an advisor or coach. In any case, the gymnasium is not to be used without supervision.

DISCLAIMER

The Student Handbook addresses those issues which parents, students, and school personnel question most during the school year. The Student Handbook does not stand alone, however. The Pathfinder Vocational Regional School District Policy Manual, state laws and regulations, and progressive discipline factor into the governance and administration of the school district. These

resources are available for public perusal in the offices of the Superintendent and the Assistant-Superintendent/Principal and are online.

If there is a conflict between the information presented in the Student Handbook and the information contained in the Pathfinder Vocational Regional School District's Policy Manual, the Policy Manual shall govern when not in conflict with state/federal regulations. The District reserves the right to change, amend or terminate any of the policies in the Student Handbook from time to time as approved by the Pathfinder Vocational Regional School District School Committee.

Please note that when a specific administrator's title is listed, the role/task may be filled/completed by that specific administrator or his/her designee.

Appendix A
PATHFINDER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
Bullying/Cyber-Bullying Reporting Form

1. Name of Reporter/Person Filing the Report: _____

(**Note:** Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

2. Check whether you are the: **Target of the behavior** **Reporter (not the target)**

3. Check whether you are a: **Student** **Staff member (specify role)** _____

Parent **Administrator** **Other (specify)** _____

Your contact information/telephone number: _____

4. Information about the Incident:

Name of Target (of behavior): _____

Name of Aggressor (Person who engaged in the behavior): _____

Date(s) of Incident(s): _____

Time When Incident(s) Occurred: _____

Location of Incident(s) (Be as specific as possible): _____

5. Witnesses (List people who saw the incident or have information about it):

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

Name: _____ Student Staff Other _____

6. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back if necessary.

7. Signature of Person Filing this Report: _____ **Date:** _____

(Note: Reports may be filed anonymously.)

8: Form Given to: _____ **Position:** _____ **Date:** _____

Signature: _____

PATHFINDER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
Bullying/Cyber-Bullying Investigation & Determination Form

Administrative Findings

1. ☐ Yes ☐ No Is there physical or emotional harm to the target or damage to the target's property?
2. ☐ Yes ☐ No Is the target in reasonable fear for themselves or their property?
3. ☐ Yes ☐ No Is there a hostile environment for the target?
4. ☐ Yes ☐ No Are the rights of the target being infringed upon?
5. ☐ Yes ☐ No Is the ordinary operation of school being disrupted?

1. ☐ Yes ☐ No Is the behavior repeated?
2. ☐ Yes ☐ No Is the behavior an act of retaliation?

BULLYING/CYBER-BULLYING FINDINGS

☐ Yes ☐ No Bullying/Cyber-Bullying determined
(Complete Bullying/Cyber-Bullying Report and Findings should be filed in the student discipline file.)

☐ Yes ☐ No Bullying/Cyber-Bullying not determined – other actions taken

Describe:

☐ Yes ☐ No Bullying/Cyber-Bullying not determined – intentionally false claim

ACTIONS

1. ☐ _____ ☐ _____ ☐ _____
2. ☐ Resource Officer Contacted Date: _____ ☐ Not Applicable
3. _____

☐ Contact target's parent/guardian _____ Date: _____

☐ Contact aggressor's (1) parent/guardian _____ Date: _____

☐ Contact aggressor's (2) parent/guardian _____ Date: _____

☐ Contact witness' (1) parent/guardian _____ Date: _____

☐ Contact witness' (2) parent/guardian _____ Date: _____

Appendix B

Vocational Program Safety/ Clothing Requirements for Exploratory Students

Advanced Manufacturing

- Work boots
- Long pants (no tears or holes)
- Short sleeve t- shirt (no tears or holes)
- No watches, rings, or bracelets
- Long hair must be pulled back

Automotive Technology

- Work boots
- Long pants or jeans (no stretch pants, spandex, no tears or holes)
- Shirts must have sleeves and be free of holes, tears, and major stains. No low cut shirts, or tank tops.
- No Jewelry

Business Technology

- Follow Pathfinder dress code

Carpentry

- Work boots
- Long pants or jeans (no stretch pants, spandex, no tears or holes)
- Regular shirts (no tank tops, sleeveless, or exposed midriff)
- Long hair must be tied back
- No Jewelry

Collision Repair & Refinishing

- Work boots
- Work pants, such as jeans, or Dickies (no stretch pants, spandex, no tears or holes)
- T-shirts
- No flannel clothing, no dangling jewelry

Cosmetology

- Follow Pathfinder dress code
- No open toe shoes

CAD (Pre-Engineering)

- Follow Pathfinder's dress code

Culinary Arts

- Closed toe Non-slip culinary shoes (work boots are okay) No sneakers.
- Long pants, jeans are okay (no shorts, athletic pants, etc., no tears or holes)
- No Jewelry

Electrical

- Work boots
- Pants of natural fiber (no shorts, athletic pants, etc., no tears or holes)
- Mid upper arm t-shirt of natural fiber (no tank tops, sleeveless, or exposed midriff)

Electronics Technology

- Closed toe shoes
- Pants are to be cotton type material, jeans, khakis, etc. (no shorts, athletic pants, etc., no tears or holes)

Health Assisting

- Follow Pathfinder dress code
- No open toe shoes

Horticulture

- Work boots
- Follow Pathfinder's dress code

Hospitality Management

- Follow Pathfinder dress code

HVAC-R

- Work boots
- Long pants (no stretch pants, spandex, no tears or holes)

Programming and Web Development

- No open toe shoes
- No tears or holes in pants
- Follow Pathfinder's dress code

Appendix C

Pathfinder Regional Vocational Technical High School

ATHLETIC BUS RELEASE FORM

Parents are advised that if they wish to transport their son/daughter after a game/event, they must complete and submit this form to the Assistant Principal and Athletic Director for their signatures at least one full school day in advance of the event. Once the form is approved by all parties, a copy will be provided to the coach/advisor. The coach/advisor will have this form at the game/event. The parent and student must have face to face contact with the coach/advisor and specify that they (parent) will be taking full responsibility of their child. The coach/advisor will then release the student to that parent only.

Team/Group: _____ Level: _____

Coach/Advisor: Event date or dates: _____ Location: _____

I understand that Pathfinder Regional Vocational Technical High School encourages students to ride the bus both to and from all contest for which buses are provided. The departure from this policy will release Pathfinder Regional Vocational Technical High School from all liability for any adverse results which may occur. I agree to release Pathfinder Regional Vocational Technical High School and its employees and agents from all liability with reference to the above stated transportation.

Student Name: (Print) _____ Signature: _____

Parent Name: (Print) _____ Signature: _____

Assistant Principal Signature: _____ Date: _____

Athletic Director Signature: _____ Date: _____

Appendix D

Pathfinder Regional Vocational Technical High School

Remote Learning Plan

The following plan is subject to change without notice, in order to adapt to and align with the guidance and recommendations provided by the Massachusetts Department of Elementary and Secondary Education.

GOOGLE CLASSROOM AND ZOOM:

PRVTHS is using Google Classroom as one of the district-wide platforms for all teachers and Google Meet and Zoom for live sessions and video communication tools. Using these tools, students will be able to collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers.

CONFIDENTIALITY:

Reasonable and appropriate efforts have been made to adhere to Federal and State Regulations. When using electronic communication, proper safeguards will be in place including encryption, firewalls, and passwords. Recording of the remote sessions will not be allowed unless otherwise discussed and agreed in advance for educational purposes.

Confidentiality is designed to protect personal information, prevent improper distribution of information, protect personal and family security, avoid prejudice or differential treatment, and encourage individuals to access services designed to help them. PRVTHS educators will take steps to maintain confidentiality in the same manner that they would in the in-school setting.

As with in-person, face-to-face instruction, there are particular times and circumstances that require confidentiality to be broken. In the case of a student reporting thoughts or actions that are harmful or dangerous to him or herself or others, it is a professional's duty to notify appropriate parties (e.g. family, others the individual may cause harm towards, and appropriate authorities and emergency responders).

In addition, all staff members of PRVTHS are mandated reporters and required to report to state authorities whenever there is actual or suspected abuse (e.g. physical, emotional, sexual) or neglect (e.g. failure to provide adequate food, shelter, clothing, supervision). Parents/guardians will be notified by phone if any safety concerns are raised or suspected during remote sessions.

REMOTE SESSIONS:

As part of offering this remote instruction, parents/guardians and students must keep in mind that they can be observed by the educator and (when applicable) by other students in what is normally a private/home setting. That setting should be free of any behavior, activities, items, or arrangements that implicate a student or family's privacy and that the student and his/her parents/guardians do not want others to observe. Towards that end, students/parents/guardians are asked to find a place in

their home that will have minimal interruptions and distractions during sessions. The utilization of headphones can also be helpful in protecting confidentiality.

PRVTHS and its staff, including but not limited to, the student's educators, have no liability or responsibility if unwanted behavior, activities, items, or arrangements are observed by others. Parents are responsible for monitoring their child's use of tools and services when accessing programs from home. Students are responsible for their own behavior at all times. The same rules of conduct and behavior will apply virtually as apply in the physical classroom. In addition, PRVTHS Acceptable Use Policy will continue to apply to this remote learning.

The use of technology in PRVTHS is governed by federal laws including:

- **Children's Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for PRVTHS presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

- **Child Internet Protection Act (CIPA)**

The district is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student mail containing harmful content from inappropriate sites will be blocked.

- **Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information, but parents may request the school not disclose this information.