

21-22



# Bristol-Plymouth Regional Technical School

## Student-Parent Handbook

**B***elonging*

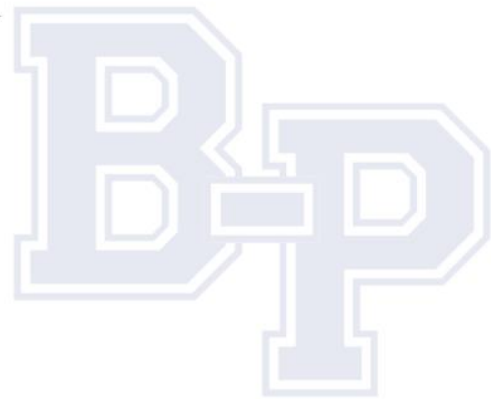
**P***ersistence*

**T***eamwork*

**E***xcellence*

**C***reativity*

**H***onor*



## Translation of Important Documents

For your convenience, a translation of this document, and all important school documents, is available in the language of your home. Please contact the Office of Career and Student Services to request a translated copy.

### **Portuguese**

Para sua conveniência, uma tradução deste original, e os originais da mais alta importância da escola, estão disponíveis na língua falada em sua casa. Contatar por favor o escritório de serviços da carreira e do estudante para pedir uma cópia traduzida.

### **Spanish**

Para su conveniencia, una traducción de este documento, y los documentos importantísimos de la escuela, está disponible en la lengua hablada en su hogar. Entrar en contacto por favor con la oficina de los servicios de la carrera y del estudiante para pedir una copia traducida.

### **French**

Voici des renseignements importants. Si vous avez besoin de la traduction, contactez s'il vous plaît l'école de votre enfant.

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## Introduction

This booklet has been prepared in order to acquaint students and parents with rules, regulations and general information concerning the Bristol-Plymouth Regional Technical School. A careful study of its contents will help students make their experiences in this school more positive.

The program of instruction is designed to prepare students to take their place in industry as skilled and well-adjusted individuals. Those wishing to go on to higher education will have the opportunity by participating in the appropriate academic studies.

The school program includes technical and academic subjects designed to develop skilled workers who will be active members of their respective communities.

Knowledge of subject matter and technical skills is only one part of an individual's educational development. It is equally important to be respected by fellow students and school personnel. Bristol-Plymouth will provide an opportunity to acquire good work and social habits. This will be best accomplished by participation in school activities.

The Bristol-Plymouth Regional Technical School does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, age, economic or homelessness status, or pregnancy or pregnancy-related condition in admission to, treatment or employment in its programs and activities. All students have equal access to the general education program and the full range of any occupational/vocational education programs offered by the district. The following person has been designated to handle inquiries regarding non-discrimination policies: Melanie Shaw, Pupil Services Administrator, Bristol-Plymouth Regional Technical School, 207 Hart Street, Taunton, MA 02780; (508) 823-5151.

Inquiries concerning the application of non-discriminating policies may also be referred to the Office for Civil Rights, Boston Office, U. S. Department of Education, 8<sup>th</sup> Floor, 5 Post Office Square, Boston, MA 02109-3921.

If you have any questions concerning your rights and/or privileges stated in this handbook, please feel free to call your local student service center, Student Service Center, Massachusetts Department of Elementary and Secondary Education, 350 Main Street, Malden, MA 02148, 781-338-3000. Other numbers for information: MA Commission Against Discrimination—Boston 617-994-6000; Equal Opportunity Commission—Boston (800) 669-4000.

## Statement of Philosophy

The mission of the Bristol-Plymouth Regional Technical School is to enable all students to become skilled productive members of a global workforce, responsible and creative citizens, ready and able to engage in the activities of our technologically complex and diverse world.

Enriched by the cultural and socioeconomic diversity of the Bristol-Plymouth community, we are committed to creating a learning environment that fosters cooperation and mutual respect and that values the individual differences and the diversity of its members. We strive to create a learning environment that seeks to establish high expectations for all its students by utilizing the rich diversity of professional skills of our staff. This environment will enable students to make informed decisions and take responsibility for their own behavior while developing cooperative relationships with their peers and the school's staff. We recognize our responsibility to be sensitive to varied learning styles and to individual needs. In response to those needs we will adjust methods, materials and programs innovatively as we strive to instill in each student positive self-esteem, self-confidence, self-discipline and the necessary skills that will enable each student to reach his/her full potential.

The curriculum of our school will provide a dynamic, quality education that will meet the needs of all students by providing the academic and technical skills necessary to gain entry into the work force of the 21st Century. Our focus is to develop the intellectual, physical and social skills of every student, providing them with the ability to adapt to and meet the challenges of a changing, competitive global society. Students will see themselves as lifelong learners able to access, process and communicate information in a multitude of formats.

The partnership of our technical curriculum, academic curriculum, up-to-date technologies and extra-curricular programs provides for increased success of all students. All students can produce quality work when they learn to use technology, especially in the areas of communication and research.

## Administrative Staff

Superintendent-Director	Dr. Alexandre Magalhaes
Principal	Karen Guenette
Assistant Principal	Mark Mosher
School Business Operations	Nadine Rose
Program Administrator	Glenn Lopes
Pupil Services Administrator	Melanie Shaw
Coordinator of Nursing Programs	Lisa Melo
Special Education Coordinator	Amy Cohen
Guidance and Career Center Coordinator	Naomi Hall
Academic Coordinator	Kenneth Sutcliffe
Vocational Technical Coordinator	Jackie Machamer

## School Council

The School Council is comprised of students, parents, teachers and administrators. The purpose of the Bristol-Plymouth School Council is to assist in the identification of the educational needs of students attending the school. The Council reviews the annual school budget, student handbook, and aids in the on-going improvement of the school to better serve students and maximize student success.

### Student Council & Advisory Council

The Bristol-Plymouth Student Council follows the guidelines of the Massachusetts Association of Student Councils which provides one of the nation's most highly regarded programs of activities for high schools, providing a major opportunity for students to learn and apply leadership skills. MASC is a program of the Massachusetts Secondary School Administrators Association (MSAA) and our high school students are offered leadership and training opportunities through events, service projects, awards programs and resources to the students for developing these offerings for our Bristol-Plymouth student body.

Student Advisory to the School Council is represented by Student Council members whose leadership roles allow them to become part of the school community, such as serving as a student representative on the School Committee, School Council, and Health Advisory Council.

## Attendance

Regular student attendance is essential in order for a student to maximize his or her success. Bristol-Plymouth expects students to maintain good attendance and to be absent from school only when absolutely necessary.

To be in compliance with DESE's accountability requirement on chronic absenteeism, a 90% attendance rate must be maintained (10% of the student's days in membership whether excused or unexcused), while for MCAS appeals qualifications, a 95% attendance record must be maintained. In addition to receiving a passing grade, in order for a student to receive appropriate credit for classes each semester, this 90% attendance rate must be maintained. The attendance policy includes shop and academic classes. In the event a student is absent more than 10% of the time during a semester, the student will receive no credit for that semester.

Although teachers and counselors will try to notify students who are in danger of not qualifying for credit due to absenteeism beyond the 10% limit, **it is each student's and parents' responsibility to keep a record of his/her class attendance.** Student attendance records can be monitored using Aspen X2 student management software.

Reasonable accommodations under Section 504 and modifications under IDEA 2004 will be considered to this policy will be considered by an administrative review team chaired by the high school Principal or designee after receipt of a written request made to the Pupil Services Administrator.

Parents must call the main office at ext. 100 in the morning to notify the school that their student will be absent. A student who has been absent for five (5) or more consecutive days cannot return to school without a doctor's note. A student who does not provide a note will be sent home. Medical notes must be received by the end of the marking term of a student's absence in order to be accepted as excused absences. Vacations are not condoned during school time. Any vacation taken during school time shall be considered unexcused. Parental notice must be submitted to the principal prior to any previously scheduled vacations taken. Students who are serving an out-of-school suspension will be required to make up their attendance

### Academic Attendance

Students will be required to make-up each day absent beyond the 4 allowed per semester. Students will not earn academic credit for the semester until time is recovered. An NCA (No Credit Due to Attendance) will be placed on academic semester grades until make-up days are completed. Opportunities to make up time will be provided.

## **Technical Attendance**

Students in 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade will be required to make-up each day absent beyond the 4 allowed per semester. Freshmen students will be required to make-up days beyond 4 starting in semester 2 after the exploratory process. Students will not earn technical credit/hours for the semester until time is recovered. An NCA (No Credit Due to Attendance) will be placed on quarter 2 or quarter 4 grades until make-up days are completed. Opportunities to make up time will be provided.

## **College Visits**

Bristol-Plymouth allows no more than two (2) days of officially excused absences, each year, to juniors and seniors who request to visit the college of their choice. These visits are scheduled by the student and their parents. Transportation is the responsibility of the parents and/or students. College visits are not considered field trips. A College Visit Request Form must be completed and approved for the absence to be excused and can be obtained from the guidance office.

## **Co-operative Education**

A junior or senior co-op interview or school work-site opportunity is considered an excused absence if the student must attend an orientation, physical exam, work-based test, etc. if it pertains to the condition of employment during the school day.

## **Tardiness**

Any student who is not in his/her homeroom or designated place when the bell rings at 7:45 a.m., will be considered tardy. A tardy student arrival after 11 a.m. will not earn hours for the day.

- Three times tardy during a marking term will result in one detention.
- For each subsequent tardy, during a marking term, a student will be assigned a detention.
- At (7) seven cumulative tardies a student's driving and parking privilege will be revoked for a period of two weeks. If the tardy problem persists, a student may lose driving and parking privileges for the remainder of the school year.
- Any student with ten (10) cumulative tardies will be issued a day of in-school suspension.

## **Dismissal From School (subject to change for 2021-22 school year)**

Any student who is dismissed from school before 11 a.m. on a regularly scheduled school day, will not earn hours for the day. When the nurse determines that a student is too ill to remain at school, parents/guardians will be contacted and the remainder of the school day will be considered excused. The nurse must conduct a complete assessment and parents will be contacted by the school nurse. Parents must enter the building and sign students out from the Assistant Principal's Office. If a student drives himself/herself to school, the student must sign out at the Assistant Principal's Office before leaving the building. Any student who is sent home by the school will not be allowed to return to school for any extracurricular events during or after school hours unless medical documentation is provided.

It is expected that a student who is being dismissed because of illness will be picked up within one hour of being notified by school personnel. Parents who are unable to arrive at the school within one hour are responsible for arranging alternative transportation with a responsible adult.

If you need to have your child dismissed early from school, please notify the Assistant Principal's Office in the morning, in writing, with the date, time, and reason for dismissal, as well as a telephone number for verification. When picking up a student, report to the Assistant Principal's Office where students will be dismissed only after parents or guardians have introduced themselves to the secretary and signed the student out.

- The high school administration reserves the right to determine the legitimacy of a dismissal request, and to approve or deny the request.
- In cases of emergency, please call the school office so appropriate arrangements to have your child ready for dismissal can be made.
- No student will be released from school on the basis of a phone call, unless the person calling can be identified.
- Children will not be dismissed to another adult, including a non-custodial parent, without the written permission of the custodial parent or guardian.
- Court documents such as restraining orders and custody agreements must also be on file in the school office.
- Any adult, including parents, will be asked to present proof of identification when picking up a student.

## **Truancy**

Success in high school is dependent upon a partnership between home and school. The parents of a student with attendance issues will be contacted by school authorities. This contact may be in the form of a letter, email, wellness visit, or phone call. It is the responsibility of the student/parents to keep track of absences.

All efforts will be made to help the student attend school on a regular basis. Parents may be required to attend meetings to address corrective measures for students with habitual absenteeism.

If absences continue, the school authorities will file a CRA (Child Requiring Assistance) with the Juvenile Court and/or a 51A in cooperation with DCF. All attendance requirements pertaining to the truant child and all absences will need to be made up per the Attendance Policy.

## Behavior Management

### Overview of the Discipline System

The issue of student discipline is paramount in creating an atmosphere for learning and maintaining order and safety in school. The Supreme Judicial Court has clearly indicated its intent to uphold the necessary and proper latitude given the school committee in matters of student discipline. On the following pages are the written rules and disciplinary philosophy of Bristol-Plymouth Regional Technical School as required by Massachusetts General Laws, Chapter 71.

The primary role of this school is to educate its students. Poor conduct on a student's part not only affects the education of that student but in most cases adversely affects the educational process for other students.

All students are expected to meet the requirements for behavior as set forth in this handbook while on school premises, at school-sponsored or school-related events including athletic events and while being transported on school buses.

The Principal or designee, always has the right to remove a student from privileges such as extracurricular activities and attendance at school-sponsored events based on a student's misconduct. Such a removal is not subject to the procedures in G.L. c. 71, Section 37 H3/4 or 603 CMR 53.00.

## **Ineligibility List**

Each marking term, the guidance department will run a student ineligibility list, for all grade levels, that will include any student who has not passed course requirements. This student ineligibility list will also include students who have not returned any items (Chromebook, library book, academic or technical materials, athletic items, senior project supplies, etc.), or pay outstanding balances, will generate a student-obligation list and an invoice may be sent to your home for these items that are not returned. Parents/students may be asked to sign a payment contract with the school in order to meet financial obligations. Additionally, students on the ineligibility list may not participate in any extra-curricular activities, sports, co-op, etc., until they have met their course requirements and/or paid their outstanding balances to the school district.

## **Student Suspension and Expulsion Policy**

The Bristol-Plymouth School Committee has adopted a Dropout Prevention and Expulsion Policy. Suspension may take the form of in-school suspension or out-of-school suspension. Students will be given an opportunity for a hearing prior to disciplinary action. Any form of disciplinary action will follow due process.

There are three statutes that are considered in determining the discipline hearing to be held and the possible consequences that may be imposed if a student is found to have violated the school's code of conduct. The statutes, offenses, and potential consequences are as follows:

M.G.L., Ch. 71, section 37H:

- Possession of a dangerous weapon
- Possession of a controlled substance
- Assault on a member of the educational staff

Consequence: the student may be subject to suspension or expulsion by the Principal.

M.G.L., Ch. 71, section 37H ½:

- A felony charge or felony delinquency complaint
- A conviction, adjudication, or admission of guilt with respect to a felony

Consequence: the student may be subject to expulsion if the Principal determines that the student's continued presence in school would have a substantial effect on the general welfare of the school.

M.G.L., Ch. 71, section 37H ¾:



- Any offense not covered by G.L. Ch. 71, section 37H or 37H ½

Consequence: the student may be subject to suspension as provided by the school discipline code. The statute prohibits schools from suspending a student for more than 90 school days in one year. The Principal is to exercise discretion in deciding consequences, consider ways to re-engage the student in school, and avoid using long-term exclusion unless alternatives have been tried.

## **Procedure for Suspension and/or Expulsion**

### **In-School Suspension**

A student may be given an in-school suspension for a disciplinary offense after reviewing the offense charged, the basis for the charge, the statement of the student will be made to contact the parent by telephone. If after two documented attempts there has been no contact made with the parent, written notice will be sent including the reason and the length of the in-school suspension.

### **Out-of-School Suspension**

The Principal or designee shall send written notice to the student and parent or guardian about holding a hearing for the out-of-school suspension, including the offense charged, the basis for the charge, the statement of the student and the circumstances surrounding the alleged incident. If the Principal or designee determines that the student committed the disciplinary offense, the Principal or designee shall inform the student the length of the out-of-school suspension. Students shall be provided with the opportunity to make up assignments and such other work as needed to make academic progress during the period of removal.

### **Short Term Suspension (1-10 cumulative or consecutive days)**

During the hearing, the Principal or designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts that the Principal or designee should consider in determining whether other remedies or consequences (other than suspension) may be sufficient and appropriate. If present, the parent/guardian shall be provided an opportunity to discuss the student's conduct and other information, including mitigating circumstances that the Principal or designee should consider in determining consequences for the student.

Following the hearing, the Principal or designee shall notify the student and parent/guardian of the determination, the reasons for the determination, and the type and length of any suspension being imposed. The determination shall be in writing. Students shall be provided the opportunity to make up assignments and such other work as needed to make academic progress during the period of removal.

## Long Term Suspension (more than 10 cumulative or consecutive days)

At a minimum, a student facing a long-term suspension shall be afforded all of the rights afforded a student in a short-term suspension hearing. This hearing will include the disciplinary offense, the basis for the charge, the potential length of the student's suspension, and the opportunity (date, time, and location) of the student to be heard. In addition, the student and his/her family will be given the opportunity to review the student's record and the documents upon which the Principal or designee 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 expense, the right to have the hearing recorded, and the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident.

The Principal or designee's determination shall be in writing and sent to the student and parent/guardian. If the Principal or designee decides to suspend the student the written determination shall:

- Identify the 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 or designee
- Identify the length and effective date of suspension
- Include notice of the student's opportunity to receive educational services to make academic progress during the suspension
- Inform the student of the right to appeal the decision to the Superintendent/designee

In every case of misconduct for which suspension may be imposed, the Principal or designee shall exercise discretion in deciding the consequence of the offense.

If the student or parent/guardian request an audio recording, the Principal or designee shall inform all participants before the hearing that an audio recording will be made and a copy will be provided to the student or parent/guardian upon request.

## Superintendent's Hearing

A student placed on long-term suspension following a hearing with the Principal or designee shall have the right to appeal the Principal or designee's decision to the Superintendent. The appeal must be filed within five (5) days of the effective date of the long-term suspension. The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian request extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension. A good faith effort will be made to include

the parent/guardian in the hearing. The Superintendent shall send written notice to the parent/guardian of the date, time, and location of the hearing.

The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent/guardian upon request. The student shall have all of the rights afforded at the Principal or designee's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing. While the Superintendent may modify the Principal or designee's decision to reduce the suspension or consequence imposed on the student, under no circumstances may the Superintendent impose a suspension that is greater than that imposed by the Principal or designee's decision. The decision of the Superintendent shall be the final decision of the school district.

## Expulsion

A student who has violated M.G.L., Ch. 71 37H or 37H 1/2, may be subject to expulsion from school by the Principal or designee if such Principal or designee determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

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

The expelled student shall have ten (10) days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The student has the right to counsel at a hearing before the Superintendent. When a student is expelled under the provision of this section and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the student's expulsion. A student must be provided an opportunity to make academic progress during the period of expulsion and a list of alternative educational services will be provided to the parent/guardian.

## Educational Services

Any student who is serving an in-school suspension, short-term suspension, or long-term suspension shall have the opportunity to 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 as set forth in 603 CMR 53-13(1).

If a student is suspended for more than 10 consecutive days, educational services will be provided by the school. These educational services may take the form of distance learning using commercial educational program, tutorial support may be provided by phone or voice over IP service, or at home tutoring services. The appropriate service will be decided by the Program Administrator and the Pupil Services Administrator in conjunction with the Principal or designee considering the length of the suspension and learning needs of the student.

MA General Laws Chapter 76, section 21 requires only that schools provide an opportunity to make academic progress during suspension or expulsion. It does not address providing services so that a student can continue progress in a vocational program. The MA Dept. of Elementary and Secondary Education (DESE) encourages vocational schools and programs to provide vocational support to the extent possible, particularly to those students who are suspended for relatively short periods of time. Some suspended or expelled students in regional vocational technical schools may opt to withdraw from the school and return to their home district. In such cases, the home district has the obligation to provide the student the opportunity to make academic progress during the period of suspension or expulsion.

### Procedure for Suspension of Special Education/504 Students

School personnel may remove any eligible student with a disability (under IDEA or Section 504 of the Rehabilitation Act) who violates a code of student conduct from her/his current placement to an appropriate interim alternative setting (IAES), another setting, or suspension for not more than 10 school days. School personnel may consider any unique circumstances on a case by case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

After a student receiving special education or 504 services has been suspended for 10 days in any school year, during any subsequent removal from school, Bristol-Plymouth will provide sufficient services for the student to continue to receive a free and appropriate public education.

A suspension of 10 consecutive days or a series of shorter suspensions that accumulate to 10 or more days that constitute a pattern are considered to represent a change in placement. When a suspension constitutes a change in placement of a student with disabilities, district personnel, the parent, and other relevant members of the team, as determined by the parent and the district, convene within 10 days of the decision to suspend to review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and

substantial relationship to the disability or was the direct result of the district's failure to implement the IEP. This meeting is known as a manifestation determination.

If district personnel, the parent, and other relevant members of the team determine that the behavior is NOT a manifestation of the disability, then the suspension or expulsion may go forward consistent with policies applied to any student without disabilities, except that the district must still offer:

- services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and
- as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.

### **Interim Alternative Educational Setting**

Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the team) for up to 45 school days on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is "substantially likely" to injure him/herself or others.

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

If district personnel, the parent, and other relevant members of the team determine that the behavior IS a manifestation of the disability, then the team completes a functional behavioral assessment and behavioral intervention plan, if it has not already done so. If a behavioral intervention plan is already in place, the team reviews it and modifies it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative educational setting, the student returns to the original placement unless the parents and district agree otherwise or the hearing officer orders a new placement. Not later than the date of the decision to take disciplinary action, Bristol-Plymouth will notify the parents of that decision and provides written notice of procedural safeguards. If the parent chooses to appeal or Bristol-Plymouth requests a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of

the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and Bristol-Plymouth agree otherwise.

### Procedures for Students Not Yet Determined to be Eligible for Special Education

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

The district may be considered to have prior knowledge if:

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

The district may not be considered to have had prior knowledge if:

- The parent has not consented to evaluation of the student; or
- Has refused special education services; or
- An evaluation of the student has been conducted and resulted in a determination of ineligibility.

If Bristol-Plymouth had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, Bristol-Plymouth will conduct an expedited evaluation to determine eligibility. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

### Disciplinary Action

Offense	Minimum Action	Maximum Action
Academic/Technical Dishonesty	Detention	Suspension
Alcohol or Inhalant Abuse (Use or Possession of)	Suspension	Expulsion
Assault and/or Battery	Suspension	Expulsion
Bomb Threat	Suspension	Expulsion
Bullying	Detention	Expulsion
Cafeteria Disturbance	Detention	Suspension
Cell Phones		

1 <sup>st</sup> Offense	Warning	Detention
2 <sup>nd</sup> and Subsequent Offenses	Detention	Suspension
Disrespect to Teacher/Staff/Student	Detention	Suspension
Eating or Drinking Outside of the Cafeteria	Warning	Detention
Extortion/Coercion	Suspension	Expulsion
Failure to Identify Oneself to a Faculty or Staff Member	Detention	Suspension
Failure to Obey Driving and Parking Regulations (Including No Parking Permit)	Loss of Parking Privileges Detention	Suspension
Failure to Return Sports Equipment/Uniforms	Detention	Restitution
Fighting	Suspension	Expulsion
Gambling		Suspension
Harassment	Suspension	Expulsion
Hazing	Detention	Expulsion
Improper School Dress	Clothing Change	Detention
Improper Use of Passes	Detention	Suspension
Insubordination	Warning	Suspension
Issuing Threats	Suspension	Expulsion
Leaving Class/School Without Permission	Detention	Suspension
Lewd or Lascivious Behavior	Suspension	Expulsion
Littering	Warning	Detention
Misconduct on Bus	Loss of Bus Privileges Detention	Expulsion
Possession or Distribution of Controlled Substance	Suspension	Expulsion
Possession of Fireworks/Explosives	Suspension	Expulsion
Possession of Noise-Making Electronic Devices	Detention	Suspension
Possession of Pornographic Materials	Suspension	Expulsion
Possession and/or Selling Stolen Property on School Grounds	Suspension	Expulsion
Possession of Weapon or Weapon Facsimiles	Suspension	Expulsion
School Disturbance	Detention	Suspension

Shop Safety and/or Attire Violation	Detention	Suspension
Skipping Detention		
1 <sup>st</sup> Offense	2 Detentions	
2 <sup>nd</sup> and Subsequent Offenses	3 Detentions	In-School Suspension
Smoking, Vaping or Possession of Smoking/Vaping Materials	Detention	Suspension, Expulsion, Intervention
Sounding False Alarm/Tampering with Alarms	Suspension	Expulsion
Stealing / Robbery	Detention	Suspension
Truancy	Detention	Suspension
Unacceptable Language	Detention	Suspension
Violations of Videotaping and/or Oral Communications Policy	Detention	Expulsion
Violation of Computer Use Policy	Privilege Loss	Expulsion

Routine classroom discipline issues will be resolved by the instructor and the student. If a minor offense continues, the instructor will make a referral to the Assistant Principal.

Students who are assigned to the in-school suspension room are to immediately leave the building at the close of school and are not to participate in any after-school function or activities on the day(s) of suspension.

Students who are on suspension from school are to remain at home during school hours and are not to participate in any school function or be on school grounds for any reason, unless authorized by the Principal or designee.

The Federal Family Educational Rights and Privacy Act (FERPA) requires schools to protect the privacy of student records. The Massachusetts Student Record Regulations and Bristol-Plymouth's policies are consistent with the FERPA Statute and Regulations.

Per these regulations, decisions concerning discipline will only be shared with the student who has been disciplined and his/her parents and/or guardians.

### **Criminal Behavior Protocol**

If a student engages in criminal behavior on school premises or at a school sponsored or school related event, including athletic games, school personnel may request police to respond, after which issuance of a criminal complaint may occur. Within five days of the reported incident a report shall be submitted by the investigating police officer to the Principal or designee of the school.



The student's parents or guardian will be required to confer with the administration concerning the above violation and will be advised of their legal rights.

## **Weapons, Controlled Substances, Assaults**

(Legally mandated responses in accordance with the Education Reform Act: M.G.L. Chapter 71, Section 37H)

- 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; of 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 or designee.
- Any student who assaults a Principal or designee, administrator, teacher, teacher's aide or any 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 or designee.
- 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 or designee. After said hearing, a Principal or designee may, in his discretion, decide to suspend rather than expel a student who has been determined by the Principal or designee to have violated either paragraph (a) or (b).
- 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 (10) days from the date of 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.
- When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If the student does **apply** for admission to another school or school district, the Superintendent of school district to which the application is made may request and shall receive from the Superintendent of the school expelling said student a written statement of the reasons for said expulsion.

## **Felony Complaint or Conviction of Student**

### **Suspension; Expulsion; Right to Appeal**

(In accordance with Chapter 71, Section 37H-1/2 of the General Laws of Massachusetts)

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

- Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the Principal or designee may suspend such student for a period of time determined appropriate by said Principal or designee if said Principal or designee determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of this right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent. The student shall have the right to appeal the suspension to the Superintendent. The student shall notify the Superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The Superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the Principal or designee, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.
- Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Principal or designee may expel said student if such Principal or designee determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.

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

### **Personal Search of Students and Lockers**

"The legality of a search of a student should depend simply on the reasonableness, under all circumstances, of the search . . . Under ordinary circumstances, a search of a student by a teacher or other school official will be 'justified at its inception' when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Such a search will be permissible in its scope when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. New Jersey v. T.L.O. 52 U.S.L.W. 4083, 4087-4088."

Lockers are the property of the school. Students shall have no expectation of privacy in or regarding their locker. No student may use a locker to store a substance or object which is prohibited by law or district regulations or which threatens the health, safety, or welfare of the building and its occupants. School officials have the right to inspect a school district locker and/or a student when there is a reasonable suspicion that the locker is being used improperly or the student has in his/her possession an object as defined above. It is desirable but not always necessary that the student be notified and allowed to be present before a locker search.

### **Expectation of Privacy**

There should be no expectation of privacy relating to the contents of book bags or other such carrying bags while on school property or during school sponsored events if there is reasonable suspicion that a search is necessary.

## **Physical Objects on School Properties**

(CITY OF TAUNTON ORDINANCE)

No person shall bring upon any public school property situated within the City of Taunton or have in his/her possession or under his/her custody and control on any such property, any physical object which can be used as a dangerous weapon. The term “dangerous weapon” shall include, in addition to those objects defined by statute as dangerous weapons, any physical object which has not been authorized by the school’s administration to be present on such school property of the possession, custody or control of which is specifically prohibited by the school’s established code of discipline.

Violation of this ordinance shall be punished by a fine of not less than one hundred (\$100.00) dollars nor more than two hundred (\$200.00) dollars for the first offense. Any second offense shall be punishable by a fine of two hundred (\$200.00) dollars.

### **AUTHORITY TO ARREST**

A police officer shall have the authority to arrest without a warrant any person he/she has probable cause to believe has violated any provisions mentioned herein.

## **Firearms**

Chapter 269, Section 10:

Whoever not being a law enforcement officer and notwithstanding any license obtained by him/her under the provision of chapter one hundred and fifty, carries on his/her person a firearm hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university without the written authorization of the board or officer in charge of such secondary school, college or university, shall be punished by a fine of not more than one thousand dollars (\$1,000) or by imprisonment for not more than one (1) year, or both. For the purpose of this paragraph, “firearm” shall mean any pistol, revolver, rifle or smoothbore firearm from which a shot, bullet or pellet can be discharged by whatever means.

## **Aggressive Assaultive Behavior**

Students in the act of fighting who do not respond to verbal attempts to break them apart and cease, will be disciplined for aggressive assaultive behavior. In addition to the fighting penalties outlined in the Discipline Code students displaying aggressive assaultive behavior will be subject to a suspension or expulsion.

## **Drug Policy**

The use, sale, possession or distribution of drugs, marijuana and/or drug paraphernalia in the school building or on the school premises is strictly prohibited and is subject to punishment by law. At the discretion of the administration, law enforcement officials with canine units may enter the school to search for illegal substances. All lockers and/or classrooms may be searched by the dogs. In addition, vehicles parked on school property may be subject to search. This activity will serve as a deterrent to drugs being brought on school property and as a result will help to insure the continued health and safety of students.

Students apprehended and found guilty by school authorities of the use or possession of a controlled substance (drugs), and drug paraphernalia or narcotics as mentioned above will be subject to an immediate suspension or expulsion from school. The incident will be referred to the appropriate law enforcement agency.

The following steps will be taken:

- a. Notify parents.
- b. Notify appropriate authorities
- c. Re-entry following first offense is conditional upon contact with at least one of the following:
  1. Administrator.
  2. Guidance Office.
  3. School Adjustment Counselor
  4. Outreach Agency.
  5. School nurse.
  6. SRO.

## **Second Offense**

Students will be subject to an immediate additional suspension to a maximum punishment of expulsion.

The following steps will be taken:

- a. Notify parents.
- b. Notify appropriate authorities through the SRO.

If, after an investigation by administration there is evidence the student was selling drugs, the Principal or designee shall mail a written notice to the parents or guardian of the student within twenty-four (24) hours of the determination to recommend expulsion under this policy.

Such notice will contain:

- a. A copy of the drug policy allegedly violated by the student.
- b. A statement of facts leading to the recommendation for expulsion.

- c. A hearing date, time, and location and procedures that will align with M.G.L. Ch. 71, section 37H

### **Alcohol Policy**

The use, sale, possession or distribution of alcoholic beverages (i.e., any beverage containing any amount of alcohol) by students in the school buildings, on school grounds, or at any school-sponsored function, is strictly prohibited.

Students found guilty by school authorities of the use, sale, possession or distribution of alcoholic beverages will be subject to an immediate suspension.

Students found guilty by school authorities of a second offense for the use, sale, possession or distribution of alcoholic beverages will be subject to an immediate additional suspension to a maximum punishment of expulsion.

**Offenders who are considered a detrimental influence to the physical or emotional well-being of the student body may be expelled from the school following all procedures under M.G.L. Ch. 71 Section 37H.**

### **Smoking/Vaping**

Bristol-Plymouth Regional Technical School is smoke free. This applies to the school building, the school grounds and the school buses. The use of smokeless tobacco and liquid nicotine is also prohibited as is the use of electronic cigarettes/vapes. This restriction applies to ALL smoking materials including but not limited to cigarettes, cigars, smokeless tobacco and electronic cigarettes/vapes.

### **Inhalant Abuse Policy**

MASSACHUSETTS GENERAL LAWS, CHAPTER 270,  
Crimes Against Public Health

Section 18. Substance having property of releasing toxic vapors.

No person shall intentionally smell or inhale the fumes of any substance having the property of releasing toxic vapors for the purpose of causing a condition of intoxication, euphoria, excitement, exhilaration, stupefaction, or dulled senses or nervous system, nor possess, buy or sell any such substance for the purpose of violating or aiding another to violate this section. This section shall not apply to the inhalation of anesthesia for medical or dental purposes. Whoever violates the provisions of this section shall be punished by a fine of not more than two hundred dollars (\$200) or by imprisonment for not more than six (6) months, or both. Any person who is discovered by a police officer or special police officer in the act of violating this section may be

arrested without a warrant by such police officer or special police officer, and held in custody, in jail, or otherwise, until a complaint is made against him for such offense which complaint shall be made as soon as practicable and in any case within twenty-four (24) hours, Sundays and legal holidays excepted.

Students found guilty of violating the Inhalant Abuse Policy may be subject to an immediate suspension to a maximum punishment of expulsion.

### **Public Displays of Affection**

Inappropriate displays of affection are prohibited. Such displays include fondling, kissing and embracing, or illicitly caressing another while in school or on school grounds. Displays of affection should be limited to holding hands or to taking an arm while walking to class.

### **Proper Dress**

In the interest of health, safety, cleanliness and fostering a positive school environment, the following dress code must be adhered to:

- Hats, hoods, caps, sweatbands, bandannas, sunglasses and headphones must be removed upon entering the school building. They, along with backpacks, string bags larger than 15"x15", are to be immediately placed in student lockers. Sports equipment and sport equipment bags are to be stored in lockers or in storage spaces as designated by coaches. Coats, jackets, hooded sweatshirts which are lined and heavier than are considered light indoor wear must be placed in student lockers and remain there until the end of school.
- Undergarments must be covered at all times.
- Any clothing which is disruptive or distracting to the educational process is forbidden. Distracting or disruptive clothing includes, but is not limited to clothing that is cut or ripped, tight fitting clothing, transparent clothing or clothing that reveals cleavage, upper and lower back, midriff, and upper thigh. Tops must be long enough to cover the mid-section when arms are raised above the head. Each shop will provide a shop dress code requirement. Students who do not follow the dress code requirements will have an opportunity to have parents bring a change of clothing or be provided a school-appropriate outfit in exchange for the day.
- Shoulder strap width must be a minimum of 2" (i.e. tank tops, sleeveless muscle shirts, and off-the-shoulder styles are not allowed).
- Skirts, skorts, and short length or slits in skirts must reach to the fingertips of the extended arm along the student's legs. Any person wearing a skirt, skorts, or shorts shorter than the above is required to wear leggings or tights.

- No headgear, eyewear, including but not limited to sunglasses or contact lenses with an unnatural hue, e.g. red, or other accessories that distract from the educational process may be worn.
- There will be no obscenities, vulgarities, or any other objectionable reference to drugs, alcohol, weapons, sex, race, tobacco or violence visible on any student including but not limited to clothing, jewelry, visible body parts or possessions.
- Wallet, belt and other chains or any ornamentation that could be used as a potential weapon or a safety hazard are forbidden.
- Any clothing which is or resembles pajamas (tops or bottoms) or bedroom slippers are not allowed.
- Footwear with wheels is forbidden.
- Protective footwear (i.e. work shoes or boots) shall be worn by all students in all shops where there is a danger of foot injuries.
- No piercing jewelry is allowed that is pointed, jagged or otherwise deemed dangerous or potentially harmful.
- Gloves of any kind are not allowed and are to be removed upon entering the building with the exception of shop work gloves.
- No adornments will be worn which are sharp, pointed, jagged or could in anyway be a safety hazard, e.g. safety pins

Teachers who believe students are dressed in a manner that violates the above policy or is distracting and/or disruptive to the educational process will refer them to the Assistant Principal's Office. If the Administration determines that the student has violated the dress code, the consequences are:

- 1<sup>st</sup> offense: correct clothing with parent providing or school exchange;
- 2<sup>nd</sup> offense: correct clothing, call to home, and a detention;
- 3<sup>rd</sup> offense: same as above with further discipline and a parent meeting.

Individual shops determine their specific dress codes and/or uniforms based upon industry standards. Shorts and any clothing that is deemed a safety hazard are not allowed in any shop.

For the health and safety of all students, Bristol-Plymouth recommends that students dress appropriately on a daily basis with concern for outdoor weather conditions. The possibility of emergency evacuations from the building could occur any day of the school year. Proper dress will make these emergency situations as safe as possible for all Bristol-Plymouth students.



## **Academic / Technical Honesty**

The faculty and administration urge all Bristol-Plymouth students to commit themselves to a high standard of academic honesty and integrity. Students shall strive to personally avoid cheating, allowing others to cheat from them, participating in acts of plagiarism and any other behaviors that could be construed as dishonest. All student assignments are assumed to be completed individually unless an instructor deems otherwise. This includes the annual and mandatory summer reading program and assignments.

A student will receive no credit if it is determined that the student's work is not his/her own (cheating), or if it is determined that a student knowingly participates in the description outlined above. The parent/guardian will be notified by the teacher of record. All forms of cheating and plagiarism are subject to disciplinary action. The administration reserves the right to make the final determination of the disciplinary action. The progressive nature of the consequential impact of their actions will be reviewed with the student(s).

## **Computers / Phones / Electronics**

### **Cell Phones and Other Electronic Equipment**

Electronic devices such as, but not limited to, smart watches, iPods, MP3 players, earbuds, headphones, digital cameras, radios, cellular, laser pointers and other communication devices are not allowed during school hours. Cellular telephones and other communications devices must be turned off upon entering the school and headphones and earbuds must be removed. The use of headphones and earbuds for educational purposes are at the discretion of the classroom teacher. Failure to adhere to this guideline may result in confiscation of the device, and/or disciplinary action. If a student has repetitive incidents of non-compliance with this guideline, his/her parent may be required to come to school to claim the electronic device. Bristol-Plymouth accepts no responsibility for any electronic devices brought into the school.

Cellular phone use after 2:15 p.m. is limited to common areas such as the lobby and the hallways. At the discretion of the classroom teacher, cell phones may be used for educational purposes while participating in classes or activities. Cell phones may not be used in classes for any other purpose.

To minimize the interruptions of classes in session and the school day in general, we ask your cooperation in requesting messages be forwarded to students only in cases of EXTREME EMERGENCIES. Under no circumstances are students to make or receive phone calls or text messages during school hours. Students will be disciplined

according to the discipline policy for any use of their cell phone during the day regardless of with whom they are in contact.

Telephone calls made by students will be limited to before 7:45 a.m., during lunch, and after 2:15 p.m. at the Student Services Department. **Emergency messages only** will be accepted for students by the Student Services Department. Any and all emergency calls to be made during school hours by students will be made through the guidance office. All parent/student communications are to be made through the guidance office. Any student using a cell phone to call a parent during the school day is subject to disciplinary action.

### **Film and Video Policy**

No student shall record either audio, an image or video using any electronic device, including cell phones, of any administrator, faculty member, staff, employee or student without their, the Principal or designee's permission.

Violations of the Massachusetts electronic surveillance statute "M.G.L. Chapter 272; Section 99. Interception of wire and oral communications" may be reported to the Authority Having Jurisdiction (AHJ), at the discretion of the Principal or designee.

### **Computer and Internet Usage Policy**

#### **Terms of Usage**

The term "educational purposes" in this document shall be defined as classroom activities, career and professional development and high-quality self-discovery activities of an educational nature.

#### **The Internet**

The Internet is a collection of interconnected computer networks around the world that expands classroom and library media resources by providing access to information, images, and even computer software from places otherwise impossible to reach. These resources can yield individual and group projects, collaboration, curriculum materials and idea sharing. Internet access makes possible, contacts with people all over the world, bringing into the school, specifically the classroom, experts in every content area and students and adults from other nations and cultures.

It is imperative that Bristol-Plymouth students and guests understand and adhere to Bristol-Plymouth's "Computer and Internet Acceptable Usage Policy".

Bristol-Plymouth will make every reasonable effort to ensure the Internet is used responsibly by making every reasonable effort to control access to inappropriate material. Bristol Plymouth limits access to specific resources that have been deemed objectionable by using a “filtering” process. However, given that the Internet is an ever-changing network, with no one single arbiter or authority; it is not possible for the filtering technology to prevent all questionable material from appearing on any particular system on our network. The educational value of resources accessed through the Internet is the joint responsibility of students, parents and employees of Bristol-Plymouth. If it comes to the attention of Bristol Plymouth’s administration that a Bristol Plymouth student is posting provocative, derogatory or defamatory comments about Bristol Plymouth, its employees or other students, posting or seen in inappropriate images online, or cyberbullying, Bristol Plymouth will, at the discretion of the Principal or designee, make every reasonable effort to contact the student’s parent/guardian and may notify the authority having jurisdiction regardless of whether it was done on Bristol Plymouth’s equipment or during the school day. Inappropriate images would include, but not be limited to, images depicting pornography, possession of alcohol, drugs, weapons or any other activity that is deemed illegal.

Please take the time to discuss this issue with your son or daughter. There are several informational sites available to parents that offer suggestions on how you might better protect your children. Two sites that we often see referenced are: <http://www.wiredsafety.org/>; and <http://stopcyberbullying.org/>.

### **Rights and Privileges**

The student user has full rights (within the limits of these guidelines, responsibilities and prohibitions) to the instructional-networked resources provided by Bristol-Plymouth. The student's network account may provide for personal storage space on Bristol-Plymouth network, which should be treated as a student locker and should be cleared periodically. It is important that the students keep passwords secure and private.

It is specifically set forth in this policy that there is NO right of privacy with respect to the use of school computers or any work produced by such use, however described. Network and computer storage areas that may be available for students to store computerized information are not private areas. In order to maintain Bristol Plymouth’s systems integrity and to ensure that student users are using the system responsibly and properly and within stated limits, files stored in Bristol-Plymouth network storage areas and computers may be reviewed at any time by the Principal or designee (network administrators). The Principal or designee (network administrators) may review all network communication across Bristol-Plymouth’s

computer network. Computers, files, disks, other types of storage media and information, including use, are subject to inspection at any time.

The school retains the right to access, review, edit, delete, and confiscate all user files and any material stored on any system provided by the District or connected to equipment belonging to the District. This right of access, review, deletion, and confiscation includes but is not limited to e-mail. School officials reserve the right to monitor all uses of the District's resources and other equipment connected to District computer resources as they are occurring in real-time; as well as to access all data stored using district property, or transported using district property, or stored in activity logs.

E-mail is considered to be the property of the District and is therefore subject to periodic monitoring and review. Always remember that e-mail, however confidential or damaging, may be required to be disclosed or used in legal proceedings.

### **Disclaimers**

Bristol-Plymouth Regional Technical School makes no warranties of any kind, either expressed or implied, for the provided access. The administration, staff, and Bristol-Plymouth Regional Technical School are not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service, loss of data stored on Bristol-Plymouth's resources, or for personal property used to access Bristol-Plymouth Regional Technical School resources; for the accuracy, nature, or quality of information stored on Bristol-Plymouth Regional Technical School's resources or gathered through corporation-provided access; for unauthorized financial obligations incurred through Bristol-Plymouth Regional Technical School's provided access. Further, even though the Bristol-Plymouth Regional Technical School may use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state and federal laws and regulations.

### **School Computer and Internet Usage**

Not all of the information freely available on the Internet is reliable or helpful. Students must evaluate the source of the information, as well as the information itself, to determine its appropriateness and usefulness. In addition to providing information, the Internet is capable of providing the means to communicate directly with others via "instant or private messaging" programs, video conferencing programs, and other means. Also, there are many places and software technologies that will allow for the free exchange of files between computers over the Internet,

such as email. Not all of these methodologies are appropriate for an educational environment as outlined in this document.

Downloading or loading of software on Bristol-Plymouth's computers is prohibited.

There is an enormous quantity and variety of free software available on the Internet. However, widespread downloading of such software on the school's computers has a cumulative negative effect, and can result in the substantial degradation of performance, additional maintenance time, and increased threat of virus infestation.

Students may not use school computers to access any Internet site or sites that contain information that is inappropriate for educational purposes or sites that teachers, staff or administration deem inappropriate for the instructional program. Examples of inappropriate information / content include, but are not limited to, the following:

Students may not access, upload, download, transmit, display or distribute:

- **Offensive Material** – content that is in poor taste or could be considered obscene, abusive, or sexually explicit language, racist, illegal, harassing or inflammatory.
- **Dangerous Material** – content that provides direction in the construction of explosives or similar devices or instruction or practices that could injure the students themselves or others.
- **Inappropriate Contacts** – materials that can lead to contact with strangers who could potentially threaten the student's health or safety.

If a student is uncertain as to whether or not a site's material might be considered inappropriate, the student should consult their teacher or a member of the administrative staff for clarification.

## **Account User IDs and Passwords**

Each user will be assigned a unique user ID and a password. Even the most secure computer network can be compromised by a user's accidental disclosure of a password or IP address. Far more security problems are caused by carelessness and inattention than by malicious hacking. No account, username or password may be transferred or shared with anyone else. Each user is responsible for all activity conducted under that account or username. No user may attempt to access another user's account. Passwords must be safeguarded at all times. Attempts to login as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

## **Student/Parent Information Portal: X<sub>2</sub> Aspen**

To assist parents and/or guardians in monitoring their children's progress, enhance communication, and further promote educational excellence, Bristol-Plymouth Regional Technical School provides access to some student records through the X<sub>2</sub> Aspen Student/Parent Portal. With this portal, parents/guardians have access to student grades earned in classes in which the teacher participates in the program. Parents/guardians can login anytime from anywhere they have a secure Internet connection and see current information about their children. Parents need to be aware that grades are not entered into the system immediately after an assessment. Most importantly, the X<sub>2</sub> Aspen Family Portal makes parents/guardians partners in their children's education.

The online access to this information is a privilege, not a right, and inappropriate use will result in a cancellation of access to the X<sub>2</sub> Aspen Family/Student Portal. Parents, guardians, and students will be expected to act in a responsible, ethical manner. The administration, staff or faculty may request that the system administrator deny, revoke or suspend a specific user account for any use deemed inappropriate. Parents/students should not share their password or PIN number with anyone. For assistance logging onto an account, email [techsupport@bpotech.org](mailto:techsupport@bpotech.org).

## **Hardware**

Bristol-Plymouth computers are managed in order to allow for students to use the systems only for educational purposes. Under no circumstances is a student to attempt to modify the existing hardware configuration of a Bristol-Plymouth computer, either by opening the case or changing BIOS and or other hardware settings. An exception would be the Computer and Networking Technology program students, where, under the direction of an instructor and on specifically "designated as a training workstation" may modify the existing hardware configuration as part of their course work. Students are responsible for reporting any damage discovered on school computers to their teacher immediately.

It is specifically set forth in this policy that under NO circumstances are either students, staff or visitors are allowed to connect their own personal computers, laptop or notebook computers, personal digital assistants (PDA's) or any other electronic device to any of the Bristol-Plymouth computers or to the Bristol-Plymouth internal network, without the expressed knowledge and written consent of the Principal or designee.

## Chromebooks

Each fall, Bristol-Plymouth students will receive a Chromebook Agreement. Parents and students must sign and return the Chromebook Agreement Form before a Chromebook can be issued the student. Students must comply, at all times, with Bristol-Plymouth's Chromebook Agreement and its guidelines as well as the Bristol-Plymouth Technology Acceptable Use Policy. Any failure to comply may terminate a student's rights of possession, at any time, and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.

The right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by Bristol-Plymouth or upon student withdrawal from Bristol-Plymouth.

## Plagiarism

Information obtained from the Internet as part of a research project must be attributed to its source, using a standard bibliography notation. Students may not violate a copyrighted source, or otherwise use another person's intellectual property without his or her prior approval or proper citation (see Academic/Technical Honesty Section, page 34).

## Contact Information

Each student is responsible for all activity that occurs under his/her user account. Students may not place information on the Internet that would fall under the category of "unacceptable sites" listed above.

Students may not give out any personal information (e.g. address, phone number, user name, passwords, etc.) about themselves or about other people. Students may not use school computers for commercial purposes or political lobbying.

## Summary

This is a list of the more common things students are specifically **NOT** permitted to do.

- Use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Use, alter, create, or distribute a password not specifically issued to them.
- Use school resources to engage in "hacking," other unlawful activities, or any attempts to otherwise compromise system security.
- Use school resources to engage in, plan, or encourage any unlawful or mischievous activity.

- Use school computer resources to engage in commercial activity intended to generate personal financial gain.
- Engage in personal attacks, including prejudicial or discriminatory attacks.
- Knowingly or recklessly post false or defamatory information about a person or organization, or post information that could cause damage or disruption. This includes, but is not limited to, the posting of broadcast messages or other actions that cause congestion of the network or interfere with the work of others.
- Attempt to go beyond their authorized access, make deliberate attempts to disrupt system performance or destroy data (by spreading computer viruses or by any other means), or engage in other illegal activities.
- Use the network to access material that is profane or obscene (e.g., pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (e.g., hate literature).
- Visit Internet sites that contain obscene, hateful or other objectionable materials.
- Make or post indecent remarks, proposals, or materials on the Internet or on the school district's network.
- Store data or programs in network locations or local hard drives except those areas designated for their individual storage.
- Solicit e-mails that are unrelated to school activities or for personal gain.
- Send or receive any material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person.
- Upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the school district, or the school district itself.
- Download any files, especially music and videos, from the Internet, unless directed to by an instructor for educational purposes.
- Download any software or electronic files without implementing virus protection measures that have been approved by the district.
- Trespass in other's folders, work or files or use another's password.
- Reveal or publicize confidential information, which includes, but is not limited to student, or employee data.
- Use any form of "instant or private messaging" software.
- Install any applications or software onto Bristol-Plymouth computers.



- Disable or modify any running tasks or services or intentionally interfere with the normal operation of the network, including the propagation of computer viruses and sustained high volume network traffic that substantially hinders others in their use of the network.
- Transfer and/or store music files from the internet and/or any personal devices to Bristol-Plymouth systems.
- Play games, unless directed to by an instructor for educational purposes, at any time on Bristol-Plymouth computers, including Internet-based games.
- Use proxies or other means to bypass the content filtering systems in place and or defeat any settings that prevent the access of material deemed and flagged as inappropriate by the blocking devices.
- Use remote accessing software, hardware or web-based services to take control of any network attached device or workstation located either inside or outside the school network.
- Use computers, Internet, or other technology for any purpose that is inconsistent with the educational purpose intended.
- Remove any license decals or inventory control tags attached to the systems.

This is a list of the more common things students are specifically NOT permitted to do on Bristol-Plymouth's computer network:

- Disrupt its use for other individuals by connecting to other Bristol-Plymouth networks.
- To perform any illegal or inappropriate act, such as an attempt to gain unauthorized access to other systems on the network.
- Students must honor copyrights and licenses, as well as the legal rights of the software producers any network providers.
- Any student who inadvertently accesses an inappropriate site must immediately leave the site and report it to his/her instructor.
- Attempts to log onto the network as a system administrator.

## **Procedures & Expectations**

- Appropriate Use - Use of the Internet must be in support of education and research, and consistent with the educational objectives of the Bristol-Plymouth Regional Technical School District. Users shall not access inappropriate material. Transmission of material in violation of any state or federal regulation is prohibited. Use for commercial activities, product advertisement or political lobbying is prohibited.

- Privileges - USE OF THE INTERNET IS A PRIVILEGE, NOT A RIGHT, AND INAPPROPRIATE USE WILL RESULT IN A CANCELLATION OF THOSE PRIVILEGES. The Principal or designee will deem what is inappropriate use and their decision is final. The Principal or designee may deny or suspend access privileges at any time. The Technology Director may temporarily suspend specific user access at any time pending review of circumstances by the Principal or designee.
- Any violation of school guidelines and rules may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.
- Precautions - Do not disclose personal information about yourself or others through use of the Internet chat rooms, instant messaging, or e-mail. Such information includes but is not limited to your name, school, home address, telephone number, credit card, and checking account numbers.
- Chat Rooms, Instant Messaging, On-Line Journals, and Blogs (web logs) – Students shall not use chat rooms, and other forms of direct electronic communications (i.e. instant messaging services, including but not limited to shared Google drive, documents, messaging) except under the direct supervision of a teacher present during the entire session. These forms of communications shall only be used for specific school-related assignments approved by a teacher.
- Any user identified as a security risk by the Principal or designee may be denied access to the network. Damage caused by the intentional misuse or vandalism of equipment will be charged to the person who committed the act.

## Consequences

Use of school computers and the Internet is a privilege. Failure to abide by the terms of this policy will result in the following disciplinary actions:

Willful damage of computer hardware, computer software (including the deletion of programs and/or files) and computer networks will result in the student being responsible for the current repair and replacement cost of the damaged software and/or equipment. Any student violating the terms of this document will receive appropriate disciplinary action. As defined in the student handbook, under “Violating Computer Use Policy” students could lose computer/network privileges, and/or receive detention, suspension or expulsion. The disciplinary action may include appropriate criminal charges entered against the student with the authority having jurisdiction.

The Principal or designee may close an account at any time as required. The administration, faculty and staff of Bristol-Plymouth may make a request to the

Principal or designee to deny, revoke or suspend specific user accounts based upon violations of this policy.

### **Bullying, Cyber-Bullying, Intimidation, Harassment and Retaliation**

Bristol-Plymouth Regional Technical School is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process. Central to the safe learning environment established at Bristol-Plymouth is the understanding that it is everyone's responsibility to act respectfully, to model exemplary behaviors, and to challenge offensive behaviors when they occur. No student shall be subjected to harassment, intimidation, bullying, or cyberbullying. Bristol-Plymouth has adapted the Model Bullying Prevention and Intervention Plan required under M.G.L. c. 71, s. 370 to create the Bristol-Plymouth Bullying and Intervention Plan. The Bristol-Plymouth Plan is available for public perusal on the school's website. In addition, Bristol-Plymouth students, parents/guardians, staff, administration, and the Bristol-Plymouth School Committee will receive a copy of the Plan annually.

It is the policy of the Bristol-Plymouth Regional School Committee to promote a learning environment and workplace that is professional and which treats all of those who learn and work here with dignity and respect. Bristol-Plymouth will provide an environment that is safe, comfortable, and free from hostility for all who work or learn within this school community and all who enter will be treated with mutual respect and courtesy.

Bristol-Plymouth Regional Technical School will not tolerate any form of bullying and will respond to all reports of bullying in a very timely fashion. All reports, with no exceptions, will be investigated and disciplinary action will be taken as described below. If the report involves school personnel as being the aggressor, action will be taken within the guidelines of collective bargaining agreements as required. If the alleged aggressor is the Principal or designee then the investigation will be conducted by the Superintendent/designee, and if the alleged aggressor is the Superintendent then the investigation will be conducted by the School Committee or its designee. This chain of investigation is used throughout this policy. There will be no tolerance for bullying by any person against another.

All forms of bullying (including cyber-bullying), harassment, intimidation, and retaliation, as defined below, are unlawful and will not be tolerated at Bristol-Plymouth Regional Technical School. Because the Bristol-Plymouth School Committee takes allegations of any type of bullying, intimidation, harassment, and retaliation very seriously, all complaints will be responded to promptly. This applies

to students and members of the school staff, including but not limited to educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals.

## **A. Definitions**

### **Bullying (M.G.L. c.71, s.37O)**

Bullying is conduct that is repeated by one or more persons and targets another person, causing one or more of the following:

- Physical or emotional harm to the targeted person or damage to his/her property.
- Placement of the targeted person in reasonable fear of harm to him/herself or of damage to his/her property.
- A hostile environment at school for the targeted person(s).
- Infringement on the rights of the targeted person at school.
- Material and substantial disruption to the educational process or the orderly operation of the school.

### **Hostile Environment relative to Bullying**

A hostile environment is a circumstance in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the condition of an individual's education or function. The targeted individual becomes so concerned about bullying that he/she is unable to participate in, and concentrate on, academic, work and/or other school activities.

### **Cyber-bullying**

Cyber-bullying is bullying through use of cell phones, computers or other technology and includes but is not limited to conduct such as sending derogatory, harassing, or threatening email messages, instant messages, text messages, or blogs; creating websites or blogs that make fun of, humiliate, or intimidate others; and posting or sending embarrassing or inappropriate pictures or images of others. It may also include but is not limited to creating a website, blog or posting by which the creator/author impersonates another person.

### **Intimidation**

Intimidation is intentional behavior "which would cause a person of ordinary sensibilities" fear of injury or harm. It is not necessary to prove that the behavior was so violent as to cause terror or that the target was actually frightened. Intimidation may be manifested in such manner as physical contacts, glowering countenance, emotional manipulation, verbal abuse, making someone feel lower than you, purposeful embarrassment and/or actual physical assault. Behavior may include, but

is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons.

### **Harassment**

Harassment in school occurs when a person(s) behavior or inappropriate language is so severe and pervasive as to create a hostile, offensive or intimidating school or work environment by which a person(s)'s participation in school activities are adversely affected or are reasonably feared to be adversely affected. Harassment can include any unwelcome verbal, written or physical conduct which offends, denigrates or belittles any individual because of race, color, sex, gender identity, religion, national origin, disability, sexual orientation, age, economic or homelessness status, or pregnancy or pregnancy related condition. Such conduct includes, but is not limited to, unsolicited derogatory remarks, or requests for sex, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or display or circulation by any means of sexually suggestive written materials, forms of correspondence or pictures.

### **Criminal Harassment (M.G.L. c. 265, s.43A)**

Whoever willingly and maliciously engages in knowing pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress, shall be guilty of the crime of criminal harassment and shall be punished by imprisonment in a house of correction for not more than two and one-half (2 ½) years or by a fine of not more than \$1,000, or by both such fine limited to, conduct or acts conducted by mail or by use of a telephonic or telecommunication device including, but not limited to, electronic mail, Internet communications, or facsimile communications.

Whoever, after having been convicted of the crime of criminal harassment, commits a second or subsequent such crime, or whoever commits the crime of criminal harassment having previously been convicted of a violations of section 43, shall be punished by imprisonment in a house of correction for not more than two and one-half (2 ½) years or by imprisonment in the state prison for not more than ten (10) years.

Harassment can be more specifically defined as:

**Racial and Color Harassment**

Racial or color harassment includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, comments on manner of speaking, and negative references to racial customs.

**Religious (Creed) Harassment**

Harassment on the basis of religion or creed is unwelcome verbal, written or physical conduct directed at the characteristics of a person's religion or creed, such as derogatory comments regarding surnames, religious tradition or religious clothing or graffiti.

**National Origin Harassment**

Harassment on the basis of national origin is unwelcome verbal, written or physical conduct, directed at the characteristics of a person's national origin, such as negative comments regarding surnames, manner of speaking, customs or language.

**Sexual Orientation Harassment**

Harassment on the basis of sexual orientation is unwelcome verbal, written or physical conduct directed at the characteristics of a person's sexual orientation, such as negative name-calling and imitating mannerisms.

**Disability Harassment**

Includes harassment based on a person's disabling mental or physical condition and includes any unwelcome verbal, written or physical conduct directed at the characteristics of a person's disabling condition, such as imitating manner of speech or movement, or interfering with necessary equipment.

**Sexual Harassment**

Consists of unwelcome or unsolicited sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature, when such conduct unreasonably interferes with school or creates an intimidating, hostile, offensive, or uncomfortable educational environment for the student. It is sexual harassment if submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic advancement, or submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual. Such conduct, even if it occurs off school grounds, may warrant discipline, depending on the circumstances.

There are two major categories of sexual harassment recognized by the courts:

### **Quid pro quo**

Quid pro quo harassment occurs when an employee with authority or control over students offers him/her an educational benefit or educational advantage in exchange for sexual favors or gratification. Thus, either submission to, or rejection of, unwelcome sexual advances may result in quid pro quo harassment if the terms or conditions of one's education are impacted. Examples of such impact may include but are not limited to: grade manipulation, academic punishment or restriction of access to school programs or opportunities.

### **Hostile Environment relative to Harassment**

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's participation in academic or school sponsored activities. Except for extreme cases, such as grabbing in a sexual way, a single incident does not constitute sexual harassment. Usually hostile environment cases involve repeated, pervasive, and harmful incidents that are harmful to the victim's emotional well-being.

### **Teen Dating Violence Prevention (TDVP)**

Teen Dating Violence Prevention (TDVP) is designed to de-escalate the incidents of interpersonal violence and harassment. Through education, sound implementation, and effecting swift and consistent resolutions with the support of the Student Services department, attitudes and behaviors can be changed. Ultimately, the pattern of coercive control, that one person exercises over another, can be broken. 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 the law and the regulations of Bristol-Plymouth.
- Intervene and respond appropriately when acts of harassment or unwanted behaviors are observed, reported, or disclosed.
- Implement a continuous schedule of student programs to heighten awareness to reduce the incidents of harassing behaviors.

The Bristol-Plymouth administration will decide upon the disciplinary action that is appropriate as defined under the Discipline section of this Student-Parent handbook, which may include SRO involvement, as needed.

### **Retaliation**

Retaliation is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses who observe and possess reliable information about bullying. It

involves an individual “getting back at” another individual because of a belief that the individual reported bullying or provided information about it to an individual or others who may help the targeted person. An alleged aggressor may be found to have violated this anti-retaliation provision even if the underlying complaint of harassment or bullying (including cyber-bullying) is not found to be in violation with this policy.

**Complainant** – person making the complaint or charge.

**Target** – the person who has been allegedly bullied, cyber-bullied, harassed, or intimidated.

**Aggressor** – person who has allegedly bullied, cyber-bullied, harassed, or intimidated.

## **B. Acts of Bullying (Including Cyber-bullying) and Retaliation are Prohibited**

The Bristol-Plymouth Regional Technical School District prohibits bullying (including cyber-bullying), intimidation, harassment and/or retaliation as defined above both at school and under the following circumstances:

- On school grounds or any property adjacent to school grounds.
- At the bus stop or on school buses or any other school vehicle.
- At any school-sponsored, or school-related activities, functions or programs.
- Through use of any school computers, internet connection or other school-based technology.
- At a location or during activities that are not school related, or by using a private computer or cell phone, if the bullying creates a hostile environment at school for the targeted individual, infringes on the rights of the targeted individual in the school building, on the school grounds or otherwise disrupts the orderly operation of the school.

## **C. Reporting Obligations**

### **Reporting by Staff**

A member of school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisory to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying, intimidation, harassment or retaliation he/she has witnessed or become aware of to the school Principal or designee.



**Reporting by Students, Parents/Guardians, and Others**

The district expects students, parents/guardians, and others who witness or become aware of an instance of conduct violating this policy involving a student to report it to the school Principal or designee except when a reported bullying incident involves the Principal or designee or the Assistant Principal or designee as the alleged aggressor. In such cases, the Superintendent or designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim. If the Superintendent is the alleged aggressor, the School Committee, or its designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim. In all cases, reports should be made to the Principal or designee. There will be no tolerance for bullying by any person against another.

**Reporting to Parents/Guardians**

The Principal or designee must promptly notify the parent/guardian of the alleged target and the alleged aggressor of a report of bullying, intimidation, harassment, and/or retaliation and of the school's procedures of investigating the report.

**Reporting to Local Law Enforcement**

At any point after receipt of a report of conduct that is suspected of violating this policy, or during or after an investigation, if the school Principal or designee has a reasonable basis to believe that the incident may involve criminal conduct, the school Principal or designee will notify the local law enforcement agency. In addition, if an incident of this type involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the Superintendent of the Bristol-Plymouth Regional Technical School or designees will notify local law enforcement if she/he believes that criminal charges may be pursued.

**Reporting to Administration of another School District or School**

If an incident of behavior that violates this policy involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative and the Bristol-Plymouth Regional Technical School district is the first to be informed of the conduct then the Superintendent of the Bristol-Plymouth Regional Technical School District will, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

**D. Guidelines for Reporting Bullying, Cyber-bullying, Intimidation, or Retaliation**

Any individual who believes he/she has been bullied, cyber-bullied, intimidated, harassed or is the target of retaliation should report the incident to the Principal or

designee, Student Services Department or any staff member. A staff member receiving such a report will assist the student in reporting the complaint to the Principal or designee, and/or to a member of the Student Services Department. If the alleged aggressor is the Principal or designee then the investigation will be conducted by the Superintendent/designee, and if the alleged aggressor is the Superintendent then the investigation will be conducted by the School Committee or its designee. There will be no tolerance for bullying by any person against another. The Principal or designee or the Student Services staff will provide the individual with a form for reporting.

When a complaint of bullying, cyber-bullying, intimidation, or retaliation is made the following steps will be promptly taken:

### **Incidents of Bullying, Intimidation, or Retaliation**

This form is available in the Principal's office and the Student Services Office. Anonymous reports can be made to the Principal or designee in writing, by telephone at (508) 823-5151 Ext. 101 or the Student Services Department at (508) 823-5151 Ext. 115, or by emailing [bullying@bptech.org](mailto:bullying@bptech.org). An individual who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action. (Discipline will not be issued on the basis of an anonymous report in isolation).

#### **Step 1**

The complainant, or witness, or any individual aware of conduct violating this policy shall fill out a **Form for Reporting Incidents of Bullying, Intimidation, or Retaliation**. The complainant or other individual will be assisted with filling out the form if necessary. The complaint form shall be kept in a centralized and secure location in the Student Services Administrator's office if the complainant is a student. An adult employee complaining of being targeted will complete the form and submit it to the School Business Administrator. The complaint form shall detail the facts and circumstances of the incident or pattern of behavior. If a student under 18 years of age is involved, his/her parents shall be notified immediately unless, after consultation with the student, it is determined not to be in the best interest of the student. The specifics of the complaint, namely target, alleged aggressor, day of week of incident, location, time of day of incident, and reporter will be immediately added to the tracking record by the staff member receiving the completed form.

#### **Step 2**

A prompt, neutral investigation shall be completed by the Principal or designee except in cases where the Principal or designee is the aggressor. The investigator shall advise the complaining party and the alleged aggressor(s) that the investigation shall be as confidential as practicable, the importance of the need for complete honesty and that no retaliatory action will be tolerated. The investigation may consist of personal interviews with the complaining student, the alleged aggressor and any

other individuals who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. In determining whether the alleged conduct constitutes a violation of this policy, the complaint official should consider the surrounding circumstances, any relevant documents, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, Bristol-Plymouth Regional Technical School may take immediate steps, at its discretion, to protect the complainant, alleged aggressor, witnesses, or other individuals, pending completion of an investigation of the alleged aggression and may make any appropriate referrals for assistance, including but not limited to counseling, rape crisis intervention, local law enforcement, etc. Such steps may include, but are not limited to separating the parties in the school environment. The investigation will be completed as soon as practicable. The Principal or designee shall make a written report upon completion of the investigation and a copy of this report will be filed in the Student Services Office. The report shall include a statement of the investigatory steps taken and determination as to whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

### **Step 3**

Following the investigation, the investigator shall recommend what action, if any, is required. Bristol-Plymouth shall take appropriate action in all cases where the investigator concludes that this policy has been violated. Individuals who engage in conduct that is found to be in violation of this policy will be subject to discipline, however, disciplinary action taken must balance the need for accountability with the need to teach appropriate behavior. Any person who is determined to have violated this policy shall be subject to action including, but not limited to, verbal warning, written warning, reprimand, detention, suspension, expulsion, or any other remedial action including, but not limited to, training, education, or counseling. School Committee policy, state and federal law including, but not limited to, the due process protections for students with disabilities will apply.

In addition to taking disciplinary action as described above, the Principal or designee will report conduct found to be in violation of this policy to local law enforcement if it is believed that further action in the form of criminal charges may be pursued. Nothing in this policy is intended to prevent school staff from addressing and taking disciplinary action against an individual for conduct that does not meet the definition of bullying, cyber-bullying intimidation, harassment, or retaliation, as defined above, but that is nevertheless inappropriate for the school environment.

#### **D. Closing a Complaint**

In the event that it is determined that this policy has been violated, the Principal or designee will, in addition to taking disciplinary action:

- Notify the parent or guardian of the aggressor.
- Inform the complainant and parents of the complainant of the steps that have been taken to prevent further acts of aggression to the extent allowed by legal restrictions.
- Notify local law enforcement, if it is believed that criminal charges against the aggressor may be pursued.

#### **E. Confidentiality**

Bristol-Plymouth Regional Technical School recognizes that both the complaining student and the alleged aggressor have strong interests in maintaining the confidentiality of the allegations and related information. The privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as is practical, consistent with legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligation.

#### **F. Professional Development**

Bristol-Plymouth will provide professional development to all staff on an annual basis. Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and paraprofessionals.

Each year the entire staff, as listed above, will receive training on the specifics of this entire policy. The training will consist of an overview of the steps that the Principal or designee or the Superintendent when the Principal or designee is the aggressor or school committee when the Superintendent is the aggressor will follow upon receipt of a report of bullying, intimidation, harassment or retaliation, the duties of all staff members pertaining to a complaint about conduct in violation of this policy, an overview of the bullying prevention curricula, and age appropriate strategies to both prevent bullying and interventions to stop bullying incidents. All professional development offerings will provide evidence-based information on all aspects of bullying, cyber-bullying, intimidation, harassment, retaliation and behaviors which might be observed in incidents of this type. In addition, professional development will address methods to prevent and respond to conduct in violation of this policy that involves students with disabilities and appropriate methods to address this need in Individualized Education Programs (IEPs). Each year, there will be ongoing professional development that will equip the staff to create a school climate that

promotes safety, civil communication, and respect for diversity. In addition, staff responsible for the implementation and oversight of the Plan to distinguish between acceptable managerial behaviors designed to correct misconduct, instill accountability in the school setting, etc. and bullying behaviors and bullying of students by school staff. Finally, the staff will receive written notice of this policy in the Faculty/Staff handbook.

#### **G. Student Instruction on Bullying, Cyber-bullying, Intimidation, and Retaliation**

It is the belief of Bristol-Plymouth Regional Technical School that education is the mission of this school and a priority when addressing the subject of bullying, cyber-bullying, intimidation, and retaliation. All Bristol-Plymouth Regional Technical School students will receive age appropriate instruction. Instructional information about the student specific sections of this policy will be reviewed at the beginning of each school year. Individual instruction will be provided by the Health/Physical Education department faculty. All instruction will be evidence based and will use a variety of age appropriate instructional techniques, including but not limited to, guest presentations, role modeling of appropriate and healthy relationships, training in respectful communication, and the appropriate use of technology.

Additional instruction will be provided on an as needed basis if instances of behaviors violating this policy are identified. This additional instruction will be provided to students who have demonstrated a need and will be given to individuals, identified groups, classes, or the entire student body as dictated by the situation.

#### **H. Resources and Support Services**

The well-being and safety of our students is the most important aspect of student life at Bristol-Plymouth Regional Technical School. Any student or student family, who is involved in any way, as a target or as an aggressor, will be apprised of all resources available to them. The school adjustment counselors and guidance counselors will work with students and families throughout the complaint process. Referrals to the school psychologist and the social skills group will be made as necessary. The counselors will also refer students to the ELL department or Homeless Liaison as appropriate. If additional counseling is necessary, or requested, a referral to community-based services will be made at an agency with expertise with this issue and age group.

#### **I. Conclusion**

Bristol-Plymouth Regional Technical School will provide an environment conducive to education and social development. Disrespectful behavior will not be tolerated. The

district expects that all members of the school community will treat each other in a civil manner and with respect for differences. The environment will allow each individual to feel safe, secure, and socially comfortable so that he/she may concentrate on the business of learning. We understand that certain student groups may be more vulnerable to becoming targets of bullying, cyber-bullying, and intimidation. This district will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to conduct in violation of this policy.

At times, there are allegations of bullying which, upon investigation, do not meet the criteria for bullying. If the offense is not deemed to be bullying, then the Assistant Principal and the Pupil Services Administrator will evaluate the incident to determine whether the criteria for harassment is met, and if so, the harassment policy will be utilized.

#### **J. Guidelines for Reporting and Investigating Harassment**

In school systems, harassment may take many forms. The situation may be an instance of staff member to staff member, staff member to student, student to staff member, or student to student.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of:

- race
- color
- sex
- gender identity
- religion
- national origin
- disability
- sexual orientation
- age
- economic or homelessness status
- pregnancy or pregnancy related condition

Sexual Harassment:

Sexual harassment is unwelcome conduct of a sexual nature. The definition includes:

- unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program
- unwelcome sexual advances
- requests for sexual favors
- other verbal, nonverbal, or physical conduct of a sexual nature
- conduct by an employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (quid pro quo harassment) and;
- sexual assault as defined by the federal Clery Act.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, to male, female, or gender non-conforming students or employees may also constitute sexual harassment.

- In all charges of harassment, the victim should report the complaint to ensure that the subsequent investigation is focused on the relevant facts.
- Any student who believes he/she has been harassed by another student or staff member should report the incident to the Assistant Principal, Principal or designee, Student Services Department or any staff member. In the case of student-to-student harassment, it is the belief of Bristol-Plymouth Regional Technical School that education is the first step in resolving harassment complaints.
- Any student who believes that he/she has been a victim of harassment by a member of the school staff should make a report to Pupil Services Administrator, at 508-823-5151 ext. 137, or the appropriate guidance counselor, 508-823-5151 ext. 115. Harassment Complaint Forms are available in the Student Services Department or online at [www.bpotech.org](http://www.bpotech.org) or emailing [bullying@bpotech.org](mailto:bullying@bpotech.org).
- Anonymous complaints will be reviewed but are inherently difficult to investigate and may not be procedurally fair; as a result, no disciplinary action shall be taken on anonymous complaints unless verified by clear and convincing evidence. All other complaints will be reviewed based on a preponderance of evidence standard.

- Any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of harassment, bullying, or intimidation must immediately report it to the Assistant Principal and/or Pupil Services Administrator. The administrator will document any prohibited incident that is reported and confirmed, and report all incidents of discrimination, harassment, intimidation, bullying or cyber-bullying and the resulting consequences, including discipline and referrals, in accordance with state laws and regulations.
- If a situation involving a complaint of staff member to student harassment is brought to the attention of any staff member, the staff member must notify the Assistant Principal and/or Pupil Services Administrator immediately.
- In a situation involving a complaint of student to staff member harassment the staff member must notify the Assistant Principal and/or Pupil Services Administrator.
- In a situation involving a complaint of staff member to staff member harassment, the staff member must notify the School Business Administrator.

Once a charge of harassment has been made, the following course of action will be taken:

Dependent on the complainant, the Assistant Principal, Pupil Services Administrator, and/or School Business Administrator will investigate the charge through discussions with the individuals involved. In situations involving allegations against a staff member, he/she should be informed of his/her rights to have a representative or legal counsel at the time of the discussion. In situations involving students, the Assistant Principal will engage the appropriate individuals in confidential interviews. Parents may be informed of the situation. It is important that the situation be resolved as confidentially and as quickly as the circumstances permit.

In cases where the harassment is determined to be severe, persistent, when there is retaliatory behavior or when it is not resolved through the above procedure, the situation will be referred to the administration (Principal or designee, Assistant Principal) for disciplinary action.

In cases where the complainant is not satisfied with the outcome, the student has the option of filing a Harassment Complaint form with the Pupil Services Administrator.



## **K. Complaint Procedure**

When student harassment reports are filed with the Assistant Principal or Pupil Services Administrator, the following steps will be taken:

### **Step 1**

The complainant shall fill out a Harassment Complaint Form. This complaint form shall be kept in a centralized and secure location in the Pupil Services Administrator's office. The complaint form shall detail the facts and circumstances of the incident or pattern of behavior. All oral complaints will be investigated and the office receiving the complaint will promptly send to the complainant a written summary of the complaint to ensure accuracy. If a student under 18 years of age is involved, his/her parents shall be notified immediately unless, after consultation with the student, it is determined not to be in the best interests of the student.

### **Step 2**

A prompt, independent investigation shall be completed by the Pupil Services Administrator or guidance counselor within 14 calendar days from the date of the complaint. The investigator shall advise the complaining party and the alleged perpetrator(s) that the investigation shall be as confidential to the extent practicable and that no retaliatory action will be tolerated. The investigation may consist of interviews with the complainant, the alleged harasser and any other individuals who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. In determining whether alleged conduct constitutes a violation of this policy, the investigator should consider the surrounding circumstances, any relevant documents, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, Bristol-Plymouth Regional Technical School may take immediate interim steps, at its discretion, to protect the complaining student, alleged harasser, witnesses, or other students, pending completion of an investigation of alleged harassment and may make any appropriate referrals for assistance, including but not limited to counseling, rape crisis intervention, etc. Such steps may include, but are not limited to separating the parties in the school environment.

The Pupil Services Administrator shall make a written report to the school Principal or designee upon completion of the investigation. The report shall include a statement of investigatory steps taken and determination as to whether the allegations have been substantiated.

**Step 3**

The principal or designee shall determine what action or remedial conduct shall be taken.

Any student who is determined to have violated this policy shall be subject to appropriate disciplinary action.

**Step 4**

The complaining student and the alleged harasser shall be informed of the results of the investigation, including whether the allegations were found to be factual, whether there was a violation of the policy, and whether disciplinary action was or will be taken.

**L. Confidentiality**

Bristol-Plymouth Regional Technical School recognizes that both the complaining student and the alleged harasser have strong interests in maintaining the confidentiality of the allegations and related information. The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witnesses will be respected to the extent practicable.

**Non-Discrimination**

The Bristol-Plymouth School Committee is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect.

The Bristol-Plymouth Regional Technical School does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, age, economic or homelessness status, or pregnancy or pregnancy related condition in admission to, treatment or employment in its programs and activities. All students shall have equal access to the general education program and full range of any occupational/vocational education programs offered by the district. The following person has been designated to handle inquiries regarding non-discrimination policies: Melanie Shaw, Pupil Services Administrator, Bristol-Plymouth Regional Technical School, 207 Hart Street, Taunton, MA 02780; (508) 823-5151.

**Discrimination**

Discrimination consists of actions taken against another which treat them unequally because of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, age, economic or homelessness status, or pregnancy or

pregnancy-related condition. Every student is entitled to equal educational opportunities. A student may not be discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation, disability, age, economic or homelessness status, or pregnancy or pregnancy related condition.

### **Students**

For students, discrimination includes, but is not limited to, unequal treatment with regard to course registration, guidance counseling, course instruction, and extra-curricular activities and athletic programs.

Students with disabilities are protected under federal and state law from discrimination. Such students are entitled to: (1) have their programs and activities in a physically accessible location; (2) be ensured “effective communication,” including, where necessary, the provision of additional aids and services; and (3) reasonable modification of a school’s policies and practices, where necessary, to receive an equal opportunity education. Students with special educational needs may be entitled to an individualized educational program.

### **Complaint Procedure for Discrimination**

Any student or staff member who feels he or she has been a victim of discrimination because race, color, sex, gender identity, religion, national origin, sexual orientation, disability, age, economic or homelessness status, or pregnancy or pregnancy-related condition should make a report to the Pupil Services Administrator, 508-823-5151 ext. 115 or the appropriate guidance counselor, 508-823-5151 ext. 115.

### **Alternative Complaint Procedures**

In addition to, or instead of, filing a discrimination complaint through this policy, a person may choose to exercise other options, including but not limited to filing a complaint with state or federal agencies.

## **Regulations for Title IX and Chapter 622 Non-Discrimination Policies**

In accordance with state and federal law, the District prohibits discrimination on the basis of sex, race, color, national origin or religion in all educational activities and programs operated by Bristol-Plymouth Regional Technical School.

Inquiries regarding compliance with Title IX may be directed to:  
Title IX Coordinator, Melanie Shaw  
Pupil Services Administrator  
Bristol-Plymouth Regional Technical School  
207 Hart Street  
Taunton, Massachusetts 02780  
Phone: 508-823-5151 ext. 137 or 115  
mshaw@bptech.org

In addition, the following grievance procedure has been established for complaints of sexual harassment:

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in educational programs and activities. The new regulations define sexual harassment as:

1. "An employee of the recipient [school district] conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;" or
2. "Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity;" or
3. Sexual assault, dating violence, domestic violence or stalking, as defined by federal law.

### **Step I**

The Title IX Coordinator meets with the alleged victim to discuss supportive measures and the process for filing a formal complaint.

### **Step II**

The Title IX Investigator (Assistant Principal) leads the investigation after the formal complaint is filed in place and written notice is given to the involved individuals and their parents/guardians. The Title IX Investigator gathers and reviews evidence, and prepares an investigative report; the involved individuals and their parents/guardians review and respond to the report.

### **Step III**

The Decision-Maker (Principal) provides a copy of the report to both the Complainant and Respondent and opportunity for involved individuals and their parents/guardians to prepare written questions to be answered by the other party. The Title IX Decision

Maker makes an impartial determination as to whether the alleged conduct occurred.

### **Appeal**

Either party may appeal the matter to the Superintendent of Schools on the following grounds:

- i) Procedural irregularity that affected the outcome;
- ii) New evidence that was not reasonably available at the time the determination was made
- iii) Title IX Coordinator, investigator or decision maker had a conflict of interest or bias

The Superintendent shall issue a written decision concerning the appeal within ten school days of receipt, unless extended for good cause.

### **Informal Resolution**

The student may also seek an informal resolution of the complaint in lieu of filing formal complaint, after providing written notice of the allegations, the circumstances under which it precludes resuming a formal complaint from the same allegations and other relevant information.

The informal resolution procedure is not available for allegations of sexual harassment of a student by an employee.

## **Hazing**

### **MASSACHUSETTS GENERAL LAWS, CHAPTER 269**

#### **SECTIONS 17 AND 18:**

Section 17. Whoever is a principal or organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars (\$3,000) or by imprisonment in a house of correction for not more than one (1) year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections 17 and 18, 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 each student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18. Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such crime, to the extent that such person can do so without danger or peril to himself or others, should 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.

## School Safety & Security

### Safety

Safety is habit forming and is always noticeable in the work habits of the accomplished worker. Good safety habits are intended as insurance against needless loss of time and money, as well as protection against serious accidents. Each shop has posted its own set of safety rules. It is the responsibility of each student to know thoroughly and to observe the safety rules of the department. Make proper use of all safeguards that are provided for student protection.

**SAFETY GLASSES MUST BE WORN IN ALL SHOPS AS REQUIRED BY MASSACHUSETTS STATE LAW. SHADED OR TINTED SAFETY GLASSES ARE NOT ALLOWED. ONLY CLEAR LENSES ARE ALLOWED. ALL SAFETY GLASSES MUST MEET ANSI STANDARD.**

All incoming 9<sup>th</sup> grade students will be issued safety glasses to be used by them throughout their years at Bristol-Plymouth. No other safety glasses will be issued at the school's expense. If a student desires a replacement pair of safety glasses, the glasses are available for purchase in the School Store.

Shop dress (uniforms, shoes, hair length, etc.) must conform to the safety regulations of that shop. Students are to report all injuries to their teacher immediately, and an accident report must be completed by the teacher. Shop shoes are for shop use only and must be provided by the student.

All students must be able to participate in the technical program in order to attend school and earn credit on shop days. Illness or injury may impact a student's ability to participate in their technical program. If a student's safety or ability to participate is questioned, he/she will be removed from shop until cleared by the school nurse. The nurse may require the student to obtain specific instructions, pertaining to participation from a physician. A form, outlining shop limitations, will be provided to the student for physician completion.

Students will be sent home if the school determines that they pose a danger to themselves or others. A note from a health care provider (medical doctor, psychologist, psychiatrist, etc.) may be required before the student can return to school. Students returning to school after a lengthy absence for reasons including but not limited to illness, suspension or safety concerns will be required to be accompanied by a parent or guardian at a re-entry meeting.

## **Video Surveillance**

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

## **Physical Restraint Policies and Procedures**

You are protected from the use of force by school employees except under these four conditions when such force is considered "reasonable and necessary (1) to quell a disturbance, (2) to obtain possession of weapons or other dangerous objects, (3) for the purpose of self-defense, and (4) for the protection of persons and property".

Physical restraint, including prone restraint where permitted, shall be considered an emergency procedure of last resort and shall be prohibited in public education programs except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances. All physical restraints, including prone restraint where permitted, shall be administered in compliance with 603 CMR 46.05.

Physical restraint shall not be used:

- As a means of discipline or punishment.
- When the student cannot be safely restrained because it is medically contraindicated.
- As a response to property destruction, disruption of school order, a student's refusal to comply with a rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm.

- As a standard response for any individual student.
- Physical restraint shall be limited to use of such reasonable force as if necessary, to protect a student or another member of the school community from assault or imminent, serious, physical harm.

Bristol-Plymouth Regional Technical School shall develop and implement written restraint prevention and behavior support policy and procedures consistent with 603 CMR 46.00 regarding appropriate responses to student behavior that may require immediate intervention. Such policy and procedures shall be annually reviewed and provided to program staff and made available to parents of enrolled students.

Bristol-Plymouth Regional Technical School shall determine a time and method to provide all program staff with training regarding the program's restraint prevention and behavior support policy and requirements when restraint is used. Such training shall occur each school year and, for employees hired after the school year begins, within a month of their employment.

At the beginning of each school year, the Principal or designee shall identify program staff who are authorized to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. Such staff shall participate in in-depth training in the use of physical restraint.

Only personnel who have received training pursuant to 603 CMR 46.04(2) or 603 CMR 46.04(3) shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint. The training requirements contained in 603 CMR 46.00 shall not preclude a teacher, employee or agent of Bristol-Plymouth Regional Technical School from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

A person administering a physical restraint shall use only the amount of force necessary to protect the student or others from physical injury or harm. A person administering physical restraint shall use the safest method available and appropriate to the situation subject to the safety requirements set forth in 603 CMR 46.05(5). Floor restraints, including prone restraints otherwise permitted under 603 CMR 46.03(1)(b), shall be prohibited unless the staff members administering the restraint have received in-depth training and, in the judgment of the trained staff members, such method is required to provide safety for the student or others present.

All physical restraint must be terminated as soon as the student is no longer an immediate danger to himself or others, or the student indicates that he or she cannot breathe, or if the student is observed to be in severe distress, such as having difficulty



breathing, or sustained or prolonged crying or coughing.

After the release of a student from a restraint, Bristol-Plymouth Regional Technical School shall implement follow-up procedures. These procedures shall include reviewing the incident with the student to address the behavior that precipitated the restraint, reviewing the incident with the staff person(s) who administered the restraint to discuss whether proper restraint procedures were followed, and consideration of whether any follow-up is appropriate for students who witnessed the incident.

Legal Ref: 603 CMR 46.00

### **Student Identification Cards**

Each student will be issued a student identification card on a school issued lanyard upon entering as a new student, as well as each subsequent school year. The student must have their I.D. card with them during the school day. This student I.D. card is used to obtain/purchase a breakfast and/or lunch each day, scanned for library resources, and bathroom access in the main hallway. The student must present their I.D. card upon request by administration, teaching staff, or other appropriate staff to assist with the security of the facility.

I.D. cards are required to be visible at all times during the school day and must be worn appropriately around the neck area when walking around the school campus. Students that are on a shop cycle are permitted to remove their I.D. cards for safety purposes (this also applies for when students are doing “outside jobs” around the building.) Upon students leaving the shop, students are required to wear their I.D. card in all common areas of the school.

On school field trips, the use of I.D. cards is at the discretion of the field trip organizer(s) and chaperone(s).

If the student loses their identification card, they will report to the main office where they will be issued one additional ID card at no charge. Students will receive one replacement per school year, then a fee of \$3.00 will be charged for each subsequent time a new I.D. card is requested.

### **Visitors**

Students are not allowed to bring visitors to school. School visitors place hardship on both teachers and students. Parents are always welcome, but must make an appointment to see a teacher or an administrator.

Visitors will be admitted after ringing the doorbell to gain access. All visitors to the school must check in at the front desk and provide a picture ID. For security reasons,

visitors must wear the visitor pass provided during their time in the building. Visitors must check out at the front desk before leaving the building.

Visitors traveling within the building will be escorted by a guide.

### **Fire/Emergency Procedure**

Our goal is to achieve a very rapid and safe evacuation of the building. Evacuation drills are for your protection. The following regulations will be strictly enforced.

- All staff and students must leave the building during evacuation drills.
- Maintain absolute silence so that directions from fire officials and/or teachers may be clearly understood.
- When outside, remain with your group to expedite attendance and wait quietly for re-entrance according to the instructions of your teacher.
- At no time should students go to vehicles.

### **Lockdown/Shelter-in-Place**

When it becomes necessary for all staff and students to remain locked in classrooms and offices due to a situation in the community or on school grounds, the Principal or designee may initiate a lockdown or shelter-in-place. The procedures for lockdowns and shelter-in-places will be developed by the School Crisis Team and disseminated by the school staff.

### **Asbestos Management Plan**

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act).

Asbestos Management Plans have been developed for Bristol-Plymouth Regional Technical School. These plans are available and accessible to the public at the school office.

## **Course Requirements**

### **Academic Course Requirements**

Every student at Bristol-Plymouth RTHS is required to enroll in 4 years of English, Mathematics, Science, Social Studies, and Enrichments. During the academic school year, a one-week-on/one-week-off modified block schedule is utilized. This allows students to enroll in a variety of electives that supplement their core academic and technical studies.

## Technical Requirements

Shop hours are awarded to students who have successfully completed all graduation requirements. Partial hours are not awarded to students who have not graduated. Students in grades 10, 11, & 12 must meet these requirements and must receive a final passing grade in order to receive credit for shop.

In order to receive a vocational/technical certificate and a high school diploma, a student must earn 20 credits/year in grades 10, 11 and 12. Therefore, no shop changes will be allowed after term one of the sophomore year (unless approved by the Principal or designee, due to extreme circumstances, or in the case of severe hardships). Credits are awarded for completing 250 technical hours in grade 9 and 500 technical hours in grade 10, 11 and 12.

## Report Cards

Report cards are issued four times a year during the months of November, February, April, and June. Progress reports will be issued mid-term to students who are in danger of failing.

Report cards indicate a student's achievement and progress in school. Whenever a student's achievement or progress is unsatisfactory, a conference with the teacher is advisable.

## Grading System

Calculation of the GPA using weighted grades correlated to course difficulty:

Grade	Honors/AP	Advanced	Standard
A+	5.3	4.8	4.3
A	5.0	4.5	4.0
A-	4.7	4.2	3.7
B+	4.3	3.8	3.3
B	4.0	3.5	3.0
B-	3.7	3.2	2.7
C+	3.3	2.8	2.3
C	3.0	2.5	2.0
C-	2.7	2.2	1.7
D+	2.3	1.8	1.3
D	2.0	1.5	1.0
F	0	0	0
NC	0	0	0
NCA	0	0	0

Student transcript GPA calculations will not include courses currently in progress. Transcript GPAs will be updated after the conclusion of a completed course.

### **Valedictorian, Salutatorian, and Top-Ten Student Selection Criteria**

For the purpose of the graduation ceremony and school scholarship selections, the class valedictorian, salutatorian, and top-ten students will be decided after the conclusion of Semester 1 of the senior year of classes. Selection will be based upon a student's overall weighted GPA; including Semester 1 academic grades as well as Semester 1 vocational-technical courses that are in progress.

### **Incomplete Grades**

At the end of a grading term, students that have incomplete assignments that may be completed for credit will receive a current grade and an "INCOMPLETE GRADE" comment on their report card. Students will have up to ten days from the original due date of the assignment (per discretion of the instructor) unless waived by the Program Administrator and the Pupil Services Administrator.

### **Make-Up Policy for Missed Assignments**

When a student is absent from school for any reason, it is the student's responsibility to acquire missed assignments upon his/her return to school. **Students must meet with their teachers upon return to school to determine the teachers' policies and requirements for makeup.** At this time, teachers will also inform the student of which days they are available for student assistance and makeup.

Incomplete or missed assignments not made up within the amount of time allowed by the teacher may result in no credit except in extenuating circumstances as approved by the Program Administrator and the Pupil Services Administrator.

### **Honor Roll**

To qualify for the Honor Roll a student must:

- Earn a "B" or above in shop.
- Earn a "B" or above in every academic class.

### **Promotion/Graduation Requirements**

The following table indicates the credit requirements for promotion to each grade.

For more detailed information regarding course sequences, credits and course descriptions, please consult the school's Program of Studies.

Grade	Credits
9	40
10	80
11	120
12	160

Academic credits are awarded by semester. Shop credits are awarded by successfully completing the full school year.

Scheduled block classes = 2.5 credits / semester

Scheduled period classes = 1.25 credits / semester

Shop = 20 credits / year

A student must accumulate the required number of credits each year. All failures and/or missed credits must be made up in a program approved by the Principal or designee previous to promotion to the next grade level. Students must pass all classes to be promoted to the next grade.

Credits for shop will be issued on a yearly basis. Shop hours are awarded to students who have successfully completed all graduation requirements. Partial hours are not awarded to students who have not graduated. Students in grades 10, 11 and 12 must meet these requirements and must receive a passing grade in three marking periods in order to receive credit for shop. Credits for all other courses will be issued on a semester basis.

Any student who fails to fulfill promotion/graduation requirements will be subject to an administrative review to determine appropriate placement for the following school year. The administrative review team is appointed by the Principal or designee on an annual basis.

Students who fail in their technical area for the year will be required to repeat the entire technical and academic year to earn the necessary credit for promotion. The same shop placement may not be available to the student and an alternate shop placement may be assigned. If this occurs, the student and his/her parent/guardian agree that the student may not be eligible for a particular shop certification, license, or co-operative educational experience.

If a student does not meet their academic promotion/graduation requirement, they must make-up failed academic courses through attending a winter and/or summer credit recovery program for the same subject. Bristol-Plymouth RTS students must make-up failed English, Math, Science, Social Studies, Spanish, and required Physical Education/Health courses in school sessions immediately following the failure(s).

Should there be extenuating circumstances, an appeal of this process may be made in writing to the Principal or on or before June 30<sup>th</sup>. If a student must attend a school program that is off-site, the course must have prior approval from the Pupil Services Administrator or the Program Administrator. All summer school grades from a MA public school official transcript are due to the guidance department prior to the first day of the new school year. Failure to do so may result in retention.

The Massachusetts Department of Elementary and Secondary Education instituted regulations regarding graduation requirements related to the MCAS test. The criteria are as follows:

For the MCAS English Language Arts, Mathematics and Science and Technology/Engineering Tests:

- All students must meet the DESE expectations categories on each of the three tests.
- If a student does not meet the DESE expectation categories, he/she will need to take a retest until they meet the DESE expectations and/or fulfill the requirements of an Educational Proficiency Plan (EPP).

The intent of these changes is to increase the likelihood that graduates of Massachusetts high schools have the knowledge and skills needed to succeed in college and/or in today's workforce. If your child does not meet the DESE expectations on any of the 10<sup>th</sup> grade ELA, Math and/or 9<sup>th</sup> grade Science and Technology/Engineering MCAS, we will develop an Educational Proficiency Plan (EPP). This plan will guide him or her toward reaching proficiency in a specific academic area. This plan is designed to allow your child to meet the MCAS requirements for graduation as prescribed by the state of Massachusetts. A student must participate in a MCAS support remediation program in their junior year if he/she did not meet the DESE expectations rating on their 10<sup>th</sup> grade ELA or Math MCAS tests or their 9<sup>th</sup> grade MCAS Science test. These programs may take place before or after school, Saturdays, school or summer vacation weeks, pending funding.

Students who have met all of our local requirements and have met the required state scaled scores for MCAS or successfully completed an EPP (Educational Proficiency Plan) will be granted our traditional high school diploma. Students who have fulfilled all of our local requirements and have not passed the requisite state assessments at the time of graduation will be granted a Certificate of Attainment. It is our recommendation that both groups of students participate in the graduation ceremonies with no implied or stated distinction made between the two categories of graduates. If, after graduation, we receive passing MCAS scores for students who heretofore received Certificates of Attainment, those students will be issued High

School Diplomas as soon as the favorable test results are received. We believe this process to be fair and equitable especially when considering that MCAS retest results are not expected to be available until after the traditional graduation ceremonies have commenced.

The Massachusetts Department of Elementary and Secondary Education criteria (subject to change) for the awarding of a Certificate of Attainment, is provided below:

**Criteria**

- Complete a program of study prescribed by the school committee or IEP, if applicable, which satisfies all local graduation requirements, including local attendance requirements, satisfactory grades and course completion.
- Satisfactorily participate in the tutoring and other academic support services made available by or approved by the school under an individual student success plan, an IEP, or under any other plan designed to strengthen the student's knowledge and skills of the learning standards of the subject(s) at issue.
- The student must take the grade 10 MCAS examination in each subject area in which the student did not achieve a passing score at least three times.

All requirements for graduation must be completed prior to the graduation ceremony in order for the student to participate in the exercises. These requirements include:

- Earned all credits necessary for graduation.
- Completed time requirements in both academic and technical areas.
- Met all obligations including but not limited to financial, educational materials and/or athletic equipment.

The student who enters Bristol-Plymouth in his/her sophomore, junior or senior years must meet the above requirements as determined by his/her transcript from the sending school.

## **Graduation Participation**

Students who have not met all obligations (financial, educational materials and/or athletic equipment) may not be allowed to participate in senior activities including but not limited to awards ceremonies, proms, senior breakfast, graduation rehearsal and graduation ceremony.

## Homework

Study periods are not provided in the daily class schedule, so parents should be aware that homework responsibilities can only be accomplished at home. Students should be aware that it is suggested that all teachers assign homework every night and that homework grades comprise a percentage of each student's final term grade.

In an effort to improve student performance in meeting curricular standards, Bristol-Plymouth offers before and after-school homework help programs to all students in need of extra support and especially to those students who are at-risk of failing. Any student may use the programs. Students do not need to sign up in advance of their participation. Students independently go to the library with the materials they need and the assignments/projects they wish to complete. Students sign in and complete a form that includes: content area, content teacher, assignment/activity description, time in and time out. This form will be reviewed by a teacher in the program and copies will be distributed to: the content teacher, the program administrator, and the parent.

Parents/guardians are notified of their child's attendance by receipt of the pink copy that is sent home with the student. The programs start in mid-September and continue through June. It is required that students stay for the entire time with the exception of students whose parents have arrived to provide transportation or are going to another approved school activity, (athletic team member or club meeting).

## Course Selection

Guidance counselors meet with the students in their caseload during the Spring Semester to preview the following year's course selection opportunities along with teacher recommendations for level, based upon achievement during the year. The course selections made in the Spring Semester should be considered final as the planning for faculty and classroom space is based upon the number of students approved for each course. The signatures of a parent and student are required and indicate the courses have been selected with care and represent the program selection for the next academic year. Schedules are subject to change according to enrollment.

Please note that teachers, counselors and parents are all involved in the initial course selection process prior to the start of each school year. Due to the fact that course selections are based upon careful consideration and recommendations that reflect a student's past achievement, course changes may be considered on an individual basis. The deadline for students to switch classes upon entering school in the fall is



October 1<sup>st</sup> of each year, unless there are extenuating circumstances that will be reviewed by the Principal, and or designee.

### **Advanced Placement Classes**

Bristol-Plymouth is dedicated to promoting the success of our students by offering Advanced Placement courses. The Advanced Placement courses are college-level curriculum that requires an end-of-year exam through College Board. It is the expectation that all students in these programs be required to take the AP exam as feedback for curriculum modification and offer students the opportunity to receive college credits. Any student who does not complete or take the exam and is enrolled in an AP course will be held financially responsible for each exam.

### **Exploratory and Shop Placement Program**

All ninth-grade students will participate in the Exploratory Program, a three-phase technical experience designed to help them learn about their talents and interests relative to a variety of technical programs. In addition, technical program instructors evaluate students during the Exploratory Program.

The Exploratory Program schedule is as follows:

#### **Phase I: Exposure**

Students initially are exposed to all technical programs for in each program during their first technical week of school. At the conclusion of the week, students select technical areas (in order of priority) which they want to learn more about during Phase II: The Exploratory Phase.

#### **Phase II: Exploratory**

Students will explore eight technical areas based off of their shop selections for approximately one week each. Efforts are made to allow students to explore non-traditional programs as well as programs that align with the results of a student's career interest inventory. Technical instructors will evaluate students during each shop week.

#### **Phase III: Permanent Placement**

Each student selects his/her technical program of choice, as well as a second and third choice from the eight explored programs. Students are admitted into the technical program of their choice based on the final average of their exploratory scores (60 %), academic grades (30%), attendance (5%), and conduct (5%) throughout the first semester of freshman year.

## Health & Physical Education

### Health

Using an integrated approach, units dealing with sex education will be covered as a component of our Health curriculum. Reproduction content could also be covered in other classes e.g. biology and anatomy and physiology.

In accordance with state and federal law, the District shall provide age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco, bullying, and drug prevention education programs in grades K-12.

The alcohol, tobacco, and drug prevention program shall address the legal, social, and health consequences of alcohol, tobacco, and drug use, with emphasis on nonuse by school-age children. The program also shall include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or drugs.

In accordance with Chapter 71, Section 32A of the General Laws of Massachusetts, please be informed that you may exempt your child from participating in curriculum activities including completion of the Massachusetts Youth Risk Survey, which involve human sexual education or human sexuality issues. This policy affords parents or guardians the flexibility to exempt their child from any portion of said curriculum through the written notification to the school Principal or designee. No child so exempted shall be penalized by reason of such exemption.

Program materials shall be made accessible to parents and guardians through the curriculum office.

### Physical Education

By exposing each student to physical education fitness activities, good health practices and recreational pursuits, Bristol-Plymouth will contribute to the development of each student's physical and mental health.

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

The standards are:

- Proper uniform: sneakers and appropriate physical education attire.

- An attitude of willingness to cooperate in the activity planned.
- Compliance with all school policies related to physical education.

All students participate in the physical education program, each year, as a State graduation requirement. Students are required to maintain a passing grade for physical education. Students who fail physical education for a semester will be required to attend a summer school or successfully complete an alternative program approved by the Principal or designee.

Students are required to wear appropriate gym uniforms and sneakers for all physical education classes. All students have access to a locker in which to secure their clothing and other belongings during physical education class. Students are encouraged to secure their valuables with their instructor. Locks are available through the physical education office. In the event that a student does not utilize a locked locker for his/her belongings and returns to find an item(s) missing, the student and/or parent/guardian will not hold the teaching staff or Bristol-Plymouth RTSD liable.

Students are to report to gym class as scheduled. If the gym instructor feels that you are unable to participate, he/she will then send you to the health office. All gym excuses must be dated, one copy to the school nurse, one copy to the gym instructor. In the event of extended inability to participate in physical education, every attempt will be made to provide an alternative program through an adaptive physical education program. A doctor's certificate is required if a student is to be excused from participation in gym classes for longer than three (3) days.

## **Student Records**

Student Record Regulations adopted by the Board of Education apply to all public elementary and secondary schools in Massachusetts. (They also apply to private day and residential schools that have state approval to provide publicly-funded special education services.) The regulations are designed to ensure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law.

The regulations apply to all information kept by a school or school district on a student in a way that the student may be individually identified. The regulations divide the record into two parts: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades,

credits, and grade level completed. The transcript is kept by the school district for at least sixty (60) years after the student leaves the system. The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results; class rank; school-sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information. The temporary record is destroyed within seven (7) years after the student leaves the school system.

The following is a summary of the major provisions of the Student Record Regulations concerning the rights of parents and eligible students.

### **General Provisions**

The student record contains all information concerning a student that is kept by the school district and which personally identifies the student. For purposes of these procedures, custodial parent refers to a divorced or separated parent who has physical custody of the child, and the non-custodial parent is the parent who does not have physical custody of the child. Non-custodial parents may not be eligible to access their child's student record, or may have to follow certain procedures in order to access the student record.

The rights outlined below may be exercised by the custodial parent(s)/guardians(s) for a student under the age of 14 years, or jointly by the student and custodial parent(s)/guardian(s) of a child over the age of 14 years. A student over the age of 14 is called "an eligible student". A student 18 years or older may, in writing, deny his custodial parent(s)/non-custodial parent(s) access to his/her student record, with the exception of transcripts, report cards, progress reports and attendance record.

### **Inspection of Records**

Each eligible student and custodial parent/guardian, except as limited herein for certain parents, has the right to see the student record for that student within two (2) days of submitting a written request to see the records. Copies of any records may be obtained upon request and shall be provided within two (2) days of the request. The District may charge for the cost of reproducing copies. The parent and eligible student may request to have parts of the record interpreted by a qualified professional from the school, or may invite anyone else of their choice to inspect or interpret the record with them.

### **Confidentiality of Record**

- The student's record is available to authorized school personnel who work directly with the student, or administrative/clerical personnel who need to have

access to records in order to carry out their responsibilities. The term “authorizes school personnel” includes, but is not limited to, administrators, teachers, counselors, therapists, paraprofessionals, administrative office staff and clerical personnel. Authorized school personnel included those employed by the District or under contract with the District as an independent contractor. Authorized school personnel do not need permission to see student records.

- No information in the student’s record is available to anyone outside the school system without written permission from the eligible student and/or parent and/or guardian, unless the requesting party is listed an exemption as provided by the Student Records regulations. Exceptions to the requirement of written permission include, but are not limited to, a probation officer, court order, subpoena, where health or safety requires the disclosure of student information/records or upon transfer to another school district. However, eligible students and/or their parents/guardians will generally be notified before these records are released. A written release must be signed to have any part of the school record sent outside the school. This includes, but is not limited to prospective employers, other technical school, and colleges.
- All student-related information – whether spoken, written or in electronic format – involving academics, discipline, attendance, family, special needs or other educational records is strictly confidential.

### **Amendment of Record**

An eligible student and parent/guardian have the right to request to add relevant information to the student’s record as well as the right to request removal of information believed to be untrue or incorrect. They are entitled to meet with the Principal or designee to discuss their objection to information that is in the record, and to receive a written decision. A parent or eligible student who is not satisfied with the Principal or designee’s decision may appeal to higher authorities in the school district.

### **Change of Student Information**

Please notify the Student Services Department immediately of any change in student information, for example: change of guardian, address or cell, home or work telephone number. Proof of residency may be requested at any time. Proof of residency may include a copy of lease, rental agreement, or mortgage statement.

### **Directory Information Notice**

Bristol-Plymouth Regional Technical School has designated certain information contained in the education records of its students as directory information for the purposes of the Family Educational Rights and Privacy Act (FERPA) and the Student Record Regulations at 603 CME 23.00 et seq.

The following information regarding students is considered directory information: (1) name, (2) address, (3) phone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees, honors and awards received, (10) post high school plans of the student.

Directory information may be disclosed for any purpose at the school's discretion, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA and 603 CME 23.00 et seq.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with:

Pupil Services Administrator, Melanie Shaw  
Bristol-Plymouth Regional Technical School  
207 Hart Street  
Taunton, MA 02780

This must be filed on or before the first day of October.

In the event a refusal is not filed, it is assumed that neither a parent of a student or eligible student objects to the release of the directory information designated.

### **Rights of Certain Divorced or Separated Parents**

It is necessary for divorced parents to submit a copy of the custody agreement or order, and any subsequent changes made thereto, to the District so that District personnel may identify which of the parents has physical custody of the child. The non-custodial parent may access his/her child's record unless:

- The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student, and the threat is specifically noted in the order pertaining to custody or supervised visitation.
- The parent has been denied visitation.
- The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.
- There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

The District shall place in the student's record any documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a)

### **Non-Custodial Parent Access**

In the case of a non-custodial parent who is eligible to access the student record, i.e., does not fit any of the four (4) categories above, the non-custodial parent must submit a written request for the student record to the Pupil Services Administrator. Upon receipt of the request, the Pupil Services Administrator shall immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the administrator with documentation that the non-custodial parent is not eligible to obtain access as set forth above.

When the student record is released to the non-custodial parent, the school will delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records will be marked to indicate that they shall not be used to enroll the student in another school.

### **Withdrawal from School**

Any student wishing to discontinue classes at Bristol-Plymouth RTS visit the Student Services Department for completion and signature of both the *Records Release* and *School Leaver* forms. Any student withdrawing from Bristol-Plymouth who has an unmet obligation (books, money for materials, cafeteria debt, any shop repair bills, etc.) could be subjected to legal actions.

### **Notice on Transfer to Other Schools**

Pursuant to 603 CMR 23.07(g), notice is hereby given to parents and eligible students that the District forwards the complete school record of a transferring student to schools in which the student seeks or intends to enroll. Such transfer of records takes place without consent of the parent or eligible student.

### **Destruction of Records**

- Notice is hereby given that the temporary record of a student will be destroyed no later than seven (7) years after that student transfers, graduates or withdraws from the school system. When the student transfers, graduates or withdraws from school, and if the eligible student or the parent/guardian want the temporary record, they must request, in writing, prior to the last day of

school, that the documents be provided to them. No additional notice, other than this Notice in the handbook, will be provided to the student or his parent/guardian of such destruction.

- In addition, each year, the Principal or designee and/or teachers and/or other service providers may destroy the following documents that are considered part of the student's temporary record: disciplinary records (other than documentation of suspensions or expulsions or exclusions), any notes from the parent/guardian or other documents concerning absences, early dismissals, late arrivals, as well as examples of student work. If the eligible student or the parent/guardian want those records, they must request, in writing, prior to the last day of school that the documents be provided to them, rather than this notice in the handbook, will be provided to the student or his parent/guardian of such destruction.

## Student Services

The Student Services Department provides a continuum of services that compliment and support regular education programming. These services range from guidance and career counseling, adjustment counseling, school psychologist evaluation and support, Cooperative Education, Student Support Team, Title I, English as a Second Language support, Special Education evaluation and programming and 504 Accommodation Plans.

Counseling services are available to all students and parents. Students in Grade 9 are assigned to one counselor. Students in grades 10-12 are assigned to the same counselor for three (3) years. Both group and personal conferences are arranged in an attempt to meet with each student regularly. Meetings may be designed to discuss student interests, abilities, course selection, educational/technical opportunities, employment opportunities, or personal/social concerns. Students are encouraged to arrange to see their counselor whenever the need arises.

The Student Services Department provides information, services and materials for students and parents. Information available includes online career and college readiness resources, applications, employment and occupational information, scholarship and financial aid booklets, armed services brochures, and College Board test information.

Guidance personnel arrange for college and career speakers at various times throughout the year. Counselors also coordinate the local scholarship program. Evening programs are conducted each season on topics related to financial aid and the college application process. Parents are welcome to contact counselors via-email, make phone inquiries, or to arrange for individual consultation.



## Academic and Technical Scholarship Application Process

Bristol-Plymouth is asked to award scholarships on behalf of many organizations. By completing an application, senior students become eligible for a variety of both academic and vocational scholarship awards. Selection is based on the complete application, financial need, and possible other criteria determined by the individual organization. Completed applications must be submitted to the guidance department by the selected deadline each year.

Guidance Department Personnel and Case Loads:

Marc Montesano	All Grade 9 Students
Andrea Trottier	School Adjustment Counselor
Grades 10 – 12	
Tina Bennett	Business & Applied Technologies, CAD/CAM, Community Health, Cosmetology, Electricity, Engineering, Graphic Design
Sarah Butters	Automotive Technology, Biotechnology, Carpentry, CNT, Dental Assisting, Early Childhood Education
Marjorie Magny-Black	Collision Technology, Culinary Arts, Design and Visual Communications, HVAC, Metal Fabrication, Plumbing

## College Testing Programs

The most widely-used tests for college acceptance are the Preliminary Scholastic Aptitude Test (PSAT) and the Scholastic Aptitude Tests (SAT reasoning test and SAT special subject tests) and the American College Testing Program (ACT).

These tests are usually taken during the junior and senior years. To gain experience, an increasing number of students have opted to take the PSAT in their sophomore year for a fee. Students who have completed geometry should be prepared to take the PSAT. The junior year PSAT serves to qualify for National Merit Scholarships.

Typically, students take the SAT reasoning test in the spring of their junior year and repeat the same in the fall of the senior year. SAT subject tests, formally called Achievement Tests, are required by some colleges. SAT subject tests may be utilized for admission placement and/or exemption from freshmen college/university courses.

Students with disabilities may be eligible for accommodations on PSAT, SAT and ACT. If you believe you are eligible for and are interested in receiving accommodations, please see your guidance counselor or special education consultant to apply for accommodations before you register.

Currently, Bristol-Plymouth is not a testing center for the SAT or the SAT Subject tests, with the exception of students approved for special testing accommodations due to a disability. Guidance personal, however, provides all necessary forms and practice booklets for PSATs and online resources for the SATs. Students may elect to take these tests at a convenient test center on designated Saturdays throughout the school year. Places and dates for these tests are provided through the Career Center. Registering to take these tests is typically done on-line at [www.collegeboard.com](http://www.collegeboard.com). Some colleges may prefer the ACT offered by the American College Testing program. More information on the ACT can be found by going to [www.act.org](http://www.act.org). Students with questions about college admission tests should contact their guidance counselor.

### **Early College/Dual Enrollment Programs**

Students planning to enter into Early College/Dual Enrollment programs in lieu of enrollment in courses offered at Bristol-Plymouth RTS must request and obtain permission from Bristol-Plymouth RTS prior to enrollment. College course selection will be reviewed by the Program Administrator and the Pupil Services Administrator in order to verify alignment with Bristol-Plymouth RTS's high school graduation requirements. Students must submit to the Student Services Department verification of enrollment at the college at the beginning of the year and official college course transcripts at the end of every semester. Any changes to college course selection during enrollment must be approved by Bristol-Plymouth RTS.

### **Recruiting Information (Armed Forces Recruiter Access to Students)**

According to the provisions of the Elementary and Secondary Education Act (ESEA Section 9528), schools are now required to provide students' directory information upon request to military recruiters and/or institutions of higher education. If you do not want your son or daughter's name, address and telephone number to be released to third parties, please notify the Student Services Department in writing by October 1<sup>st</sup>.

### **Registering for the Draft**

All 18-year-old males are required by law to register for the Selective Service. Information is available at the Student Services Office, at the Post Office and online at: [www.sss.gov](http://www.sss.gov). Failure to register for the Selective Service may adversely affect financial aid for post-secondary education.

## **Eighteen-Year-Olds**

An eighteen-year-old student who wishes to exercise his/her legal rights as an adult with regard to his/her education must make such request in writing to the school Principal or designee or Superintendent, who shall designate the student's guidance counselor to schedule an appointment with the student. The guidance counselor will meet with the student to complete the appropriate form, upon showing official documentation (birth certificate, passport, driver's license). Once the form is completed, a letter describing the student's request to act on his/her own behalf, along with the student handbook guidelines, will be mailed to the parent(s)/guardian(s), and the student's school record will reflect his/her 18-year-old status.

Students who are eighteen (18) years old are responsible for adhering to the attendance policy and all other procedures outlined in the student handbook.

With regard to dismissals and any activity that may adversely affect a student's attendance record or jeopardize promotion or graduation, the Student Services Department reserves the right to contact the parent to review the attendance/academic record, determine the legitimacy of a dismissal request, and to approve or deny such a request.

## **Suicide Prevention**

Protecting the health and well-being of all students is of utmost importance at Bristol-Plymouth. Bristol-Plymouth's school counselors screen grades 10 and 12 students annually and follows a school-based curriculum designed to increase adolescents' awareness and knowledge about depression and suicide. The curriculum is designed to enhance students' ability to recognize signs and symptoms of depression and suicide, as well as increase their coping strategies and ability to seek out resources for support.

The School Adjustment Counselors serve as points of contact for students in crisis and refer students and families to appropriate community resources. When a student is identified as being "at risk," they will be assessed by the School Adjustment Counselor(s) who will work with the student and his/her family to help them connect to appropriate local resources. Students will have access to national, state, and local resources as well as help lines which they can contact for additional support, such as:

The National Suicide Prevention Lifeline at 1-800-273-8255 (TALK).

[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

The Trevor Lifeline at 1-866-488-7386. [www.thetrevorproject.org](http://www.thetrevorproject.org)

All students are expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are

encouraged to tell any staff member if they, or a friend, are feeling suicidal or are in need of help. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

## **Special Education Services**

As required under 603 CMR 28.00 in Massachusetts law and IDEA in federal law, special education and related services are available to eligible students. The goal of special education services at Bristol-Plymouth is to provide an instructional program that will minimize the student's disability and maximize his/her learning opportunities. The purpose of the program is to provide individualized instruction to meet the needs of eligible students and to develop academic, social/emotional and career technical skills. Bristol-Plymouth follows a full inclusion model for every student, including students with special needs, in all academic and technical areas. The Office of Career and Student Services can provide related services such as: Occupational, Physical or Speech Therapy, Counseling, as well as Educational and Psychological Testing.

Bristol-Plymouth Regional Technical School views special education as one part of a continuum of interventions that seeks to ensure that all students within the school are able to make effective educational progress. Students who are having difficulty progressing with the class should be referred by the classroom teacher, parent or counselor, to the Student Assistance Team (SAT). This team may recommend accommodations/interventions to be tried in the regular education setting. If such an intervention is not effective, a referral may then be made for an evaluation to determine if a student is eligible for special education services. Students may be found eligible for special education services if they are unable to progress effectively in general education because of an identified disability, which upon evaluation, meets the criteria for an Individualized Educational Plan (IEP).

Inquiries regarding compliance with IEPs may be directed to:  
Special Services Coordinator, Amy Cohen  
Bristol-Plymouth Regional Technical School  
207 Hart Street  
Taunton, MA 02780  
Telephone: 508-823-5151 ext. 114

## **Section 504 School Accommodation Plan**

All programs activities and services are open to all students including those with disabilities. When a student requires specific accommodations unique to a disability that substantially impairs a major life function, the 504 Coordinator convenes a team to determine eligibility for a Section 504 Accommodation Plan. Procedures, in

accordance with Section 504 of the Rehabilitation Act are followed in these circumstances.

Inquiries regarding compliance with Section 504 may be directed to:

Section 504 Coordinator, Naomi Hall

Guidance Coordinator

Bristol-Plymouth Regional Technical School

207 Hart Street

Taunton, MA 02780

Telephone: 508-823-5151 ext. 116

## **Student Assistance Program**

### **District Curriculum Accommodation Plan (DCAP)**

In the year 2000, a new statute was added to the Massachusetts General Laws requiring each school district to develop a District Curriculum Accommodation Plan (DCAP). To comply with this statute, Bristol-Plymouth Regional Technical School District has developed a DCAP and has identified specific procedures in our school. In addition, Bristol-Plymouth Regional Technical School District has committed identified resources and processes to ensure that all efforts are made to meet students' needs in the regular education program. Specific procedures have been targeted in academic and vocational areas, as well as behaviors that impede learning.

The DCAP summarizes resources and procedures available to teachers and principals to meet the instructional and learning needs of students in regular education. You can find a full copy of the DCAP at [bptech.org](http://bptech.org)

### **Student Support Team**

The Student Support Team (SST) addresses concern(s) when a student is struggling in class or vocational area. Teachers first utilize the DCAP to support while communicating with parents/guardians to work together. This contact can occur in an email format or via phone conversation. In the event the DCAP is not providing effective progress in the areas of concern, a referral will be made to the SST to review and provide a plan for success. School Counselors, Administrators, School Adjustment Counselors, School Psychologists, and School Nurses make up the SST and will be utilized as needed to provide guidance in their specialized areas. Parents/guardians are also part of this team to lend their support to resolve concerns. An action plan may be formulated to introduce a different instructional approach, to enlist the assistance of other building support personnel, or, if appropriate, to engage other community resources.

Should these interventions not produce the expected results, a referral for a 504 or IDEA evaluation will occur.

## **Title I Services**

Title I program and services are designed to help disadvantaged students meet challenging content and performance standards. The Title I program at Bristol-Plymouth focuses on increasing student achievement in the areas of mathematics and language arts. The program is tailored to the needs of those students most at risk of failing the state mandated curriculum and performance standards along with children from low-income families, or neglected or delinquent youth. Services are provided by Bristol-Plymouth staff directly in the classroom and during the Before and After-School Homework Assistance program.

## **Limited English Proficiency Services and Program**

Bristol-Plymouth offers services to non-native English-speaking students and families in the form of translations of written documents and interpretive services for meetings, tours, parent/teacher conferences, etc.

Students who enroll in Bristol-Plymouth that indicate a language other than English on the Home Language Survey are offered the opportunity to participate in our English Language Learner (ELL) program. Students with limited English proficiency are formally and informally assessed in the areas of oral language, reading and writing to determine English ability levels and the level of services needed. Limited English Proficient (LEP) students are able to participate in all academic classes and technical programs offered at Bristol-Plymouth with staff that have been trained in English language acquisition.

## **Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;

6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student's parent; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
  - *Inspect, upon request and before administration or use –*
    1. Protected information surveys of students and surveys created by a third party;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

## **McKinney-Vento Homeless Assistance Act**

According to the McKinney-Vento Homeless Assistance Act, homeless children and youth are eligible to enroll in, and have a full and equal opportunity to succeed in, district schools. NCLB: Title X, Part C, Sec. 722(g)(6)(A)(ii)

Bristol-Plymouth provides services to students without a fixed, regular or adequate nighttime residence, which may include but not be limited to students who are sheltered or unsheltered, doubled-up with family or friends, unaccompanied by a parent/guardian, living in a motel/hotel/campground, living in temporary,

transitional or emergency care, awaiting foster care and migratory children living in the above-mentioned conditions.

Bristol-Plymouth will enroll homeless students even if they do not have the documents usually required for enrollment, such as school records, medical records, proof of immunizations or proof of residency. The parent/guardian of a homeless child, or an unaccompanied youth acting on his/her own behalf, has the right to choose continued enrollment in the school of origin or to enroll in the school where the child is sheltered. Students choosing their school of origin have the right to remain there until the end of the school year in which they get permanent housing.

There are several services available to a homeless student at Bristol-Plymouth such as: Immediate enrollment in the free meal program, assistance with purchasing school supplies and adequate clothing, transportation to and from school, access to bathing and laundry facilities, etc. Homeless families or students in need of services should contact the Homeless Education Liaison/Pupil Services Administrator in the Office of Student Services. The homeless education liaison must obtain records from the school previously attended and must ensure access to all school activities and events.

Homeless students will be provided services and educational programs comparable to those received by other students and for which they meet eligibility criteria, including but not limited to: services provided under Title I or similar state or local programs; programs for students with disabilities; programs for students with limited English proficiency; available vocational technical programs; and school nutrition programs (documentation of homelessness constitutes immediate eligibility for free meals), counseling and medical services that are available to other students.

If a dispute arises over school selection or enrollment, the homeless student will be enrolled immediately in the selected school, pending resolution of the dispute. The school will attempt to resolve the dispute in-district and will provide the parent or unaccompanied youth with a written copy of the placement decision and their right to appeal the decision. The homeless education liaison will carry out the dispute resolution process in a timely manner as specified in the state advisory.

### **Risk/Threat Assessment**

An exception to confidentiality occurs when a student services professional believes that a student poses a risk of harm to self or others. In such cases, the Student Services professional is required by law to make efforts to protect the safety of your child and those around him/her by reporting this potential risk to the proper authorities. Depending on the nature of the circumstances, a risk/threat assessment by a community agency provider may be requested.



**Students will be sent home if the school determines that they pose a danger to themselves or others. A note from a health care provider (medical doctor, psychologist, psychiatrist, etc.) may be required before the student can return to school.**

### **Home and Hospital Instruction**

Upon receipt of a physician's written order verifying that a student must remain at home or in the hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not less than fourteen (14) school days in any school year, the Pupil Services Administrator coordinates the provision of educational services in the home or hospital/treatment facility. Such services shall be provided with sufficient frequency to allow the student to continue his/her academic program, as long as such services do not interfere with the medical need of the student. Please note that educational services in the home or hospital/treatment facility do not incorporate technical time or instruction.

### **Child Abuse/Neglect**

The school recognizes a need to be aware of and sensitive to children who may be in danger. Effective learning becomes difficult for a child coping with the strain of family turmoil and basic needs which are not being met. School personnel are in a position to notice the needs of a child and have a responsibility under law to make a report if they feel a child is in jeopardy. The goal of intervention is to strengthen family life and use available resources towards this end.

### **The Mandated Reporter Statute**

#### **C.119 S51A. Injured Children, Reporters**

Any physician, medical intern, hospital personnel engaged in the examination, care or treatment of persons, medical examiner, psychologist, emergency medical technician, dentist, nurse, chiropractor, podiatrist, osteopath, **public or private school teacher, educational administrator, guidance or family counselor, priest or clergy, day care worker** or any personnel paid to care for or work with a child in any public or private facility, or home or program funded by the Commonwealth or licensed pursuant to the provisions of chapter twenty-eight A, which provides day care or residential services to children or which provides the services of child care resources and referral agencies, voucher management agencies, family day care systems and child care food programs, probation officer, clerk/magistrate of the district courts, parole officer, social worker, foster parent, firefighter or policeman, office for children licenser, school attendance officer, allied mental health and human services professional as licensed pursuant to the provisions of section one hundred and sixty-five of chapter one hundred and twelve, drug and alcoholism

counselor, psychiatrist and clinical social worker, who, in his/her professional capacity shall have reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from inflicted upon him/her including sexual abuse, or neglect, including malnutrition, or who is determined to be physically dependent upon addictive drug at birth, shall immediately report such a condition to the department by oral communication and by making a written report with-in forty-eight hours after such oral communication: provided, however, that whenever such person so required to report is a member of the staff of a medical or other public or private institution, school or facility, she/he shall immediately either notify the department or notify the person in charge of such institution, school or facility, or that person's designated agent, whereupon such person in charge or his/her said agent shall then become responsible to make the report in the manner required by this section.

Any such person so required to make such oral and written reports who fails to do so shall be punished by a fine or not more than one thousand dollars (\$1,000). Any person who knowingly files a report of child abuse that is frivolous shall be punished by a fine of not more than one thousand dollars (\$1,000).

The following school procedures will be followed for reporting suspicion of child abuse/neglect.

- Report the situation to the Pupil Services Administrator.
- The Pupil Services Administrator will work with the reporter to clarify the information and further establish cause for filing a report.
- The Pupil Services Administrator or guidance personnel will assist the reporter in completing and filing the required form with the Department of Children and Families.
- The parent(s)/guardian(s) may be informed that a child abuse/neglect report is being filed with the Department of Children and Families, except in cases where a child's life might be endangered.

### **Parent Guidelines for Arranging Observations in Schools**

The Bristol-Plymouth staff collaborates with parents to provide timely response to requests received for observation of their children's current or proposed special education programs. Observations may be conducted by the parent or his/her designated private evaluator or educational consultant. Bristol-Plymouth will provide an opportunity for observation of sufficient duration and extent to enable evaluation of the child's performance in his/her current program or to evaluate a proposed program's ability to enable the child to make effective progress. The following guidelines apply to arranging for such observations:

## Parent Request

Parents are asked to submit their observation requests in writing to their child's special education liaison or the Pupil Services Administrator (whether through use of the attached form or other written means) to include the following information:

- Student's name;
- Parent/guardian's name, telephone and/or email contact information;
- Student's classroom teacher and assigned grade;
- Observer's name, and if the observer is someone other than the parent, any relevant affiliation of the observer, along with telephone number and/or email contact information; and
- Purpose of the observation, including any particular part of the school routine the observer wishes to see.

## Scheduling

The liaison will provide a copy of the request to the building Principal or designee. In order to assist in timely scheduling, Bristol-Plymouth staff will contact the identified observer directly. Staff will generally be able to offer a time within a week for an observation of an hour or less. However, if more extensive observation is required, scheduling may take longer.

## Staff Availability

A school staff member will accompany the observer during the observation period. Given the ongoing responsibility of teachers or therapists to serve students, they will generally not be available for conversation during or immediately before/after the observation period unless such arrangements have been made in advance. A follow-up contact may occur if needed. Observers should not interact or interfere with classroom routines.

## Restrictions on Scheduling

The district does not generally schedule observations for certain portions of the year such as during MCAS testing or during the first few or last few weeks of school. In addition, because it may not be possible to accommodate all requests during the last few weeks of school, parents are urged to submit any observation request they may have as early as practical in the school year. In addition, school administration retains its right and obligation to restrict program observation where necessary to protect the safety of a child or the integrity of a program. The District also expects all observers to avoid disclosing any personally identifiable or confidential information they might obtain during the course of an observation (except that about the student being observed, in which case it will be used consistent with the parent's

authority and direction). School administration retains the right to restrict program observations if necessary, to protect students from such disclosure.

Parents requesting to observe a class must complete the Parent/Visitor form and the Agreement for Observing. An appointment will be made after forms are completed and received. Forms should be completed at least one week prior to the proposed observation.

## PARENT/VISITOR FORM

Bristol-Plymouth Regional Technical School  
Department of Student Services  
207 Hart Street  
Taunton, MA 02780

### Parent Request for Student Observation

Student Name \_\_\_\_\_

Parent's Name \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

Technical Program \_\_\_\_\_

Classroom Teacher and Grade Level \_\_\_\_\_

Observer \_\_\_\_\_

If other than parent, please provide any agency affiliation for the observer and contact information.

Purpose of  
Observation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated Length of Time Needed for  
Observation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

Bristol-Plymouth Regional Technical School  
Department of Student Services  
207 Hart Street  
Taunton, MA 02780

**AGREEMENT FOR OBSERVERS  
WHEN CONDUCTING PROGRAM OBSERVATIONS**

- Observations must be planned in advance with the Pupil Services Administrator and approved by the building Principal or designee.
- Most observation sessions should be limited to one hour (unless by prior request and approval) with the start and end time stated in advance.
- If the observer is not the parent, the parent must sign a release for the individual to observe (through the Parent Request for Student Observation).
- The number of observers shall be limited at any one time in order to minimize disruption of class routines.
- The observer should not interfere with the educational environment of the classroom. This is particularly important since their presence can influence both the performance of the observed student and others. If the observer's presence presents a problem, they may be asked to leave.
- Should the content of the observation be introduced for discussion at an IEP /504 Plan Team Meeting, it is expected that notes in the form of a narrative summary will be submitted to the IEP/504 Plan Liaison in advance of the meeting.
- It should be remembered that the purpose of the observation is to evaluate the nature of the student's program and not District personnel and written notes should reflect this purpose.
- The observer will be instructed where to sit by the teacher or by accompanying staff. This should be in a place that will not interfere with the class. If seated at the teacher's desk, the teacher should make sure that they do not have access to confidential material that concerns other children. This includes limiting access to grade books, papers, IEPs, etc.
- Opportunities to meet with the teachers before or after the class to discuss the lesson will need to be arranged in advance and cannot be guaranteed.

Agreement of Observer: I agree to abide by the conditions listed above and I recognize that the purpose of the observation is to obtain specific information related to the identified student. Other information collected through this observation which does not pertain to the identified student is strictly confidential and any personally identifiable information should not be shared with any other individual.

\_\_\_\_\_  
Signature of Observer

\_\_\_\_\_  
Date

## Cooperative Education Program

The Cooperative Education Program at Bristol-Plymouth Regional Technical School is a program designed to give exemplary students the opportunity to participate in a paid industry designed training program. This program recognizes the quality and educational advantages that such programs can offer along with a pathway into higher skill and higher wage options. The program takes place on an alternate-week basis during the regularly scheduled technical week for second semester juniors and seniors. As a representative of the Bristol-Plymouth Regional Technical School, we expect students to adhere to certain policies and standards. These regulations ensure a successful working partnership between business, school, and our present and future student Co-op participants.

A placement must meet strict standards for learning competencies. All placement opportunities will be reviewed by the Co-op Coordinator to determine if they meet the safety, competency, and learning standards necessary to qualify for this program.

To qualify for the program, students must be sixteen (16) years of age and have completed 1,000 hours in the specific technical program. Students are able to qualify for Co-op at the beginning of their 3<sup>rd</sup> term of their junior year; the 2<sup>nd</sup> term grades and attendance will be reviewed to determine if a student is eligible. For students to qualify at the beginning of their senior year, the final junior grades and attendance will be reviewed.

### Qualifications

- Students must receive approval from his/her vocational and academic instructors in order to participate in the program.
- Students must have a grade of "C" or better in his/her shop area with no grade lower than a "D" prior to and during Co-op. If a student fails a course for the term, the student will be asked to return to school until mid-term grades show he/she is passing the course.
- Students must be OSHA 10 Certified.
- Students must remain in good standing academically and vocationally to continue in the program or he/she may be asked to return to school.
- Students must adhere to school standards as well as work standards, as set forth by the employer.
- Students must maintain good attendance and discipline record (in accordance with the school policy).

- Under no circumstances are students allowed to work in lieu of attending their scheduled academic classes. Students are available to work after-school hours during their academic week.

\* Please note that some employers may require testing, including drug testing, as part of the application process for Co-op students.

### **Responsibilities of the Co-op Student**

- Meet and maintain eligibility requirements.
- Meet and maintain all aspects of Senior Project Timelines and/or requirements.
- Abide by school and employer policies.
- Report all absences to employer and school at the start of the school day.
- Understand and be aware of labor laws, health and safety regulations, workplace harassment policies and abide by them.
- Report to employer, teacher and the Co-op Office any violation of the Co-op agreement.
- Provide his/her own transportation.
- Meet the criteria for and obtain a work permit.

### **On Site Responsibilities for Co-op**

Employers expect workers to be reliable, honest and able to work on their own. Technical instructors provide invaluable instruction by modeling proper workplace behavior and by providing a classroom setting that mirrors the expectations of the workplace. While students are at the Co-op site, they are expected to:

- Read, write, listen, speak and use mathematics and computational skills.
- Be able to problem-solve, reason and act professionally on the job.
- Function as a member of the team.
- Meet the standards and expectations set for a successful cooperative education experience.

### **Removal from Participation in the Cooperative Education Program**

A student may be removed from the Cooperative Education Program if one or more of the following conditions exist:

- The student receives a failing grade in any subject.



- A student exhibits behaviors unbecoming of a professional within the workplace or school environment (this includes all school-sponsored events).
- Employer dissatisfaction with student performance.

## **School Nurse Services**

The primary role of the School Nurse is to provide nursing assessment and first aid for illness or injury to students and staff members during school hours. The nurse also facilitates health and wellness so that each student has the opportunity for academic success. All screenings of students are voluntary and parents may choose to opt out to one or all screenings. Please contact the school nurse, in writing or email, by October 1<sup>st</sup>, if you wish to exclude your child from any particular or all screenings.

### **Health Records**

The student health record contains the student emergency information card, medical history, record of immunizations, physical exams, mandated screenings, and medication records. Certain medical or health care issues may require the development of an Individual Health Plan (IHP). An IHP is initiated by the school nurse and defines the roles and obligations of parents and providers.

### **Admission Physicals**

All new students, either grade 9 or transfer students, entering Bristol-Plymouth must have a physical exam by the primary health care provider or school physician. Parents must provide documentation of the student's current physical to the health office prior to the beginning of school. Parents should contact the school nurse for information regarding a physical with the school physician if one cannot be obtained by the primary health care provider. Additionally, documentation that the student has had the required immunizations as stipulated by the Mass. Dept. of Public health including Tdap, Polio, Hepatitis B, MMR, Varicella, and Meningococcal. For grade 11, one booster dose of MenACWY received on or after 16 years of age (one or more doses of MenACWY vaccine are acceptable as long as one dose was received on or after 16 years of age). A MenB vaccine does not satisfy this requirement. Information can be found at: <https://vaccines.procon.orgsourcefiles/massachusetts-vax-req2018.pdf>.

Students will be placed on the ineligibility list with the guidance office and not be able to participate in sports, after-school activities, co-op, internships, field trips, and other school-sponsored events and activities until the physical form is received.

## **Athletic Physicals**

MIAA regulations require annual physical exams (updated every 13 months) for all students participating in school sports. Sports physicals can be scheduled through the school nurse office.

## **Freshmen Screenings**

### **Scoliosis/Postural Screening**

Postural screening is required for all 9th grade students in Massachusetts. Each student is screened unless the parent submits a written request for exemption. Screenings are scheduled each spring and students will be notified of the dates. The school nurse will refer students for follow up evaluation as needed.

### **SBIRT (Screening, Brief Intervention, and Referral to Treatment)**

SBIRT, a mandated screening, focuses on prevention, early detection, risk assessment, brief counseling and referral for assessment. Use of this validated screening tool will enable 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. This screening will be required for all 9<sup>th</sup> grade students.

## **Sophomore Screenings**

### **Vision, Hearing, Height and Weight Screening**

Vision, hearing, height and weight screenings are required for all 10th grade students. The school nurse will conduct these screenings throughout the school year. The nurse will refer students for follow up if required.

### **Emergency Contact Information**

At the beginning of every year, each student must have an emergency card on file with the school nurse. Emergency cards are collected on the first day of shop. Failure to do so will result in the student being excluded from shop activity until the emergency contact card is received. Students will be placed on the ineligibility list with the guidance office and not be able to participate in sports, after-school activities, co-op, internships, field trips, and other school-sponsored events and activities until the emergency form is received. Parents are required to notify the school nurse with any new health concerns and notify by the nurse and guidance office with any changes of a student's emergency phone numbers, or change of address as soon as they occur.

## Medication Policy

According to the Department of Public Health regulations (105 CMR 210.000) every prescription and over the counter medication administered at school must have a current signed medication order from a physician and a signed consent form to administer the medication by the parent/guardian.

All medications administered at school must comply with the following:

- A school nurse is on duty Monday through Friday during the school year, 7:30 am to 2:30 pm. A student's medications can only be administered during this time.
- All medication must be brought to the nurses' office by a parent/guardian or a designated adult. It is against school policy for a student to carry any medication (over the counter or prescription) with them while at school.
- Epi-pen will be administered at the discretion of the school nurse in the event of an emergency.
- Medications including Acetaminophen (Tylenol), Ibuprofen (Motrin/Advil), Tums, and topical products Caladryl and Neosporin, require the parent/guardian's written or oral permission. All other medications require a health care provider's order. Benadryl may be administered for an allergic reaction with oral permission from a parent/guardian. Benadryl will not be administered for cold symptoms due to the drowsiness side effect.
- All prescription medications must be in a container labeled by the pharmacy and match the healthcare provider's written order. All over-the-counter medications must be in their original package. Medication orders must be renewed each academic year.
- All medications must be picked up at the end of the school year by a parent/guardian. Any medication not picked up will be discarded on the last day of school.
- In accordance with the standard of nursing practice, the school nurse may refuse to administer or allow to be administered any medication which based on her/his individual assessment and professional judgment has the potential to be harmful, dangerous or inappropriate.

## **Medication on Field Trips**

Students participating in any type of field trips may self-administer their prescribed medication with a parent /guardian permission and approval from the school nurse. Parents must complete a Medication Delegation Form for students to self-administer any prescription medication.

## **Education and Referrals**

The school nurse provides teaching and educational information for common health issues in the adolescent population. The nurse will recommend a referral to a health care provider/health agency as needed.

## **Students with Medical Conditions**

Student illnesses that require special care will need to present medical documentation to the school nurse. This type of condition includes but is not limited to asthma, allergies, diabetes, seizures, attention deficit disorder, or any condition requiring special health services may also require an Individual Health Care Plan (IHP).

Students requiring the use of crutches, wheelchairs, or other medical needs, must present a physician's note stating the need for and the use of the equipment. It is imperative that the nurse be aware of these conditions so that necessary staff can be notified of accommodations. In addition, an appropriate evacuation plan may be necessary in the case of an emergency. A student who comes to school without appropriate documentation will be sent home for reasons of liability and potential for further injury.

## **Accidents and Illness**

**The school nurse should be notified whenever a student is hurt or involved in an accident during or outside of school hours.**

If an accident or sudden illness occurs, an assessment and appropriate intervention will be made by the school nurse and a parent/guardian will be notified. In non-emergency situations, the parent/guardian will be responsible for transportation from school. In an emergency situation, a student may be transported to the hospital by ambulance, which may be at the parent's expense. Every attempt will be made to contact the parent immediately. Upon return to school, the student must provide documentation clearing the student to resume classroom and shop activities.

## **Re-entry to School Following a Medical Emergency, Hospitalization, or Prolonged Illness**

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

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

At the re-entry meeting, a hospital discharge summary or letter from the treating physician/clinician is required. This medical documentation is to substantiate the child's well/safe return to academic and vocational programs that may require the use of the industrial/technical equipment. In addition, it may be determined that accommodations are necessary to implement for the student's successful school placement.

The student's well-being is paramount to the staff at Bristol-Plymouth. We encourage you to contact the nurse's office with any questions or concerns regarding this procedure.

### **Routine Information**

#### **Publication of Names and Photographs**

We plan to publish the names and, on occasion, the photographs of students who will receive recognition for such activities as the Honor Society Induction, sports assemblies, quarterly honor rolls, special awards and assemblies, college acceptances, and graduation. Students may also be photographed during school activities. Photographs are often taken during class, shop and athletic activities. If a student or parent/guardian does not wish to have such information released to the news media, printed in school programs, or exhibited on school websites, they must inform the Principal or designee in writing by October 1st. This is in compliance with the student's record release regulations and the Family and Educational Rights and Privacy Act (FERPA) of 1974.

## **Display and Publication of Student Work**

Notice is hereby given that there will be occasions when student work is seen and is on display within the school; for example, at open houses, exhibits, fairs, on bulletin boards, etc. Unless a parent/guardian informs the District in writing no later than October 1<sup>st</sup> of each school year; the District will assume that this display and publication of the student work is acceptable to the parent/guardian.

## **Financial Hardships**

Parents/legal guardian/students asking for consideration on the basis of financial hardship should contact their guidance counselor. Parents should be aware that when determining financial hardship one criteria that will be considered is eligibility for free or reduced breakfast/lunch.

## **Entering and Exiting the Building**

Any student who enters the building prior to 7:30 a.m. must report directly to the cafeteria unless attending the Before School program in which case, the student must immediately enter the library. Any student waiting for transportation after 2:30 p.m. must wait in the gym link.

## **Locker Assignments**

Corridor lockers should be used for coats, hats, books, etc. Shop lockers are for shop uniforms. Shop lockers will be cleaned out periodically. Students will be informed of when their lockers are to be emptied in order to maintain a safe and clean storage space for their belongings. Lunches should be kept in corridor lockers during class week and shop lockers during shop week.

Before homeroom period, the necessary books should be removed from the lockers so that it will not be necessary to go to lockers until lunchtime. Before going to the cafeteria or after lunch, the necessary books for afternoon classes should be removed, making it unnecessary to go to lockers again before the close of school. No student is excused from being late for class because of locker trips between classes.

Students are not to leave the classroom or shop early to go to lockers during class periods unless absolutely necessary.

Gym students should remove clothing from gym lockers on Friday to be taken home for washing.

Under no circumstances should book bags, backpacks, string bags, or oversized bags of any kind (greater in size than 9" x 11"), outer clothing, or lunches be taken into the classroom or left in the corridor.

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms and shops are the property of the school. No articles of value should be stored in any locker, as the school is not responsible for lost or stolen items. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause or can reasonably be foreseen to cause any interference with school purposes or an education function, or which are forbidden by state law or school rules.

The student's use of the locker does not diminish the school ownership or control of the locker. The school retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

### **Communication with Parents and Students**

Bristol-Plymouth utilizes the One Call Now and Aspen X2 Systems. A phone call will be placed to each student's home during emergency situations (when safe to do so), in the case of a delay or cancellation, and whenever there is an important announcement. Parents should notify the Student Services Office whenever there is a change in telephone numbers or email addresses. Parents and students are also encouraged to follow B-P's Facebook, Twitter, and any other school social media accounts.

The Bristol-Plymouth website can be found at [www.bptech.org](http://www.bptech.org). There is a large amount of information located on our website that will be helpful to parents and students, including calendars, menus and daily announcements and student achievements.

### **School Cancellation Announcements**

In case of severe weather that necessitates cancelling or delaying the start of the school day, the One Call Now and Aspen X2 Systems will be utilized. A message will be sent to each student's home. For those students without telephone service a "no school" or "delay start" notice will be broadcast on the TV stations listed below and on the B-P website: [www.bptech.org](http://www.bptech.org)

**TV Channels**  
**WCVB (5) WHDH (7 & 56) WBZ (4) WFXT (25)**

### **Schedule After School Cancellation**

If a snow day occurs and becomes the last day of a scheduled week, the following Monday (or the next school day if there is no school on Monday) will run on the missed day's schedule. On Tuesday (or the second day back), the schedule will revert back to the regularly scheduled week A or B schedule.

In the event that schools are closed in any of the seven communities do not assume that means our school will close as well. **Listen for an announcement for the Bristol-Plymouth Regional Technical School.**

### **Field Trips**

All students are expected to participate in the field trip program and attendance at school is mandatory whether students go on the field trip or not.

Parental permission slips must be in school seventy-two (72) hours before the field trip. Parents are encouraged to support this school policy. Students going on field trips or representing the school at any activity should be appropriately dressed for the specific activity.

### **Overnight Travel**

At times, Bristol-Plymouth student groups will participate in activities that may include overnight travel. Parental permission includes an agreement that if a student misbehaves or becomes ill, the parent will travel to the group's destination to take responsibility for the student.

All student behavior is bound by the Bristol-Plymouth Discipline Code. Consequences will be per the code.

### **Motor Voter Law**

Effective January, 1995, the law requires that educational institutions make available affidavits of voter registration forms. The mail-in affidavits are available in the Guidance Office.

### **Cafeteria Regulations**

Students who wish to obtain food in the cafeteria must pay in full at the time of purchase. Money can be placed on account (accessible at [www.bptech.org](http://www.bptech.org)) or at the cash register to expedite the process. Students are not allowed to charge a la carte items. There is no charging at all. All food and beverages are to be paid for each day.



Free and reduced lunch applications are available throughout the year in the Student Services Department or online on the school's website.

A cooperative effort on everyone's part will result in an efficient operation of the school lunch program.

- Each student is responsible for cleaning the table after eating. Students must remove dishes and utensils from the table before the end of the lunch period. Students observed leaving trash on tables in the cafeteria will face disciplinary action.
- Students should not wander around the cafeteria during lunch period.
- Students who cannot conduct themselves in accordance with the above regulation will be assigned a special seating area for lunch.
- Students are to conduct themselves in an orderly manner in passing to and from the cafeteria and while in the cafeteria. Running in the corridor is not allowed.
- No student is allowed in the corridors during their lunch period except by special permission.
- No food or beverages are to be taken out of the cafeteria. No take-out food is allowed to be delivered to the school and disciplinary action may result.
- Students are not allowed to charge on an account for their breakfast or lunch order.

## Textbooks

All textbooks are the property of the school district, according to Chapter 71, Section 48 and students are responsible for covering them.

Responsibility for the textbook and its care is part of the course requirement. Students returning a damaged book will pay for the repair costs. Students who have lost books will receive a bill from the main office and, upon each payment, will receive a receipt. This receipt must be shown to the teacher. **Records will be maintained for the entire duration of the student's enrollment at Bristol-Plymouth and those students who do not pay for lost or damaged books, and/or school materials, (lost during any year) must complete all obligations before graduation. A student will not be permitted to participate in senior activities and/or the graduation ceremony until all obligations are met.**

## **Library/Media Center**

The library/media center is located in Room 305, which is diagonal to the main office. The center is open at 7:30 a.m. for student and faculty use subject to the regulations set forth by the librarian and the Principal or designee.

Students may come to the library before and after school as well as throughout the day with a pass from the lunchroom, classroom or shop.

The library strives to provide materials that support the student's academic assignments as well as encourage pleasure reading. We also have a widely varied collection of subscriptions including titles such as *Allure*, *Car & Driver*, *Sports Illustrated*, and *Time*.

Students may borrow up to five items at a time. Books are checked out for a three-week period. Most items can be renewed twice.

Overdue notices are sent out twice per month. Failure to return materials after two notifications will result in their name being forwarded to the administration and a bill that reflects the replacement cost of the book will be sent home to parents/legal guardian. Library borrowing privileges are suspended until the student has cleared his/her obligation.

## **Student Passes**

Any student leaving a shop or class must have an agenda book or corridor pass that includes any and all destinations as well as date, departures and arrival times signed by their instructor and must take the most direct route to their destination.

## **Transportation**

### **School Buses**

All students will be assigned a particular bus and will not ride any other without permission from the high school office. Exceptions will only be made for after school work situations and family emergencies. All students must sign a bus roster at the beginning of the school year. Any rider not in plain view at an assigned stop will not be picked up.

Students riding on school buses shall observe the Bristol-Plymouth Discipline Code as well as the following rules specific to the bus:

**Conduct of students on school buses:**

- There shall be no extremely loud conversation, singing, radios, and boisterous conduct.
- Unnecessary noise or profanity.
- Students shall keep all parts of their bodies inside the bus.
- There shall be no eating on the bus.
- No beverages will be consumed on the bus.
- Athletic footwear equipped with spikes or cleats shall not be worn on the bus.
- Bus passes will be shown on request.
- No throwing items from bus.

**Student conduct warranting discipline:**

- Refusal to comply with the above rules.
- Any action endangering the safety of other passengers.
- Refusal to comply with the authority of the driver.
- Persistent minor offenses which tend to distract the driver's attention.
- Defacing the bus in any manner.

Parents will be billed for any and all damages to a school bus caused by the student riding the bus.

Student's bus privileges will be suspended if they are found to be non-compliant with the discipline code/school bus rules.

**Late Bus**

Bristol-Plymouth provides late bus transportation, when feasible to do so, to students who have remained at school for approved reasons. The late bus brings students to central locations in each of the sending communities.

Students are eligible to ride the late bus if they have stayed for homework help, clubs, athletics and MCAS after-school program. Students who have served detention are **not** eligible. Passes (obtained from a teacher, club advisor, or coach) are required to be admitted to the bus.

## **Policy and Procedure for use of Video Cameras on School Buses**

Student behavior on the school bus and the driver's management of that behavior are the two key elements to a safe and enjoyable bus ride. The video camera on a school bus is but an aid to monitor bus discipline. It does not replace the discipline policy, the authority of the bus driver or the responsibility of the school officials.

### **Procedure**

- Video cameras may be placed in any bus as authorized by the transportation supervisor. All students shall be notified that they are subject to being videotaped in the school bus at any time. Notification to parents of all students will be made through the school district and the Student Handbook. The actual taping shall be video only.
- The ideal method of videotaping shall be by scheduling the cameras on the school buses in a rotation basis so as not to select only certain buses.
- Based on the number of incidences of misconduct or the seriousness of this report, video monitoring of a bus route may be done more extensively.
- After the videotaping has been conducted, the tapes are to be stored at the transportation office for a period of ten (10) days. The transportation supervisor shall periodically review video tapings randomly selected to ensure proper school bus conduct. If no incidences are reported in ten (10) days, the tapes will be recycled.
- Tapes must be dated and have the bus number and driver's name. This will ensure the proper recording of who is involved on that date and whether a substitute driver was used. A log of use of video cameras in the school buses will be kept.
- If action is necessary, the normal discipline policy is to be adhered to. The videotape is to support the discipline system.
- If it is to be used, supervisors, school administrators, students and parents/guardians will be contacted as necessary. Affected parties, including the bus driver, may request a review of the videotape for that bus. The videotape may be used as evidence. The requesting party must have "standing" to make that request, meaning they must be directly affected by the incident. Requests for review will be in writing.
- The school bus driver may request a review of the videotape to aid in writing conduct referrals. This shall take place with the district transportation supervisor, Principal or designee in attendance.

## Driving Regulations / Parking Permits

It is understood that only students meeting the following requirements are allowed to use automobiles to and from school:

All student vehicles brought onto school property must have a current Registry of Motor Vehicles (RMV) sticker. Any student vehicle with an expired sticker will have his/her parking privileges for that vehicle automatically revoked until a valid RMV sticker is in place.

Since the Registry of Motor Vehicles (RMV) has deemed that a vehicle with a red "R" on its sticker has one or more safety violations, any Bristol-Plymouth student with this sticker will have his/her parking privileges for that vehicle automatically revoked until the safety issue(s) have been corrected and the appropriate RMV sticker is in place.

A student with a black "R" on the RMV sticker will have his/her parking privileges for that vehicle automatically revoked on the day after the expiration of the sticker, which is usually 61 days from issue.

Every Bristol-Plymouth student is a representative of the school and we expect such a person to drive carefully and to be considerate of others at all times, whether he or she is driving in the vicinity of the school or not.

Improper or careless driving on the part of a student will result in suspension or revocation of parking privileges and may include additional disciplinary action. **The speed limit on school grounds is 10 MPH at all times.** Students must park in the white lined spaces in the designated student parking areas only. Parking along the school's driveway, on grass areas, or blocking the fire hydrant near the gym and fields is not allowed.

Upon arrival to school in the morning, students should immediately enter the building. After exiting the buses or cars, students must enter the building and not return to the parking lot. After the close of school, students are to leave the parking lot immediately. Serious motor vehicle violations will be reported to the Registry of Motor Vehicles and/or the local police department.

High school students are not allowed to park automobiles, motorcycles or motor scooters on school property unless they have been issued a parking permit. The driver of any vehicle parked in an unauthorized place or without proper authorization will be subject to disciplinary action and/or the vehicle towed from the school campus at the owner's expense.

**Students must apply for a parking permit from the Assistant Principal's Office by the end of the second week of school. Permits are issued to licensed drivers. Before a permit is issued, the student must have signed parental permission. Students will be issued a parking permit. Students applying for new permits during the school year must apply for the permit before bringing their vehicle on school grounds. Parking permits can be obtained during lunches or after school in the Assistant Principal's office.**

Vehicles parked on school property are subject to search at any time by the school administration if there is reasonable suspicion that a search is necessary. On occasion, the police department and school administration may choose to have trained drug-sniffing dogs check cars in the student parking lot for contraband. The student owner/driver of a car containing illegal drugs, alcohol, or other illegal contraband, will be held responsible and is subject to disciplinary action.

Irresponsible driving behavior, habitual tardiness or poor grades will result in the loss of one's parking permit. Speeding, smoking tires, crossing yellow lines and excessive noise are examples of parking permit violations. Students will not be allowed to leave the school building to go to their cars during the day for any reason without permission from a building administrator who will then designate school personnel to escort the student.

Students who fail to conform to Massachusetts rules of the road will be considered driving recklessly and be referred for disciplinary action which may result in loss of driving privileges and/or having the vehicle towed from the school campus at the owner's expense.

## **Student Activities**

### **Extracurricular Activity Eligibility**

In order to sustain academic eligibility to participate in extracurricular activities, a student must not have a failing grade, for the last quarter preceding the contest, in more than one academic subject. A student must have a passing grade in their technical program for the quarter preceding the event.

In addition, a student must maintain a satisfactory level of class and general school conduct. Failure to maintain these requirements will result in a review by the administrative review team, which may lead to removal from the elected office or participation in a student activity.

When students are participating in extracurricular activities, either at B-P or other venues with B-P groups, all school rules apply. Infractions of the discipline code will result in consequences per the code.

In order to participate in any school event, a student must be present in school on the day of the event. If an event is scheduled on a Saturday or a Sunday, the student must be present on the Friday preceding the event. This rule applies to but is not limited to athletic events, including both practices and games, dances, field trips, performances and proms.

### **Extracurricular Activities Notice of Non-Discrimination**

It is the policy of the Bristol-Plymouth Vocational Regional School District not to discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, age, economic or homelessness status, or pregnancy or pregnancy-related condition in its educational policies as required by Title VI, Title IX, Section 504 and Chapter 622. Translation Requests - If you would like a translation of athletic information, please contact the Main Office.

### **School Dance Policy**

- All dances/proms must first be approved by the Principal or designee. A Student Activity report must be filled out.
- All dances/proms will begin after 6:00 p.m. and end at or before 11:00 p.m. unless authorized by the Principal or designee. No one will be admitted to the dance/prom more than one hour after it begins.
- At least one police officer will be in attendance.
- The particular club or organization sponsoring the dance/prom must provide chaperones who are employed at Bristol-Plymouth. The number of chaperones will be determined by the Principal or designee.
- Students leaving the building/venue must immediately leave the school premises and cannot return to the dance.
- Any person attending a dance/prom must be a Bristol-Plymouth student, or the guest (a student in good standing from another high school) of a Bristol-Plymouth student. All guests must be under 21 years of age. No middle school students are allowed to attend. All students and guests must sign-in at the door and present a clear photo I.D. Any person that is not a Bristol-Plymouth student and is not on the guest list will not be admitted. Bristol-Plymouth students MUST register their guests with the appropriate advisor before the day of the dance/prom. An approved Guest Request Form (available on [www.bptech.org](http://www.bptech.org))

must be on file in the Assistant Principal's office at least one week prior to the dance/prom and completed prior to purchasing a ticket.

- Bristol-Plymouth students are responsible for the behavior of their guests.
- In accordance with state law no smoking is allowed on the school campus or at a school-sponsored event at an off-campus venue.
- Students are bound by the Discipline Code at all school functions, including dances/proms.

## **National Honor Society**

To be eligible for membership, the candidate must be a member of those classes (sophomore, junior, senior) designated as eligible in the chapter bylaws. Candidates must have been in attendance at the school the equivalent of one (1) semester. Candidates must have a cumulative scholastic average of at least 'B'.

Any student who wishes to be considered for membership into the National Honor Society should see the National Honor Society Advisor to get information and the required forms in June and completed forms are due back in September.

## **The Selection Process**

All students who are eligible scholastically (i.e., candidates) shall be notified through announcements and encouraged to apply and complete and submit the student information form for further consideration. These forms can be obtained in June and students have the summer and first 3 weeks of school to complete them.

The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership. Students MUST completely fill out the form with adult signatures to verify leadership positions and community service hours, as well as provide parent/guardian signatures. Students must include a reference letter verifying their character and also a student letter advocating for their selection. All pieces of the application are due on the day advertised on the announcements and posted on the Student Information Sheet. It is important to note that not all students who apply to the NHS are selected, if the faculty council conclude that a student did not meet all of the criteria for induction.

Once inducted, failure to comply with any aforementioned requirement may result in disciplinary action from the society ranging from warning letters to academic probation to dismissal depending on the severity of the infraction and the decision of the faculty council.



All decisions of the faculty council are final. The members of the faculty council are appointed by the Principal or designee, but remain anonymous to the school community. All student information sheets are destroyed after the selection process.

## **National Technical Honor Society**

To be eligible for the National Technical Honor Society a student must:

- Be a junior or senior and have been in attendance at Bristol-Plymouth Technical Regional School for a period of at least one semester.
- Have an overall GPA of at least 3.0 and a technical GPA of 3.5 or higher.
- Have no suspensions from the school and may not have an excessive discipline record including detentions, incidents reports, and/or suspensions.
- If a student meets the criteria listed above, he/she may then apply for membership by completing the application process, which includes a recommendation from a technical/shop teacher.

In order to maintain membership in the National Technical Honor Society after selection a member must:

- Maintain an overall GPA of 3.0 and a technical GPA of 3.5 or higher.
- Attend all society meetings, which are held monthly, after school.
- Complete a minimum of 5 hours of community service each term.
- Maintain an exemplary discipline record at Bristol-Plymouth Regional Technical School. Excessive detentions, incident reports or a suspension from school will lead to immediate suspension from the National Technical Honor Society (NTHS) and dismissal pending a hearing with the Faculty Advisory Board. Failure to comply with any aforementioned requirement may result in disciplinary action from the society ranging from warning letters to dismissal depending on the severity of the infraction.

## **Athletics**

Participation in athletics is a privilege afforded to Bristol-Plymouth students. In order to participate, a student athlete's behavior will need to be above reproach. Only student-athletes are to interact with coaches. Parents are to communicate only with the Athletic Director. Parents who approach coaches are jeopardizing their child's participation on the team and are also risking removal from the school by authorities.

Athletics are governed by MIAA regulations. At Bristol-Plymouth, all athletes, including but not limited to, baseball, basketball, cheerleading, cross-country,

football, golf, hockey, lacrosse, soccer, softball, track, volleyball and wrestling will meet the MIAA regulations.

All athletes and parents of athletes will sign a form granting permission to participate in a sport and agree to abide by these regulations and the consequences of non-compliance. Failure to return the athletic form will jeopardize the student's ability to participate.

When students are participating in athletics, either at B-P or at an opposing team's home field, all school rules apply. Infractions of the discipline code will result in consequences as per the code. Students are not permitted to drive themselves to athletic competitions.

### **Interscholastic Athletic Eligibility**

All students must have passed a physical examination within thirteen (13) months of the start of each season. Students who meet this criterion at the start of the season will remain eligible for that season. Physical examinations must be performed by a duly registered physician, physician's assistant or nurse practitioner. The Sports Medicine Committee recommended physical examination form is in the MIAA White Book.

**PENALTY:** A student in violation shall be suspended for the number of contests in which he/she participated without a proper physical.

In order to sustain academic eligibility, a student must not have a failing grade, for the last quarter preceding the contest, in more than one academic subject. A student must also have a passing grade in their technical program for the quarter preceding the contest. A student who is ineligible **cannot** reestablish eligibility until the first day of the next term. A student must secure a passing grade, and full credit, for the last marking period.

### **Athletic Policy for Athletes Missing Practices or Games**

Excused Absences for Missing Practice

- SICKNESS – must have a note from parents or this absence is unexcused.
- DOCTOR/DENTIST APPOINTMENT – Unexcused until coach receives note from the doctor or the dentist.
- DRIVER'S LICENSE APPOINTMENT.
- SPECIAL CIRCUMSTANCES – note from parents.

Examples of Unexcused Absences

- WORK
- DRIVER'S EDUCATION

### Penalties for Missing Practice

1<sup>st</sup> offense – Next game suspension.

2<sup>nd</sup> offense –Suspended for next two (2) games.

3<sup>rd</sup> offense – Dismissal from the team.

### Excused Absences for Missing a Game

- Sickness – Requires a note from parent to be excused.
- Very special circumstances.

Judgments on these cases will be made by the coach and Athletic Director. A student may appeal a ruling on an absence to an appeal board consisting of the Athletic Director, a coach chosen by the athlete, and a coach chosen by the Athletic Director. The appeal must be requested within two (2) school days after being notified of an infraction and the appeal hearing must be held within two (2) days from the request of the appeal.

### Chemical Health/Alcohol/Drugs/Tobacco Policy

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

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

### First Violation

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

### **Second and Subsequent Violations**

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

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

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

### **Good Citizen Rule**

Student-athletes may not represent their school if they are on in school or out-of-school disciplinary suspension. A suspended student is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension. Local policies will determine the actual days of ineligibility.

### **Concussion Policy**

Bristol-Plymouth Regional Technical School is committed to ensuring the health and safety of our students. The following concussion policy utilizes the latest in medical research to prevent and treat head injuries. It is in compliance with MIAA policy and with the Commonwealth of Massachusetts General Laws Chapter 111: Head Injuries and Concussions in Extracurricular Athletic Activities.

The Athletic Director of Bristol-Plymouth Regional Technical School shall be the person responsible for the implementation of these policies and protocols.

As specified in the law, Bristol-Plymouth Regional Technical School shall require annual training in the prevention and recognition of a sports-related head injury, including second impact syndrome. Training will be conducted with a department approved program. Attendance documentation from the annual training will be maintained and stored by the Athletic Director for:

- Coaches;
- Certified athletic trainers;
- School physicians;
- School nurses;
- Athletic Director;
- Parents of a student who participates in an extracurricular athletic activity; and
- Students who participate in an extracurricular athletic activity.

Coaches and trainers will be given instruction to teach form, techniques, and skills that minimize sports-related head injury.

All students participating in an extracurricular athletic activity shall be provided in written form educational materials on the dangers of opiate use and misuse prior to the commencement of their athletic seasons.

All students participating in high-impact activities must take a concussion screening test prior to being permitted to participate in practices, games, or in any athletic team activity in order to establish student baseline data. This baseline data is needed to evaluate the athlete should a concussion occur. The Athletic Director or his designee will be responsible for tracking which students have completed the screening test prior to the commencement of a sports season.

Documentation of a student's history of head injuries, including concussions, is kept on file each athletic season (up to 3 per year) with the completion of the parental consent form for each athlete.

The pre-participation information required on the Department of Public Health form concerning head injuries and concussions is included in Bristol-Plymouth Regional Technical School's parental consent form required of each athlete and kept on file in the office of the athletic director.

Documentation of an annual physical examination of students participating in extracurricular athletic activities consistent with 105 CMR 200.000 is kept in the student's health record which is on file in the Bristol-Plymouth Regional Technical School's nurse's office.

Under no circumstance will any athlete participate in Bristol-Plymouth extracurricular athletic activities until all required documentation is completed and reviewed by the school nurse.

## Evaluation Guidelines

- Any time a concussion is suspected during practices or games, the student-athlete will be removed from participation and will not be allowed to return the same day.
- Parents will be notified so the parent may take the student to a medical provider for appropriate medical evaluation and treatment. All head injuries and suspected concussions will be reported to the school nurse, Athletic Director, and the certified athletic trainer on staff.
- Evaluation and clearance by the medical provider will be required.
- The athlete will not return to play without the note from the medical provider and only after completion of the Return to Play Protocol followed by the athletic trainer.
- The school nurse and/or the athletic trainer will notify the Student Services Department of the affected student athlete and provide a form with guidelines for concussion accommodation plans.

All coaches, volunteers, trainers, etc. who are involved with Bristol-Plymouth Regional Technical School athletes are responsible to follow the procedures and protocols associated with this policy. If the student athlete is cleared by the medical provider, but the school observes concerning symptoms, the school retains the right to restrict the student athlete from play. The certified athletic trainer on staff will provide final clearance for return to athletic participation. Failure to do so will result in penalties including: but not limited to, personal sanctions.

## Unreturned Sports Equipment

Athletic uniforms are provided to student-athletes. Uniforms are costly and the school district invests a great deal of our limited resources to provide these uniforms. Students are required to return a clean uniform to the athletic equipment manager at the conclusion of the season. Any student who does not return a clean and undamaged uniform will be responsible for the retail value of the uniform, will be placed on the restricted list and, therefore, unable to participate in extracurricular activities, and will not be allowed to participate in another sport until the uniform is returned.

Records are maintained for the four years students attend Bristol-Plymouth. No student-athlete, who owes the school a uniform or equipment, will be allowed to participate in senior activities including but not limited to award ceremonies, proms, senior breakfast, graduation rehearsal and graduation ceremony.

## **Jewelry in Athletics**

Based on strict rules in all sports, jewelry is not allowed in a practice or a game setting. If jewelry must be worn, you cannot expect to participate due to safety considerations.

MIAA Rule 56.2 Medical Alert Bracelets/Anklets are approved for wearing in all sports, provided they are taped to the body and marked in red.

## **Disclaimer**

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

**Student/Parent Athletic Agreement**  
**BRISTOL-PLYMOUTH REGIONAL TECHNICAL SCHOOL**  
**STUDENT/PARENT ATHLETIC AGREEMENT**

The following are MIAA regulations set by the MIAA which all B-P athletes are required to comply with. Failure to do so will result in the stated consequences. Student and parent signatures are required before a student will be allowed to participate in practice or play.

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

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

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

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

**Minimum PENALTIES:**

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

***Second and subsequent violations:*** When the Principal or designee confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be



truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season.

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

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

**1<sup>ST</sup> Offense**

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

**2<sup>nd</sup> Offense**

<b># of Events / Season</b>	<b># of Events / Penalty</b>
1-3	1
4	2
5-6	3
7-8	4
9	5
10-11	6
12-13	7
14	8
15-16	9
17-18	10
19	11
20 or over	12
<b>2<sup>nd</sup> Offense w/ Dependency Program</b>	
<b># of Events / Season</b>	<b># of Events / Penalty</b>
1-4	1
5-7	2
8-9	3
10-12	4
13-14	5
15-17	6
18-19	7
20 or over	8

### **Steroid Use**

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

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

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

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

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

### **Good Citizen Rule**

Student athletes may not represent their school if they are on in-school or out-of-school disciplinary suspension. A suspended student is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension. Local policies will determine the actual days of ineligibility.

I understand failure to comply with these rules will result in the stated consequence.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

This signed Student/Parent Athletic Agreement must be returned to the Athletic Director and kept on file for each school year.