

WELCOME TO BAY PATH!

BAY PATH MISSION STATEMENT

It is the Mission of Bay Path Regional Vocational Technical High School to facilitate current, integrated, and rigorous academic and technical vocational programs that prepare students for the ever-changing world of employment and post-secondary education; to provide a school culture that meets the diverse needs of our student body for safety and mental wellness; and to foster student confidence, professionalism, and life-long learning skills that will enable them to become contributing members of our communities.

BAY PATH PHILOSOPHY & GOALS

Bay Path Regional Vocational Technical High School is a multifunctional educational facility established to serve the needs of the population of the Southern Worcester County Regional Vocational Technical School District and the surrounding communities. It is the intent of the school to provide a strong background in academic, vocational and technical education that will provide students with a broad range of skills necessary to function in a global society and to develop a solid foundation for lifelong learning.

The vocational/technical responsibility of the school is to offer students the necessary knowledge to develop vocational/technical skills, work attitudes, and ethics necessary for a successful career or a post-secondary education in the 21st Century.

The academic responsibility of the school is to offer students the essential knowledge and experience required for a meaningful and productive life. In accordance with the Massachusetts Department of Elementary and Secondary Education Curriculum Frameworks and the Massachusetts Vocational Technical Education Frameworks, academic studies provide a foundation that enables students to expand skills, ideals, attitudes, and behaviors necessary for vocational/technical careers or post-secondary education.

The Bay Path philosophical and educational objectives are effective with the support of the school district, community, and advisory boards. It is the intent of the school to make available a wide range of services to the district and out-of-district communities. District residents who are interested in continuing their education are provided with the opportunities to do so through secondary and post-secondary school programs. The school also services district residents by allowing them to utilize vocational services. In addition, the school's physical plant is available for community activities.

In seeking to continually improve the school's programs in an ever-changing world, we provide students with equal opportunities in all programs and services. It is our responsibility to provide the highest quality of education. Bay Path Regional Vocational Technical High School graduates are expected to be capable workers and well-rounded citizens who are competitive in a global economy.

A MESSAGE FROM THE SUPERINTENDENT-DIRECTOR

Welcome to Bay Path Regional Vocational Technical High School.

Bay Path Regional Vocational Technical High School has a dual mission. Its curriculum is designed to offer its students rigorous academic and vocational education. Our goal is to produce world-class workers and responsible citizens.

We provide quality educational experiences for students in leadership, teamwork, citizenship, and character development. We reinforce self-confidence, work attitudes, and communication skills. At Bay Path, we want our students to develop high ethical standards, superior work skills, life-long education, and pride in the dignity of work.

Bay Path offers a full complement of sports programs, extra-curricular, and co-curricular programs to assist in the development of well-rounded students.

We believe that our students graduate with a goal and a purpose, and they are prepared for the challenges of their futures.

INTRODUCTION

Admissions Process and Post-High School Planning

Bay Path Regional Vocational Technical High School is an outstanding vocational technical secondary school and is part of the Southern Worcester County School District. Student admission is conducted through an application process. Each town's professional school guidance counselor works in conjunction with the Bay Path admissions team to review applications prior to student acceptance. Questions regarding the application process and admissions should be directed to the Guidance Office.

Post-high school planning is an ongoing process throughout a student's high school career. Managed and facilitated through the Guidance Counselor, Naviance is utilized for career placement and for post-secondary planning over the course of a student's four years. Students work strategically with their Guidance Counselors to navigate college and career readiness. Guidance Counselors work cooperatively with the Co-op Director to provide students with information regarding part-time work placement, cooperative education programs for shop, and career placement upon graduation from school. A college fair is conducted every fall and a career fair is conducted every spring.

Questions concerning post-secondary planning should be directed to the Guidance Office.

BAY PATH REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
STUDENT HONOR CREED

Honor and personal integrity are my greatest assets. I can control the extent and quality of these traits. It is important to me now and in the future to be a member of a school whose record for high honor is outstanding. Only by constant and voluntary effort on my part can Bay Path Regional Vocational Technical High School attain the position of an unparalleled reputation that I seek.

In order to further my personal position as an individual of high honor and in order to make my school outstanding in every respect, I shall do my best to abide by the following creed and to cooperate with my fellow students and teachers in furthering this creed.

CREED

1. I will at all times treat my fellow students with the same respect that I expect them to treat me, having full respect for their property and rights.
2. I will intelligently follow the leadership of all properly elected student officers and abide by such decisions as they have been empowered to make by the will of the majority.
3. I will respect the authority of my teachers. I will make special effort to be helpful and cooperative at all times when a substitute teacher is in charge, for I realize a substitute is in fact my guest.
4. I will make every effort to protect my school's property and maintain its appearance, for I appreciate the fact that my school is frequently judged by its appearance and the appearance of the surrounding grounds.
5. I will neither give help nor receive help from a fellow student during a test or examination. I will make sure that all work submitted as a part of a test or examination is honest in every respect.
6. I will do my best to complete my own assignments at all times, for I realize that assignments are a means for me to learn. Any help I seek in accomplishing my schoolwork assignments will be for the purpose of increasing my understanding and will not include copying from another student's work or having anyone else do my work for me.
7. I will do my best at all times outside of school to act in such a manner that it can only bring honor to my home and school.

SCHOOL SCHEDULE

SCHOOL DAY

The school day at Bay Path starts at 7:35 am and ends at 2:30 pm. Students are late to school if they are not in their classes ready to work by 7:44 am.

Students who drive to school should plan to arrive between 7:15 am and 7:35 am. Students should not arrive to school before 7:00 am. Any student arriving at school prior to the 7:35 am bell should report directly to the cafeteria. Students are not to be wandering the halls

BELL SCHEDULE FOR 2020-2021 SCHOOL YEAR

7:35	Faculty Bell		Lunch Schedule	
7:40	First Bell			
7:43	Warning Bell			
7:44-8:35	Period 1			
8:38-9:22	Period 2			
9:25-10:09	Period 3			
10:12-10:56	Period 4			
10:59-11:40	Period 5A			
11:28-12:09	Period 5B			
10:56-11:25	1st Lunch 5A		A Week	B Week
11:40-12:09	2nd Lunch 5B		Gr. 9 1st Lunch	Gr. 10 1st Lunch
12:12-12:41	Vocational Lunch		Gr. 12 2nd Lunch	Gr. 11 2nd Lunch
12:12-12:56	Period 6		Gr. 10 & 11 Voc. Lunch	Gr. 9 & 12 Voc. Lunch
12:59-1:43	Period 7			
1:46-2:30	Period 8			
2:34	Bus Warning Bell			
2:38	Buses Depart			

HALF DAY BELL SCHEDULE FOR 2020-2021 SCHOOL YEAR

7:35	Faculty Bell	
7:40	First Bell	
7:43	Warning Bell	
7:46-8:11	Period 1	
8:14-8:35	Period 2	
8:38-8:59	Period 3	
9:02-9:23	Period 4	
9:26-9:47	Period 5	
9:50-10:11	Period 6	
10:14-10:35	Period 7	
10:38-11:00	Period 8	

DELAYED OPENING OR NO SCHOOL ANNOUNCEMENT

When school is delayed or cancelled because of inclement weather or another emergency, a notice will be sent to the following radio and television stations: WCVB Channel 5, WSRS, WBZ TV, Fox 25 News, and WHDH TV-7. In addition, an automated phone call issued by the school will be made to every student for whom we have a phone number to inform him/her of the cancellation.

A delayed opening will mean that buses will pick up the students two hours later than the time they would normally have been picked up. FOR EXAMPLE: If a student were picked up at 7:00 am, he/she would then be picked up at 9:00 a.m. A cancellation of the high school in the town in which you reside does not automatically cancel school at Bay Path. Please listen carefully to the radio announcements. Please do not call the school.

POLICIES AND PROCEDURES

ATTENDANCE POLICY

THE ADMINISTRATION ENCOURAGES PARENTS TO CALL THE SCHOOL TO VERIFY THE ABSENCE OF THEIR CHILD. THIS IS NECESSARY IN ORDER TO PREVENT TRUANCY WITHOUT THE KNOWLEDGE OF THE PARENT. If no phone call is received, the school will call home to verify the absence. If there is no answer, the student will be considered truant unless the parent calls the Main Office the following morning to verify the legitimacy of the absence.

Students who are absent from school must submit a note to the Main Office immediately upon their return to school.

1. The note must indicate the date(s) of absence and the reason for absence, and it must be signed by a parent or guardian.
2. **The note from a parent does not excuse the absence. The note verifies the absence and permits the student to make up missed work.**
3. Students who are absent will not receive graduation course credit as follows:
 - a. Shop Week Absences: Eight (8) total shop days missed (whole days or portions thereof).
 - After 5 shop week absences, an attendance letter of warning will be sent home.
 - After 8 shop week absences, a letter will be sent home stating that any subsequent absences may result in loss of credit.
 - Continued absence after surpassing the shop week limit will result in a parental conference where a proactive attendance plan will be created or credit loss will result.
 - b. Academic Week Absences: Twenty (20) total course periods or 10 school days missed per course.
(NOTE: For classes scheduled as double periods, each period missed is counted as an absence).
 - After 7 academic week absences, an attendance letter of warning will be sent home.

- After 10 academic week absences, a letter will be sent home stating that any subsequent absences may result in loss of credit.
 - Continued absence after surpassing the academic week limit will result in a parental conference where a proactive attendance plan will be created or credit loss will result.
- c. Freshmen: Upon their permanent shop placement, freshmen will have a maximum of five (5) shop days and twelve (12) related periods missed as a limit before credit is lost, but academically, the above policy remains in effect.

Excused Absences

1. In the event of a death in the immediate family (parent, sibling, guardian, relative living in the same household), maximum of five (5) school days. This will not count toward the maximum absence limit.
2. In the event of a death of any other relative (grandparent, aunt, uncle, etc....), a maximum of three (3) school days will be excused and not counted toward the maximum absence limit. Extension of such excused absence will be at the discretion of the Dean of Students.
3. The observance of religious holy days.
4. Absence for college visitation will be excused only when a note from a parent/guardian is received by the Main Office prior to the absence; and a written verification from the school visited must be provided to the Main Office immediately upon the student's return. (NOTE: College visitations should be scheduled for non-school time whenever possible.)
5. Absence, dismissal, or tardiness due to school-sponsored activities approved by the Administration will be excused.
6. A note documenting medical, dental, or court appointments.
7. All other absences, tardiness, or dismissals will be excused at the discretion of the Dean of Students.
8. All medical notes for excused absences must be received within 3 days of returning to school.

Credit loss/restoration

1. Courses are successfully completed and credit granted when the student: a) earns a passing grade, **and** b) fulfills the attendance requirement.
2. Credit Loss: In a course where a student fails to receive credit due to failure or fulfillment of the attendance requirement, the graduation credit requirement will not be considered fulfilled.
3. Credit Restoration: Credit(s) lost may be restored by written agreement with the Dean of Students that the student will successfully complete the same or similar course in the Evening Division, summer school, or by other such school day scheduling as may be possible.

Review process

1. A student and/or parents/guardians may submit a written request to the Dean of Students to review the circumstances and restore lost credit(s).
 - a. The Dean of Students must receive the written request within ten (10) school days from the date of notification of loss of credit(s).
 - b. No written request should be made unless there are extenuating circumstances, limited to: a) chronic illness; b) incapacity due to illness or injury; or c) extreme personal reasons or emotional stress.
 - c. The Dean of Students may request third party substantiation of the above circumstances.
2. Reviews will be conducted by a Review Board consisting of: the Dean of Students, the Assistant Vocational Director, and the professional school counselor. Teachers involved will be advised of the review and may attend at their discretion.

- a. The Review Board will meet with the student and parents/guardians, review the circumstances, and decide upon maintaining loss of credit(s) or restoring lost credit(s).
- b. Decision of the Review Board may vary in each case, depending on the circumstances of each case.
- c. Students may appeal the Board's decision to the Principal.

Other

3. For students who transfer to Bay Path Regional Vocational Technical High School after the start of the school year, the maximum absence limit will be pro-rated to the remaining days of the school year.
4. For a student who transfers from one course to another, the total accumulation of absences in the former course will be transferred into the new course.
5. Vacation days taken during school time are considered unexcused absences.
6. Suspension from school counts toward the maximum absence limit.
7. Classes missed when a student is in the Nurse's Office will count toward the maximum absence limit unless excused in writing by the Nurse.
8. A student excluded from Bay Path Regional Vocational Technical High School and participating in an alternative program shall be exempt from the Attendance Policy only for the specified duration of such exclusion, provided that the student meets all conditions specified for the granting of credit(s).
9. Students who are absent more than 20 school days may be referred by the administration to the Special Education Department for an evaluation under Chapter 766.

TARDINESS/DISMISSAL

The late bell rings at 7:44. Any students arriving to school from that time forward must report to the main office to sign in. Dismissals from school shall be permitted upon legitimate written request.

To be considered for an excused absence due to tardiness or dismissal, a student must provide the Main Office with a written explanation of the reason for such tardiness or dismissal, and such written explanation is to be provided by the appropriate professional (doctor, dentist, attorney, court office, Registry of Motor Vehicles officer, etc.).

1. Students must bring the written request to the Main Office prior to 8:00 a.m. on the day of dismissal.
2. The written request must include: a) reason for dismissal; b) time of dismissal; c) telephone number of parent/guardian for verification; d) student I.D. number.
3. Courses missed due to unexcused dismissal count toward the maximum absence limit.
4. Dismissals must be for legitimate reasons (e.g. medical/dental appointments, court appearances, driver's license examinations, etc.).
5. Dismissals without a valid excuse as stated above will be treated the same as tardies (see tardy policy above) and are subject to possible detentions.

Personal banking; and insuring, registering, and repairing a car are not considered sufficient reasons for dismissal. A request to go to work is not acceptable and should not be made. Those are examples of events that should take place after school.

AFTER SCHOOL POLICY

A teacher, coach, or administrator must supervise students staying after school. Students staying for extra help are to remain with the teacher until the 3:25 pm bell. Students are not permitted in the gym or

locker rooms unless supervised by a coach or the athletic director. Students may not use the Media Center after school without a teacher or without prior permission from the Media Specialist.

SCHOOL OFFENSES THAT WILL RESULT IN AUTOMATIC SUSPENSION AND MAY DIRECTLY LEAD TO EXPULSION

Sexual Harassment, Bullying, & Hazing Policies

It is the policy of the The Southern Worcester County Regional School District to provide a learning environment and working atmosphere for students, employees, and visitors free from sexual harassment, hazing, and intimidation. These terms are reinforced herein as “harassment.” Such action may occur on the basis of race, color, religion, national origin, age, gender, gender identity, sexual orientation, or disability, or for any other reason. In the strongest possible terms, the District condemns harassment, whether based on race, color, religion, national origin, gender, sexual orientation, disability, or any other reason.

It is a violation of this policy for any administrator, teacher, or other employee, or any student or other member of the School community to engage in or condone harassment in school. This includes on school grounds, at school-related functions, activities, communications, or contacts. Failure to report or otherwise take reasonable corrective measures when one becomes aware of an incident of harassment is also in violation of this policy.

This policy is not designed or intended to limit the school’s authority to take disciplinary action or to take remedial action when such harassment occurs out of school but has a connection to school, or is disruptive to an employee’s or student’s work or participation in school related activities.

Reports of cyber bullying by electronic or other means, occurring in or out of school, will be reviewed and, when a connection to work or school exists, will result in discipline. Parents of students alleged to have engaged in cyber harassment will be invited to attend a meeting at which the activity, words or images subject to the complaint will be reviewed. A student disciplined for cyberbullying will not be re-admitted to the regular school program until his or her parent(s)/guardian(s) attend such meeting.

It is the responsibility of every employee, student and parent to recognize acts of harassment and take every action necessary to ensure that the applicable policies and procedures of this school district are implemented.

Any employee or student who believes that he or she has been subjected to harassment has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties, but proper enforcement of this policy may require disclosure of any or all information received.

The Building Principal/Designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to any form of harassment.

HAZING

CHAPTER 536 OF THE ACTS OF 1985 (also know as Mass. General Law Chapter 269, Sections 17-19) AN ACT PROHIBITING THE PRACTICE OF HAZING.

Be it enacted by the Senate and House of Representatives in General Court assembled, and the authority of same, as follows:

Chapter 269 of the General Laws is hereby amended by adding the following three sections:

Section 17. Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment. The term “Hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, and branding, forced calisthenics, exposure to the weather, forced consumption of food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any student or other person, or which subjects such 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 seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

Section 19: Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team, or organization has received a copy of sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary shall, at least annually, before the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full-time student enrolled by it of the provisions of this sections and sections seventeen and eighteen also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institutions policies to its students. The board of higher education

and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such a report.

SEXUAL HARASSMENT

The Southern Worcester County Regional Vocational School District is committed to providing Faculty, Staff, and Students with an environment in which they may pursue their careers and studies without being sexually harassed. All individuals associated with the school district, including but not limited to the School Committee, the administration, the faculty, the staff and the students are expected to conduct themselves at all times in a manner which accords respect and dignity to others and maintains a school climate free of sexual harassment.

Sexual harassment

Massachusetts General Laws defines sexual harassment as, “any sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges, or placement services or as a basis for the evaluation of academic achievement of (ii) such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual’s education by creating an intimidating, hostile, humiliating, or sexually offensive educational environment.”

Guidelines for dealing with sexual harassment

The definition of sexual harassment encompasses a variety of unwelcome acts including, but not limited to: physical (pinching, fondling, rape), visual (leering, ogling), verbal (derogatory remarks of a sexual nature, double entendre, innuendoes, and jokes), and pictures or graffiti; further sexual harassment may be student-to-student, student-to-staff, staff-to-student, or staff-to-staff. Parents of involved students will be immediately notified of the circumstances concerning the allegation. For the purposes of this policy, harassment shall be separated into two categories:

Violent Conduct: (fondling, assault, assault with intent to rape, rape, threats of such conduct, or any other conduct of a severe and violent nature):

All allegations of violent conduct will be investigated immediately with a report to the Charlton Police Department as is appropriate.

Non-Violent Conduct: (all other types of sexual harassment):

1. The occurrence of sexual harassment must be determined from the viewpoint of a reasonable person in the victim’s situation. What one person may consider acceptable behavior may be viewed as sexual harassment by another person. Therefore, in order to protect the rights of both parties, it is important that the victim make it clear to the harasser that the behavior is bothersome.
2. Every report of sexual harassment must be taken seriously and some kind of action taken immediately. Any allegation of staff-to-staff, staff-to-student, or student-to-staff sexual harassment must be immediately brought to the attention of the individuals designated by the Superintendent-Director as Sexual Harassment Counselors so that the situation may be resolved as confidentially and quickly as possible while protecting the rights of both parties.
3. Situations involving student-to-student Non-Criminal harassment may be resolved expeditiously if the victim and harasser can be persuaded to sit down and discuss the

matter in the presence of a Sexual Harassment Counselor designated by the Superintendent-Director.

Multiple Complaints

In cases where the harasser has had multiple complaints (more than one) lodged against him/her by one or more victims evidencing a course of conduct in violation of this policy, he/she shall be subject to appropriate disciplinary action.

Retaliation

Retaliation in any form against any person who has filed a complaint relating to sexual harassment is forbidden. Such retaliation could be considered grounds for disciplinary action of students or staff members.

Nothing in this policy shall prevent a victim from exercising their legal rights in a criminal or civil action.

BULLYING/CYBER-BULLYING

Bullying may take a variety of forms. It is unacceptable in a school or work environment. As a result, no student or employee shall be subjected to harassment, intimidation, bullying, or cyber-bullying in any public educational institute:

1. Bullying and cyber-bullying means unwelcome written, electronic, verbal, or physical acts or gestures where a student or employee feels coerced, intimidated, harassed, or threatened and under the circumstances:
 - a. May cause a reasonable person to suffer physical or emotional harm to a student
 - b. May cause damage to another student's property
 - c. May cause a disruptive or hostile school environment.
2. The behavior must interfere with the student's ability to perform his or her duties or with their academic performance or ability to learn, or interfere with a student's ability to participate and benefit from services, activities, or privileges that are being offered:
 - a. Through the school district; or
 - b. During any educational program or activity; or
 - c. While in school, on school equipment or property, in school vehicles, on school buses at designated school bus stops, at school-sponsored activities;
3. The behavior is conducted through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public educational institute.
4. As used in this Section, "electronic communication" means any communication through electronic devices including a telephone, cellular phone, computer, tablet, or pager.

Reporting bullying and retaliation

To support efforts to respond promptly and effectively to bullying and retaliation, the district has put in place a policy and procedures for receiving and responding to reports of bullying or retaliation. This revised policy and procedures will ensure that members of the school community – students, parents, and

staff – know what will happen when incidents of bullying occur. The district has described detailed procedures for staff reporting of incidents, processes for communicating to students and families how reports can be made (including anonymous reports), and procedures to be followed by the principal or designee once a report is made.

In accordance with the requirements of M.G.L. c. 71, § 370, BPRVTHS submits the following reporting procedures:

Reporting Bullying or Retaliation

Reports of bullying or retaliation may be made by a member of school staff, (including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity, or paraprofessional) parent or guardian, or others and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school or district staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff members becomes aware of or witnesses. A member of the school staff can be named the aggressor in a bullying report.

Reports made by students, parents, or guardians, or other individuals who are not school or district staff members, may be made anonymously. An individual may make an anonymous report of bullying or retaliation, however, no disciplinary action may be taken against a student solely on the basis on anonymous report. A student who knowingly makes a false accusation of bullying or retaliation will be subject to disciplinary action. Use of an Incident Reporting Form is not required as a condition of making a report. The school district will:

1. Include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians
2. Make it available in the school's discipline office, nurse's office, and the guidance office
3. Make the Incident Reporting Form available on the school's website.

At the beginning of each school year, the district will provide the school community, including administrators, staff, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation. A description of the reporting procedures and resources, including the name and contact information of the principal and designee, will be incorporated in student and staff handbooks, on the school website, and in the information about the plan that is made available to parents or guardians.

1. **Reporting by Staff:** A staff member will report **immediately** to the principal or designees when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.
2. **Reporting by Students, Parents or Guardians, and Others:** The school district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Students, parents, or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided a practical, safe, private, and age-appropriate way to report and discuss an incident of bullying with a staff member, or with the principal or designee.

Responding to a Report of Bullying or Retaliation

Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further instances.

The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

Obligations to Notify Others

1. **Notice to Parents or Guardians:** Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.
2. **Notice to Another School or District:** If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.
3. **Notice to Law Enforcement:** At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

If bullying or retaliation is substantiated, the school will take steps reasonably calculated to prevent reoccurrence and ensure that the target is not restricted in participating in school or benefitting from school activities. As with the investigation, the response will be individually tailored to all of the circumstances, including the nature of the conduct and the age of the students involved. In addition to taking disciplinary action, the following are examples of steps that may be taken to prevent recurrence of bullying or retaliation:

- Holding parent conferences
- Transferring student's classroom or school
- Limiting or denying student access to a part, or area, of school
- Enhancing adult supervision on school premises
- Excluding from participation in school sponsored or school related functions, after school programs, and/or extracurricular activities
- Providing relevant educational activities for individual students or groups of students
- Providing personalized action plans and directives for future conduct, including providing the target with a process for reporting any concerns about future conduct immediately
- Arranging for communication between the parties, if appropriate, to assist them in resolving issues which have arisen between them
- Providing counseling (or other appropriate services) or referral to such services for the target and/or the aggressor and/or for appropriate family members of said student

Investigations

The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation, the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation.

Determinations

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the student's teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations.

Disciplinary Action

If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the plan and with the school's or district's code of conduct.

Discipline procedures for students with disabilities are governed by the Federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.

If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

1. **Promoting Safety for the Target and Others:** The principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. One strategy that the principal or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur.

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

2. **Relationship to Other Laws:** Consistent with state and federal laws, and the policies of the school or district, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege, and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation. Nothing in the Response Plan prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies.

In addition, nothing in the Response Plan is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H½, other applicable laws, or local school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether the Response Plan covers the behavior.

Guidelines for dealing with any charge of harassment

By law, harassment is defined by the victim's perception in combination with objective standards or expectations. What one person may consider acceptable behavior may be viewed harassment by another person. Therefore, in order to protect the rights of both parties, it is important that the victim make it clear to the harasser that the behavior is objectionable.

In all charges of harassment, the victim should describe in writing the specifics of the complaint to ensure that the subsequent investigation is focused on the relevant facts. Oral and 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 standard of preponderance of evidence.

Any school employee who has reliable information that would lead a reasonable person to suspect that a person is a target of harassment, bullying, or intimidation shall immediately report it to the administration; each school shall document any prohibited incident that is reported and confirmed, and report all incidents of discrimination, harassment, intimidation, bullying, or cyberbullying and the resulting consequences, including discipline and referrals, to the Superintendent's office as they occur.

A good faith report from a staff member renders the staff member immune from discipline for making a report and is considered to have been made in the course of the staff member's employment for purposes of M.G.L. c. 258. As a result, the school district shall indemnify staff members from any cause of action arising out of a good faith report of harassment or the subsequent actions or inaction in connection thereto.

1. If an instance of student-to-student harassment is reported to a staff member other than an administrator, the staff member must inform the Building Principal or designee.
2. If a situation involving a charge of staff member-to-student harassment is brought to the attention of any staff member, the staff member should notify the Building Principal or designee immediately.
3. In a situation involving a charge of student-to-staff member harassment, the staff member should notify the Building Principal or designee.
4. In a situation involving a charge of staff member-to-staff member harassment, the staff member should notify the Building Principal or designee.

Course of Action

Once a charge of harassment has been made, including charges of mental, emotional, or physical harassment as well as threats to a person's safety or position in the school or work environment, the following course of action should be taken:

1. The Building Principal should 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 third party present at the time of the discussion. In situations involving students the Principal should engage the appropriate classroom or special subject area teacher. Parents will be informed of the situation and invited to participate in resolution discussions. It is important that the situation be resolved as confidentially and as quickly as the circumstances permit.
2. If the harasser and the victim are willing to discuss the matter at a resolution meeting in the presence of the Principal/designee, a supportive faculty member and/or parent should be included in the discussion. During this discussion, the offending behavior should be described by the victim and administration, a request for a change in behavior should be made, and a promise should be made that the described behavior will stop. If circumstances do not permit a face to face meeting the administration will present the victim's position. Follow-up verification procedures will be explained. Failure to comply after a resolution meeting will result in appropriate discipline.
3. If after a resolution meeting with the involved parties, the Building Principal determines that further disciplinary action must be taken, in instances involving student-to-student or student-to-staff member harassment, the student may be subject to discipline including, but not limited to, counseling, suspension, and when appropriate, expulsion.
4. In instances involving staff member-to-student and staff member-to-staff member harassment, findings will be reported to the Superintendent of Schools for further action. Personnel action may also be initiated at this point, consistent with the applicable law and collective bargaining agreement.

In all cases a referral to law enforcement will be considered by the Principal or Superintendent based on the circumstances. School officials will coordinate with the Police Department to identify a police liaison for harassment cases.

Retaliation

Retaliation in any form against any person who has made or filed a complaint relating to harassment is forbidden. If it occurs, it could be considered grounds for dismissal of staff personnel and/or removal from the educational setting for a student. A referral to law enforcement may be made.

Confidentiality

Reports of harassment should be kept completely confidential, consistent with necessary investigation procedures, with the goal of protecting the victim and stopping the behavior.

CAFETERIA

Students must eat their lunch in the cafeteria during the lunch period. Students must comply with a staff member's/administrator's request to help return trays, etc. **At the end of each breakfast and lunch period, tables must be left clean. In addition, opened beverage containers and snacks are not permitted in the hallway.**

No food or beverages are to be brought to any academic classes. Food and beverages brought to the shops are for break or for lunch only.

LUNCH CHARGE PROCEDURE

Students who do not have money to pay for their breakfast or lunch must go to the Business Office to receive a charge slip before getting in the service line and receiving their meal.

Students who charge a meal are expected to make payment for that meal on the following school day.

Students who have an outstanding balance on their lunch account will not be given an additional charge slip until the outstanding balance has been paid in full.

Students who take a meal and are unable to pay for the meal or who already have an outstanding balance on their lunch account and leave the meal will still be charged for that meal as it cannot be re-served.

CARE OF SCHOOL PROPERTY

Students must take care of school property. Through their parents/guardians, students are liable for replacement costs of damages they commit and for properties they lose. Damages include writing or defacing in any way a book, desk, wall, etc., tearing or breaking the binding/cover of a book; and damages to tools or equipment caused through abuse or negligence. Students shall be required to clean or pay for the refinishing of surfaces that they have defaced.

Students who are caught stealing or damaging school property or another student's property will be placed on suspension and further action may develop depending on the seriousness of the offense. Students who steal equipment, money, or other articles from their shop may be removed from that vocational program depending on the recommendation of the Discipline Hearing Committee (See STEALING/THEFT).

Each student is asked to respect school property and to display pride in keeping the corridors, cafeteria, rooms, and grounds free from paper and refuse.

In case a book is lost, the student must report it immediately to his teacher, and arrangements will be made for the student to pay for a replacement. If the lost book is found at a later date, the money will be refunded. Each student must assume the responsibility for all books issued to them. Failure to return borrowed materials will be brought to the attention of the Dean of Students for disciplinary action.

The school Administration will meet with any parent who believes that his/her child should not be held accountable. A determination or an arrangement should be reached at this meeting.

CELL PHONE/ELECTRONICS POLICY

Electronic devices (cell phones, iPods, mp3s, electronic games, lasers, tablets, Ipads, smart watches, headphones of any kind including air pods, etc.) must be off and out of sight upon entrance into the school building. These electronic devices may not be used anywhere in the building or on the job site. If a staff member sees or hears any kind of electronic device, that person has the right to take the equipment away from the student. If the student refuses to turn over the device to the staff member, he/she will be subject to the appropriate disciplinary action. Misuse of electronic devices to invade other peoples' privacy or to instigate inappropriate action could lead to suspension and/or police involvement. Bringing any type of electronics will be at the sole discretion of the student; the school will assume no responsibility for theft or loss.

Administration may inspect a student's personal device if there is a reason to believe that the search will reveal a violation of the terms of the school's policies against harassment or bullying/cyberbullying, the Acceptable Use Policy (AUP), or other school rules or state or federal laws.

If it is determined that an additional violation has occurred, beyond violation of the school's Cell Phone/Electronics Policy: (1) electronic device may be confiscated by teachers and held by administrators until return to parents or student is deemed appropriate; (2) police may be contacted; (3) computer or network privileges may be revoked; and (4) student may be subject to disciplinary action. Bay Path is not responsible for the loss, damage, or theft of any personal electronic device

Students and parent(s)/guardian(s) should also be aware that it is illegal to in any way record conversations, classroom instruction, or verbal exchanges with the use of a recording device without the express consent of those individuals being recorded. Doing so violates federal wiretapping legislation and Massachusetts General Law Chapter 272, Section 99 with respect to interception of wire and oral communications.

Southern Worcester County Regional School District

Digital Use Policy

1. Purpose

Internet access, and network resources are available to teachers, administrators, and students in the Southern Worcester County Regional School District solely for educational and instructional purposes and other purposes consistent with the educational mission of the school district. Use of the Internet, e-mail and district network is a privilege.

With Internet access comes the availability of material that may not be considered appropriate in a school setting. The district cannot regulate and monitor all the information received or sent by persons who use the Internet or e-mail; and the district cannot ensure that students who use the network or Internet resources will be prevented from accessing inappropriate materials. The district believes, however, that

the availability and value of the Internet far outweigh the possibility that users may procure inappropriate or offensive material.

2. Authority

The district reserves the right to log, monitor, and review Internet, e-mail, and other network use of each user. This logging, monitoring, and review may be conducted without cause and without notice. Each user of a district computer, by the use thereof, agrees and consents to such logging, monitoring, and review and acknowledges that s/he has no right or expectation of confidentiality or privacy with respect to Internet, e-mail or other network usage.

Network administrators may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system only for appropriate purposes. Users should expect that files stored on district servers or computers will not be private. An e-mail archiving system is utilized in the district.

The district employs the use of an Internet filter as a technology protection measure pursuant to the Children's Internet Protection Act. The filter may not be disabled for use by students or other minors for any reason. (20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254)

All students, administrators, and staff members who use the Internet, e-mail, and other network facilities must agree to and abide by all conditions of the policy. Students may not use the district's computers for access to the Internet or for e-mail without the approval or supervision of a teacher or school district staff member.

The district makes no warranties of any kind, whether express or implied, for the service it is providing. The district is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruption. Use of any information obtained through the use of the district network is at the user's risk. The district disclaims responsibility for the accuracy or quality of information obtained through the Internet or e-mail.

The district assumes no responsibility or liability for any charges incurred by a user. Under normal operating procedures, there will be no cost incurred.

Subscriptions to listservers must be preapproved by the district. A student may not download or install any commercial software, shareware, or freeware onto local and/or network drives or disks, unless s/he has the specific, prior written permission from a teacher or administrator.

3. Guidelines

General Prohibitions

Use of the Internet, e-mail, and network must be in support of the educational mission and instructional program of the district. With respect to all users, the following are expressly prohibited:

1. Use for inappropriate or illegal purposes.
2. Use in an illegal manner or to facilitate illegal activity.
3. Use for commercial, private advertisement, or for-profit purposes.
4. Use for lobbying or political purposes.

5. Use to infiltrate or interfere with a computer system and/or damage to data, files, operations, software or hardware components of a computer or system.
6. Hate mail, harassment, discriminatory remarks, threatening statements and other antisocial communications on the network.
7. The illegal installation, distribution, reproduction or use of copyrighted software.
8. Use to access, view or obtain material that is obscene, pornographic, including child pornography, or harmful to minors.
9. Use to transmit material likely to be offensive or objectionable to recipients.
10. Use to obtain, copy or modify files, passwords, data or information belonging to other users.
11. Use to misrepresent other users on the network.
12. Use of another person's e-mail address, user account or password.
13. Loading or use of unauthorized games, programs, files, music or other electronic media.
14. Use to disrupt the work of other persons. Hardware or software of other persons shall not be destroyed, modified or abused in any way.
15. Use to upload, create or attempt to create a computer virus.
16. The unauthorized disclosure, use or dissemination of personal information regarding minors.
17. Bullying/Cyberbullying.
18. Use which involves any copyright violation.
19. Use to invade the privacy of other persons.
20. Posting anonymous messages.
21. Use to read, delete, copy or modify the e-mail or files of other users or deliberately interfering with the ability of other users to send or receive e-mail.
22. Use while access privileges are suspended or revoked.
23. Any attempt to circumvent or disable the filter or any security measure.
24. Use inconsistent with network etiquette and other generally accepted etiquette.

Student Prohibitions

Student users and any other minors shall not:

1. Use the system to access inappropriate or obscene materials or materials that may be harmful to minors.
2. Disclose, use or disseminate any personal identification information of themselves or other students.
3. Engage in or access chat rooms or instant messaging without the permission and direct supervision of a teacher or administrator.

Etiquette

Users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

1. Be polite. Do not become abusive in messages to others. General district rules and Board policies for behavior and communicating apply.
2. Use appropriate language. Do not swear or use vulgarities or other inappropriate language.
3. Do not reveal the personal addresses or telephone numbers of others.

4. Recognize that e-mail is not private or confidential.
5. Do not use the Internet or e-mail in any way that would interfere with or disrupt its use by other users.
6. Consider all communications and information accessible via the Internet to be private property.
7. Do not order any materials or use credit cards while using the district network.
8. Respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status or handicap status.

Security

Security on any network system is a high priority especially when the system involves many users. Each user is required to report any security problems to the system administrator. The problem is not to be demonstrated to other users.

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Consequences of Inappropriate Use

The user, whether a student or employee, shall be responsible for damages to equipment, systems or software resulting from deliberate or willful acts. In addition to other appropriate disciplinary procedures, failure by any user to follow the procedures, and prohibitions listed in this policy may result in the loss of access to the network, Internet and e-mail. Illegal activities or use may be reported to the appropriate legal authorities for possible prosecution. The district reserves the right to remove a user from the network to prevent unauthorized or illegal activity.

The use of the Internet and e-mail is a privilege, not a right. District administrative staff, along with the system administrator, will deem what is appropriate and inappropriate use and their decision is final.

4. Delegation of Responsibility (20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254)

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

Internet safety measures shall effectively address the following: (47 U.S.C. Sec. 254)

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

References:

Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.
Enhancing Education Through Technology Act of 2001 – 20 U.S.C. Sec. 6777
Internet Safety – 47 U.S.C. Sec. 254

CORRIDOR/LAVATORY PASSES

A pass is a permit to allow students to be out of the classroom for a specific reason. All students are to take the most direct route to their destination. The instructor should not send any student out of the classroom or shop without a signed pass. If the student visits another classroom, shop, or office, an instructor or the office staff must countersign the pass. Students are only permitted to do personal banking with the Southbridge Credit Union inside the building during their lunch period.

DRIVING TO SCHOOL

A student who wishes to drive a vehicle to school and park on school property must apply for a permit from the Dean of Student's office. An application form must be filled out and signed by the student and parent/legal guardian. After completing the application, students should bring their original license and vehicle registration to the Dean of Students for verification and to be copied by the secretary.

The student must provide evidence as to the necessity of the request. Employment immediately after school with a starting time before 3:30 pm would be an example of such necessity. Students must meet the school requirements for attendance, grades, and discipline. **Students must maintain passing grades each quarter in order to retain a parking permit. Failure to continue to meet the permit requirements will result in the loss of parking privileges for at least the following quarter.** Parking privileges may be refused on the grounds that within the school, the student has demonstrated such behavior as to create a doubt as to whether or not the student could possibly pose a danger by the misuse of the vehicle on school grounds. Consideration of life, property, and the rights of others requires the exercise of extreme care by all students who wish to continue to drive their cars to school.

All student drivers must have their parking pass visible on their rear view mirror at all times.

Extenuating circumstances, i.e. campus construction, may at times lessen the number of available parking spots. Factors like discipline record, grades, driving record while on campus, work after school, and sports will be strongly taken into consideration when issuing a parking permit.

Violations

The Dean of Students may revoke a student's driving and parking privileges after a meeting if it is determined that a student has misused a vehicle on school grounds. The matter may also be turned over to the Registry of Motor Vehicles for further action. Violations that may also result in the revocation of the parking permit are as follows:

1. Driving in excess of 15 m.p.h.
2. Driving in a reckless manner or driving to endanger including the driving with more than the allowable number of passengers.
3. Excessive absences (12 days) and/or tardiness (3 unexcused tardies) to school without sufficient reason. Mechanical breakdowns will not be acceptable reasons for tardiness. Parking permits are issued on the basis that the car is in good running condition.
4. Failure to park in assigned spot.
5. Loitering in or near cars on school grounds. Students will park their cars and enter directly into the school.
6. Violating the drug and alcohol policy at Bay Path. The administration will consider any student vehicle parked on school property an extension of school property. In accordance with the Education Reform Act of 1993, these vehicles may be searched by the administration if reasonable suspicion indicates that weapons and/or drugs (alcohol) may be present.
7. Accumulation of three (3) or more suspendable incidents in the discipline system. Such repeated offences evidence that the maturity level of the student is not sufficient to allow that student to bring a vehicle to school.
8. Arriving earlier than 7:15 a.m.
9. Failing to stop when directed by school personnel.
10. Failing to maintain passing grades in all subjects each quarter.

Only students with valid parking spaces of their own may drive their appropriately registered vehicle to school. Students do not have the right to allow other students to use their parking spaces. Students who have had their licenses revoked forfeit their parking privileges. These students may reapply for parking privileges once their licenses are restored. A student who loses his/her parking permit may not drive his/her own, family's or friend's car to school, nor can he/she lend the now unregistered (for the school) car to someone else to drive to school.

Penalties

1. Minor offenses such as parking in someone else's spot when you have your own assigned spot will result in a warning. After a series of three school incidents, the student will lose his/her parking privileges for no less than one month.
2. Additional major offenses may cause the school incident system to skip steps and might result in the automatic revocation of parking privileges, the length of which to be determined by the Dean of Students.
3. Students who fail courses as recorded on the report card at its date of issuance shall lose his/her parking privilege for one quarter. If all grades are passing at the issuance of the next report card, the student will be eligible for a parking permit when one becomes available.
4. Parking on school grounds without a permit may result in a trespass charge issued by the Charlton Police which carries a fine of up to \$250.

EMPLOYMENT PERMITS

All students under the age of 18 must obtain an EMPLOYMENT PERMIT, or work permit before starting a new job. Bay Path is responsible for issuing employment permits to students attending our school. Each work permit is job-specific; each time a minor begins a new job, he/she must apply for a new work permit.

The “Employment Permit Application for 14 through 17 Year Olds” may be picked up in the main office. Upon completing the required paperwork, the superintendent, or his/her authorized agent, will then issue an Employment Permit. The student will bring the signed employment permit to the employer who must keep it on file until the student leaves the job.

A summary of the Massachusetts laws regarding minors’ work hours and occupation restrictions may be found at www.mass.gov/dos.youth

A “Promise of Employment” form must be signed by the employer, and must set forth the character of the specific employment, the number of hours per day during which the child is to be regularly employed, and the name and address of the employer.

Also, a “Physician’s Certificate of Health” form is required. This certificate must be signed by a school or family physician, or by a physician appointed by the school committee, stating that the minor has been thoroughly examined by the physician, is in sufficiently sound health, and is physically able to perform the work.

The EMPLOYMENT PERMIT is then issued by the main office and is given to the student.

SCHOOL ALARMS

In each classroom, shop, laboratory, and other school area, instructions are prominently displayed regarding the procedures to be followed during school alarms. Everyone must cooperate during these alarms. All students are to remain with their instructors during and after exiting the building.

IDENTIFICATION CARDS

At the beginning of each year, students will be issued student identification cards. Students must have their cards on display from the waist up and in appropriate areas of the body at all times during the school day, including the ride on the school bus coming to and departing from school. Lanyards and ID clips will be made available to help students keep their IDs visible. These cards must also be available at all athletic and social events held at the school.

Students must use their ID cards when being served breakfast or lunch. Students without their ID cards will be sent to the back of the serving line so as not to hold up students who present their cards.

A STUDENT WITHOUT AN ID WILL NOT BE ALLOWED TO:

1. Purchase items from the Break Room.
2. Enter the Media Center during lunch time.

3. Go outside in the designated area during lunch time.
4. Utilize the School store or perform personal banking at the Southbridge Credit Union.

As a measure of safety and security, students must have their ID's on them at all times. Periodic ID checks will take place.

EXCEPTIONS:

1. If called to an office, student may report.
2. If accompanied by their teacher, student may attend class meetings/assemblies.

When a student is given a pass, his/her ID must be carried along with the pass. Students may not misrepresent themselves by using another student's ID.

If the identification card is lost, students may go to the Media Center to sign up for a new ID card. The cost is \$1.50 for lost IDs and \$2.50 for photo retakes.

LOCKERS

All freshmen will be issued a locker. All other students can be provided a locker upon request at the Guidance Office. Lockers must be kept clean and neat. **Objects of value should not be placed within these lockers, but should rather be left at home.** Students should be absolutely sure that their lockers have been left securely locked after use. Combination or key locks are not permitted on the students' lockers unless permission is given by the Dean of Students.

Students are to use only the lockers that have been assigned to them. Under no circumstances should students share their lockers with someone else or give their combination to other students.

Students should be aware that lockers are school property and are subject to searches by members of the school administration when reasonable information dictates this action is required.

The school assumes no responsibility for any loss and provides lockers for the convenience of the students. Any suspected theft of an item from a locker should be brought to the attention of the Dean of Students.

MASSACHUSETTS GENERAL LAWS CHAPTER 71, SECTION 37H

The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities, on the school grounds, or on school buses by any individual, including school personnel. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety of students and school personnel;

and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons; and/or the use of force, vandalism, or violation of other student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the Department of Education for informational purposes only.

In each school building containing grades nine through twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook, setting forth the rules pertaining to the conduct of students. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may also consider policy changes at any time. The annual review shall cover all areas of student conduct, including, but not limited to, those outlined in this section.

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

- a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter 94C, including, but not limited to marijuana, cocaine and heroin, may be subject to expulsion from the school or school district by the principal.
- b) Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, at his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b); provided, however, that any principal who decides that said student should be suspended shall state in writing to the school committee his/her reasons for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the principal shall represent that, in his/her opinion, the continued presence of this student in the school will not pose a threat to the safety, security, and welfare of the other students and staff in the school.

- d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under Section 21 of Chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under Section 21 of Chapter 76.
- f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of

elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

- g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

SECTION 37H ½ Felony complaint or conviction of student; suspension; expulsion; right to appeal. Notwithstanding the provision of Section 84 and Sections 16 and 17 of Chapter 76:

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the Superintendent. The student shall notify the Superintendent in writing of his/her 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(s)/guardian(s) 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/her behalf, and shall have the right to counsel.

The Superintendent shall have the authority to overturn or alter the decision of the principal 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 suspension.

2. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster 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/her 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 the student's parent(s)/guardian(s) within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written

testimony on his/her behalf, and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the principal 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 district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under Section 21 of Chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under Section 21 of Chapter 76.

SECTION 3. The Department of Education and the Department of Youth Services shall, pursuant to a study and recommendations conducted by the Mass Jobs Council, assure that an education opportunity is provided for a student whose admission to a school or right to educational services is regulated by the provisions of this act.

Said study shall contain a statistical analysis of the number of students who have been expelled and the services that are not provided, and recommendations for the provision of education to expelled students in the future. Said study shall be completed within five months and shall be submitted to the House and Senate Clerk and the House and Senate Chairmen of the Joint Committee on Education, Arts and Humanities.

Chapter 76, Section 5 of the General Laws reads: “No person shall be excluded from, or discriminated against, in admission to a public school of any town, or in obtaining the advantages, rights, privileges and course of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation”.

Section 37H ³/₄

(a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of Section 37H or with a felony under Section 37H ¹/₂

(b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under

this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

MASSACHUSETTS GENERAL LAWS CHAPTER 71, SECTION 37L

The School Committee of each city, town or regional school district shall inform teachers, administrators, and other professional staff of reporting requirements of child abuse and neglect as specified in sections 51-A to 51-F, inclusive, of Chapter 119.

In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time.

Supervisors who receive such a weapon report shall file it with the Superintendent of said school, who shall file copies of said weapon report with the local chief of police, the Department of Social Services, the office of student services or its equivalent in any school district, and the local school committee.

Said superintendent, police chief, and representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local system must provide the new school system with a complete school record of the entering student. Said record shall include, but may not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charge with any suspended act

MGL Chapter 71, section 37L, as amended by section 37 of Chapter 71 of the Acts of 1993 (the Education Reform Act).

PHONE USE

Students who need to use a telephone may use the phone in the main office. The only times a student may use the Main Office phone is during lunch and before and after school. If there is an emergency, the student's teacher will call the Main Office to say he/she is sending a student to the phone.

TOOLS

All tools and instruments used in the shops, laboratories, and classrooms are furnished at school district's expense. When tools, instruments, or materials are removed from the tool crib, the student to whom issuance was made is held responsible for return of such item(s). Students are not permitted to borrow tools to take home. Students must reimburse the school for lost or damaged tools. Bay Path is not responsible for lost or stolen personal tools.

TRANSPORTATION/BUS POLICY

All students are required to ride the school bus to and from school, unless the student has been granted parking privileges for his or her car at Bay Path.

Bus Pass Rules

Bus passes are issued to students for the following reasons **ONLY**:

1. A doctor or dentist appointment.
2. A job for which a student is paid.

Requests for a bus pass must be in writing and a parent/guardian phone number must be listed in order for the Transportation Coordinator to verify the note. Requests for bus passes should be brought to the **Transportation Coordinator** prior to or just after morning announcements.

Students riding in school buses are expected to act in accordance with all state regulations and in a courteous manner to their fellow students and driver. Students must carry their ID card at all times including the time they are on the school bus. Failure to show the ID card to the bus driver when requested will result in disciplinary action.

Embarking:

1. Be on time at designated bus stop; ten minutes before average arrival time.
2. Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.

3. Wait until the bus comes to a complete stop before attempting to board the bus.
4. DO NOT move toward the bus until the bus has come to a complete stop.
5. DO NOT crowd or push while getting on the bus.

While on the Bus:

1. NO SMOKING: Smoking, including electronic smoking devices and smokeless items are never allowed on the bus.
2. DO NOT open or close windows except by permission from the driver.
3. Assist in keeping the bus safe and clean.
4. DO NOT shout or cause unnecessary confusion.
5. Treat bus equipment well. The offender will pay for damage to equipment.
6. NEVER tamper with the bus or any of its equipment.
7. Keep books, packages, coats, and all other objects out of the aisle. Do not leave personal property on the bus.
8. NO ILLEGAL SUBSTANCES: The use of drugs or alcohol is strictly prohibited.
9. DO NOT leave or change your seat while the bus is in motion.
10. DO NOT throw anything out of the bus windows or within the bus itself.
11. NO horseplay on the bus.
12. Be courteous to fellow-pupils, the bus drivers, and passersby.
13. Be absolutely quiet when approaching a railroad-crossing stop.
14. In case of a road emergency, remain on the bus unless requested to leave by the bus driver.
15. Keep all body parts inside the bus.
16. Provide written permission to leave the bus for either a doctor/dentist appointment or an after school job (See Bus Pass Rules).
17. DO NOT refuse to promptly obey the directive of the driver and DO NOT refuse to obey regulations—such actions **may** result in a forfeiture of your privilege to ride on the bus.
18. Obtain permission of the driver to listen to your radio. All radios must be used with private earphones.
19. If the driver or the Dean of Students assigns students seats on the bus, then you must sit in your assigned seat. The driver will check condition of the seats prior to each morning and afternoon run. Students will be held responsible for the seat in which they are riding and will be required to reimburse the bus company for any damage to the assigned seat. The driver has the right to move students to alternative seats at any time deemed necessary.
20. DO NOT bring tools of any kind to school on the school bus. The school will issue all tools that are necessary during the school day. Items to be repaired, ie: tires, leaf blowers, etc... are also not allowed on the bus. Even large classroom projects may require a student to find other transportation.

Students who do not follow the regulations as prescribed will be subject to suspension as described in the discipline policy.

Disembarking:

1. Immediately after getting off the bus, cross the road when necessary at least ten feet in front of the bus, and only after looking to be sure that no traffic is approaching from either direction.
2. Help look after the safety of small children.
3. Be alert to danger signals from the bus driver.
4. DO NOT attempt to disembark unless the driver has discharged you. The driver will NOT discharge riders at places other than regular bus stops unless by proper authorization from school officials.
5. Remove and put away headphones and other electronic distractions until you have safely crossed any streets.

Procedure for Revoking Student's Bus Riding Privileges:

In cases involving a serious incident or repeated discipline incidents by a student riding the school bus, the Dean of Students may revoke the student's bus riding privilege. The reinstatement of this privilege may occur after a hearing between the student, his/her parents/guardians, the driver and the Dean of Students, or a telephone call may be substituted in place of a hearing at the discretion of the administration. Bus infractions may also result in regular after school detention, Saturday School, suspension, or exclusion. Parent(s)/guardian(s) will be responsible for alternative transportation during any transportation suspension period.

Students are reminded that late buses are provided as a courtesy and the intent of the late buses is to return the students to set locations in each of their communities and not to deliver the students to their homes. The purpose is to return the students to one of the locations in their respective communities and if necessary their parent(s)/guardian(s) are required to transport them from the drop off area to their homes.

WEAPONS POLICY

Knives and weapons of any type are banned from Bay Path Regional Vocational Technical High School in order to protect the safety of students and staff alike.

Bay Path strives to assist students in becoming productive members of society. School policy has been evolved to protect students and those who they may come into contact with during the school day. The possession or use of any weapon does not contribute to the welfare of the student, nor does it comply with State and Federal statutes. Students in possession of a weapon, those who use or threaten to use a weapon, and/or those who use any implement as a weapon can expect to be dealt with in the following manner:

1. The student will be brought to the office along with the weapon. The weapon in question will be confiscated.
2. Members of the Administration will conduct a full investigation.
3. Parents will be notified and requested to come to school.
4. The Charlton Police will be notified and charges may be filed.
5. Proceed to Expulsion Hearing per Education Reform Legislation. *(See **Chapter 140** which follows). CH. 269, S. 10; CH. 71 S. 37H & 37H ½

State Law – Chapter 140; M.G.L. CH. 269. S. 10

“Whoever not being a law enforcement officer and notwithstanding any license obtained by him/her under the provisions of Chapter 140, carries on his/her person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college, or university without the written authorization of the board of offices in charge of such secondary school, college, or university, shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, ‘firearm’ shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means.” Violators will be reported to the Charlton Police Department.

WEEKLY TIME CARDS

Where applicable, students are to complete time cards daily during each shop week. Time cards are to be approved at the end of each shop week. Care should be exercised in filling them out. The shop instructor will explain the standard method used throughout the school in preparing time cards.

DISCIPLINE

ACADEMIC SUPPORT AND DISCIPLINE POLICIES

Code of Conduct

Philosophy

Since it is the educational responsibility of a vocational school to prepare its students for meaningful and productive lives by developing in each student an understanding of the world in which we must work and live, it is vitally important that the school provide for each student a realization of self-importance and an understanding of the individual's responsibility to the community, through the development of respect for the rights of others, respect of property, respect for authority, and respect for self.

In order to facilitate the development of such personal characteristics, it is imperative that the school maintains an environment in which the maximal educational benefits and the personal right to quality education can be accorded to all students. It is for this reason that certain minimal behavioral expectations have been developed for all members of the student body, each of whom has the obligation to meet essential expectations and responsibilities now as in school, and in the community. It is of crucial importance that individuals realize that people are held individually responsible for the consequences of their actions.

So that all students may develop those qualities necessary for success in their work and personal lives, it is the responsibility of each student to adhere to the Code of Conduct established for Bay Path Regional Vocational Technical High School. The Dean of Students Office will consider students who consistently ignore the rules and regulations of the Code of Conduct, through inappropriate behavior, subject to disciplinary action as deemed appropriate.

Rationale

Assuming the validity of teaching students the necessity of accepting the responsibility and accepting the consequences of their own actions, the school must establish a curriculum and provide an organizational character, which is calculated to promote freedom with responsibility. It is essential that we, as adults, assist young people in making the mental distinction between freedoms and simply doing as one pleases, for the two are not synonymous. Recognizing as we do that freedom in practice includes the individual's acceptance of important and crucial responsibilities, we should endeavor to assist students in continual growth toward the ideal of the exercise of responsible freedom that cannot be extricated from self-discipline and proper habits.

Adolescence should be a period of growth during which a person becomes less dependent upon others for direction as he or she strives for greater independence. We must recognize that need for independence and give young people the opportunity to exercise self-control and responsibility without continual supervision.

Conversely, we are a school, and as such have the right to expect students to conduct themselves appropriately throughout the day, to cooperate with the general purpose and direction of the school, and to occasionally make personal sacrifices for the general good of the school society.

Implementation of Code of Conduct

1. The teacher will notify a student that an incident report is being submitted to the office for a serious offense that the teacher judges to be a violation of the Code of Conduct. Minor offenses are usually managed by the teacher's discipline, and brought to the attention of an administrator only after repeated management attempts. Acts of behavior not specifically covered in the Code of Conduct will be handled at the discretion of the administration and teachers of Bay Path. With a discipline report from the teacher or administrator who writes out the report after calling the discipline office for confirmation, the student may be called to the Dean of Student's office. Students will not be called to the office for minor incidents.
2. The discipline office may notify students who are not sent directly to the office by a teacher, by calling them out of their class.
3. The discipline report will be submitted through the IPASS Discipline Referral system and after the incident has been handled, the administrative disposition will be available. A student may request a copy of the incident report.
4. In addition to the incident system, instructors utilizing assertive discipline/ classroom techniques may require students to remain after school, detain students after class, give additional assignments, make a guidance referral, arrange for a working lunch session, arrange parent telephone contact, etc. Teachers may also require students to remain with them for a detention to complete homework, class work, make-up work for failing grades which have not been satisfactorily completed, or makeup work due to absences or misbehavior in class. Failure to comply with the detention request may result in a suspension, in addition to the requirement to stay after school. (See FAILURE TO REMAIN FOR DETENTION.)
5. Seniors or other students who fail to meet attendance regulations and discipline standards, may be retained beyond early release days and/or graduation day to make up time required before the high school diploma will be awarded.
6. Offenses not specifically categorized or mentioned within the Code, may be handled at the discretion of the Dean of Students, Principal, Superintendent-Director, or other administrators.
7. Those students who have had a Discipline Hearing with the Dean of Students or Assistant Vocational Director shall begin the year under the contract terms stipulated at the Hearing.
8. Discipline records for purposes of frequency/intent, etc. will be in effect from year to year, except in the case of major disciplinary infractions, such as drugs, weapons, fighting, and physical assaults.
9. Discipline obligations, i.e. detentions, Saturday School, must be completed before the end of the school year. In certain instances arrangements to complete disciplinary obligations may be made during the summer. Students may not start the next school year until all of these obligations are met. Seniors with outstanding disciplinary obligations will not participate in the graduation ceremony.

Due Process Requirements

The following due process rights apply to all students in accordance with the guidelines issued by the Massachusetts Department of Education and required by Ch.71, Sec. 37H, MGL.

1. Prior to suspension from school transportation services or from school for up to ten (10) school days, or assignment to detention hall, a student shall be given:
 - a. An oral or written notice of the charges.
 - b. An explanation of the evidence against him/her.
 - c. A stated opportunity to present his/her side of the story.
2. A student with an Individual Education Plan, who accumulates ten (10) days suspension from school or transportation services in a school year, shall have his/her Individual Education Plan reviewed as provided by the IDEA ACT of 2004.
3. A student who is suspended for more than ten (10) school days or who may be subject to expulsion by the School Committee shall:
 - a. Receive written notice of the charges.
 - b. Have the right to be represented by legal counsel, at the student's expense, at a formal hearing.
 - c. Have adequate time to prepare for the hearing.
 - d. Receive a prompt written decision with the reasons for the decision.Notice and hearing will generally occur before the suspension is imposed, except where allowing the student to remain in school may pose a threat to the wellbeing of the student, other students, or staff or other persons, or where expulsion may result. In this case, the hearing may be delayed, but must be held in a reasonable period of time.

Discipline Terminology

After school detention - Due to a violation of the school's discipline code, a student may be required to stay after school from 2:30 to 3:30 pm. Detentions, used as a discipline tool, may be assigned for violations of individual incidents and may be used in conjunction with suspensions. Transportation will be provided for in-district students on Monday, Tuesday, Wednesday, and Thursday. Transportation for out-of-district students varies from town to town.

Students who need to change the date of their detention, must do so within 24 hours of the assigned detention or it will marked as a "no show" and the student will have one more opportunity to make up the detention before a Saturday detention is issued. A change of date opportunity will be provided once per infraction.

Discipline hearing - This is a mandatory parent meeting. This board may be comprised of the Dean of Students, the professional school counselor, and possibly the Director of Pupil Personnel Services. Other involved parties may be invited to attend this hearing by the student, parents, or the administration. Discipline hearings after a student's repeated suspensions will be at the discretion of the administration. The purpose of this hearing is to review concerns and issues; discuss strategies for improvement; examine the need for a referral to Guidance, Special Services, or outside agencies; and develop a contract with the student and parents.

Discipline letter - A written communication to a student's parent(s)/guardian(s), informing them of the student's misbehavior.

Expulsion - A severing of the student's membership from the Bay Path School Community. The principal makes this decision.

Expulsion hearing - RE: Education Reform Act Legislation - Mass. General Laws Ch. 71. At said hearing, a principal may, at his discretion, decide to expel a student who has been determined to violate the Massachusetts General Laws, Chapter 71, sections 37H and/or 37H ½. The Administration reserves the right to ask that any student undergo a 'threat assessment' evaluation. The student has the right to appeal the principal's decision to the superintendent.

In-School Suspension – A temporary removal from the student's normal schedule and attendance in class schedule and placed into the designated In School Suspension room after a meeting with the administration in charge. Students and parents will be notified of the reasons for the suspension and will have the opportunity to be heard. Placement into the In School suspension program takes away the student's ability to participate in or attend school-sponsored activities including interscholastic Athletic events during the time of suspension. Students placed into In-House suspension will be expected to stay at school until 3:25 not 2:30.

Investigation - The process in which the Dean of Students Office will identify and examine all evidence relevant to the incident and meet with the parties concerned with a student incident prior to any out of school suspension.

Lunch detention - Due to a violation of the school's discipline code, students may be detained from lunch for a period of time. (Students will be allotted a minimum of a fifteen-minute lunch.)

Major incident - An offense, which by its nature (severity, intent, frequency) requires an out-of-school suspension or suspension of record leading to a Parental Conference, Discipline Hearing, or Expulsion Hearing. Major incidents do not contribute to the accumulation of minor incidents that can lead to a suspension due to EXCESSIVE INCIDENTS.

Minor incident - A mark against a student's record for unsatisfactory behavior. When an administrator or teacher issues an incident report to a student, the student and eventually the parent(s)/guardian(s) are being notified that the actions of the student must change or more serious disciplinary action will necessarily follow. Incident reports also serve as a means of documentation on the student's discipline record. At the discretion of our staff, a student may receive detention(s).

Out-of-school suspension - A temporary loss of a student's membership from the school community after a meeting with the administrator in charge. Students will be notified of the reasons for the suspension and will have the opportunity to be heard. A temporary severing of a student's membership from the school community denies the student permission to be on school grounds or to participate in school-sponsored activities including interscholastic athletic events during the time of the suspension. A student may be re-admitted to school following a decision from a Disciplinary Hearing.

Parent conference - an administrator may find it advantageous to discuss with the parent(s)/guardian(s) of the student the behavior of a student, who in his/her academic, vocational, bus, or social setting finds it difficult to follow the rules and regulations of the school. Teachers may request a parental conference through the administration. If further problems result, the student would proceed to a Discipline Hearing.

Pre-expulsion hearing - An administrative hearing that will review the merits of the student's continued attendance at Bay Path depending on the nature, severity, and frequency of his/her disciplinary offenses. Given the weight of the evidence presented by administrators, teachers, the student, and parents, the principal will determine whether the school will proceed to an expulsion hearing before the School Committee.

Saturday School - The Saturday School program is not for academic purposes necessarily; rather, it is used as a disciplinary action. Students may be placed in Saturday School for, though not limited to, excessive tardiness, truancy, class cutting, excessive detentions, smoking or possession of smoking materials, minor safety violations, minor bus incidents, etc.

Bay Path considers its discipline policy to be “progressive.” The Saturday School program is used as a step between detention and suspension. It is the goal of Bay Path to keep students in school rather than suspend them for minor infractions. Students will be subject to outside suspension when detentions and Saturday School prove to be ineffective in correcting the student’s behavior. If a student neglects to show up for his/her Saturday detention, he/she will be suspended from school during the following week (one day the first cut, 2 days for the second cut, etc...). The student will also be rescheduled for the next Saturday School.

Suspension of record - This will be placed in a student’s file for violations of the rules and regulations of Bay Path. A letter of suspension will not prohibit the student from attending school or regularly schedule classes.

PROCEDURES FOR SUSPENSION OF STUDENTS WITH DISABILITIES

WHEN SUSPENSIONS EXCEED 10 CONSECUTIVE SCHOOL DAYS OR A PATTERN HAS DEVELOPED OR SUSPENSIONS EXCEED 10 CUMULATIVE DAYS

A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitutes a pattern are considered to represent a change of placement and require a “Manifestation Determination” to be conducted by the district prior to the tenth day.

Conducting a Manifestation Determination

When a suspension that constitutes a change in placement of a student with disabilities occurs, then district personnel, the parent(s)/guardian(s), and other relevant members of the team (as determined by the parent and the district) must convene within 10 days of the decision to suspend in order to review all relevant information in the student’s file, including the IEP/504, any teacher observations, and any relevant information from the parents. Such meeting is 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/504.

District Procedures, Should the Determination Find That the District Failed to Implement the IEP/504

If the district failed to implement the students IEP/504, the district must convene the team and correct the issue at once. The student must be returned to their original placement and the district must take immediate action to implement the IEP/504.

District Procedures to Address Steps If the Behavior in Question Was Not a Manifestation of the Student’s Disability

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. The school 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 their IEP goals.

District Provisions for an 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, illegal drugs or other controlled substances, or the infliction of serious bodily injury on another person while at school or a school function. Determination is considered case by case based upon unique circumstances; or where the hearing officer orders alternative placement; and/or after the district provides evidence that the student is substantially likely to injure him/herself or others. In all circumstances, the district will ensure that the provisions of F.A.P.E. are implemented and the student is able to participate in the general curriculum, advance toward the goals of their IEP, and receive the appropriate supports to correct the behavior.

District Procedures for a Functional Behavioral Assessment

If district personnel, the parent(s)/guardian(s), and/or other relevant members of the team determine that the behavior is a manifestation of the student's disability, the team is required to complete a functional behavioral assessment and develop an appropriate behavioral intervention plan if not already having done so. If a behavioral intervention plan is already in place, the team reviews and modifies it as necessary to address the behavior.

District Procedures for Placing Students in an Interim Alternative Setting

When the district hearing officer places a student in a 45 day alternative placement, the district is responsible to ensure that the student continues to have access to participate in the general curriculum and to continue to receive the services identified on their IEP/504 as well as receiving services to address the problem behavior.

Procedures for Addressing Special Circumstances

Regardless of a manifestation determination, the district has the authority to remove a student for up to 45 days to an interim alternative educational setting if the behavior involves weapons, illegal drugs (a controlled substance), or the infliction of serious bodily injury on another person while at school or a school function. The district maintains responsibility to ensure that the student continues to have access to the general curriculum and to receive services to address the problem behavior; and the district maintains responsibility to continue to address the problem behavior identified on the IEP/504.

A hearing officer retains the right to request an "at risk" assessment to assist the district in determining what additional services the student may require to assist in correcting the problem behavior. Consistent with SE-46-1H, the District Hearing Officer has the authority to place a student in a 45 day IAES when evidence presented indicates that a student is "substantially likely" to injure himself/herself or others.

Upon the completion of a manifestation determination that demonstrates that the student behavior is a manifestation of the student's disability, the team convenes to complete a behavior assessment and review, and to develop and implement a behavioral intervention plan to address the behavior. Any disabled student who has completed a manifestation determination and whose behavior has been determined to be a result of their disability shall be returned to their original placement unless the parent(s)/guardian(s) and district agree otherwise.

Upon the date of any disciplinary action, the district notifies parent(s)/guardian(s) by phone and in writing of the district's decision to suspend with a notice of procedural safeguards.

DRESS CODE

The dress code for this school is determined by what is accepted as good taste in the various industries and business establishments where students will eventually work. Pride in personal appearance reflects a healthy mental attitude and is always noticed favorably by a prospective employer. **Clothing with vulgar or suggestive writing, illustrations, or displays will not be permitted.**

1. The following items **are prohibited**: Torn or shabby jeans/clothing, pants which ride too low on the hips to cover underwear or buttocks, pajamas, slippers, flip flops/sandals, bare midriffs, cut-off sleeves, low-cut tops, the showing of cleavage, tank tops, spandex, offensive tee-shirts or sweatshirts, or other items promoting drug or alcohol use, violence, or displaying sexual innuendo as well as clothing with vulgar or suggestive writing, illustrations, or displays.
2. Undergarments should not be exposed. This applies to all individuals.
3. Skirt or short lengths must be longer than the tips of the fingers of a hand which is pointing straight down when the person's shoulders are relaxed.
4. Hats or head covering of any kind are prohibited. Coats, jackets, personal backpacks and gym bags of all types must be stored in the student's hallway locker upon arrival to school. **Only school approved backpacks that are mesh or clear plastic will be allowed to be carried from class to class throughout the school day. Backpacks are not allowed in the vocational areas and must be left in the students' hallway locker.**
5. Students bringing coats and/or gym bags to last period class may be detained after the school dismissal or written up for an after school detention by their eighth period teacher.
6. Gang insignia(s) of any type on one's person or clothing will not be tolerated.
7. Chains or their equivalent create a safety problem and are not allowed.
8. Senior portraits must follow The Southern Worcester County's Dress Code.

Upon referral by staff, the administration will interpret the dress code. Violators will not be suspended, but will be isolated from the school population for the day or until the issue can be resolved. Repeat offenders will be issued detention.

DRUG/ALCOHOL POLICY

Use or possession

The nature of vocational education places students at increased risk of injury as a result of the equipment used in training in many shops. For reasons of students' safety, the school must maintain a zero tolerance for the use of controlled substances. Therefore, the use, possession, distribution, solicitation, or state of being under the influence of a controlled substance (including alcohol and/or mind-altering drugs) and/or the possession of drug paraphernalia (i.e. rolling papers, pipes, THC related materials, etc.) by students on school grounds, or within 1000 feet of school property, or at a school bus stop, or at a school sponsored activity are strictly prohibited. The intentional misuse of chemical vapors from solvents and other chemicals or the abuse of prescription or non-prescription drugs is also prohibited. Students who use prescription drugs must immediately confer with the school nurse regarding the effects of those drugs on their ability to safely participate in shop instruction. Prescriptions used during the day must be kept in the Nurse's Office. Notwithstanding changes to state laws concerning marijuana, the district is required to comply with federal laws which continue to prohibit marijuana. Additionally, irrespective of its legal status, marijuana continues to pose a threat to the safe use of shop equipment. Accordingly, use, possession, or being under the influence of marijuana or its derivatives continues to be strictly prohibited.

*Refer to section Mass. General Laws Ch. 71, Sections 37H and 37H ½

Influence

The student who is suspected of being under the influence of drugs/alcohol or inhalants while in school (i.e. odor, behavior, appearance, evidence):

Determination

1. Student is sent to school nurse.
2. Administration, the Guidance Department, and/or Special Education Department is notified.
3. If possible, the nature of the drug/alcohol is determined, and a search of the student and his/her locker, possessions, and vehicle if applicable is conducted.
4. The parents are notified, the police are notified, and hospitalization is arranged, if necessary.
5. Student is placed on an out-of-school suspension for ten (10) days pending a Pre-expulsion or Expulsion Hearing depending on the nature of the offense.
6. Student's return will be determined at the scheduled hearing.

Re-admittance

1. Pre-expulsion or Expulsion Hearing will be held with members of the administration and school depending on the nature of the offense.
 - a. Pre-expulsion Hearing – Alcohol related offense.
 - b. Expulsion Hearing – Drug related offense. *(See Ed. Reform Addendum)
2. It is suggested that the student attend one session with a counseling agency.
3. It is suggested that parents have their child drug tested and examined by their physician.

Possession

A student found in possession of a drug/ alcohol or paraphernalia will be dealt with in the following manner:

Determination

1. Student will be brought to the office, Dean of Students, or other secure place along with the drug or item.
2. The School nurse, administration, Guidance Office, and/or Special Education will be notified.
3. The student's locker, personal belongings, and vehicle (if applicable) will be searched.
4. The parent(s)/guardian(s) will be notified/requested to come to school.
5. The proper authorities, including the Charlton Police Dept., shall be notified.
6. The student will be placed on an out-of-school suspension for ten (10) days.

Re-admittance

1. In the case of alcohol (first offense) the student will proceed to a pre-expulsion hearing.
2. In the case of a drug-related offense, the student will proceed to an Expulsion Hearing per the Education Reform Legislation. *(See Addendum)
3. It is suggested that the student attend one session with a counseling agency.
4. It is suggested that parents have their child drug tested.

Repeated Instances of Possession/ influence/ paraphernalia/being in the presence of or FIRST OFFENSE OF SELLING/ DISTRIBUTION/INTENT TO DISTRIBUTE drugs, alcohol or paraphernalia

1. Student will be brought to the Office, Dean of Students, or other secure area along with the drug or item.
2. School nurse, administration, Guidance Office, and/or Special Education will be notified.
3. Parent(s)/guardian(s) will be notified/requested to come to the school.
4. Student will be placed on an out-of-school suspension for ten (10) days.
5. First offense selling/distribution or intent to distribute drugs—the student will proceed to an Expulsion Hearing per the Education Reform Legislation.

6. Second related offense—student will be expelled by the principal.

NATURE OF OFFENSES/INCIDENTS

It is our belief that a school should impose as few rules as possible upon students, and that those rules that are considered necessary should be clearly defined and closely related to providing a proper educational atmosphere. In this regard, Bay Path Regional Vocational Technical High School has established the following rules for student conduct. It is obvious that some of these rules carry with them more serious consequences and a stronger value connotation than others.

Offenses that fail to respond to the consistent use of Assertive Discipline/Classroom measures employed by the administration and staff at Bay Path will be given Incident Reports as an additional consequence to the Assertive Discipline consequences. These Incident Reports are entered into the student's discipline record, and may lead to ADMINISTRATIVE DISCIPLINE. These may include, but are not limited to, detention, Saturday School, In-School suspension, out-of-school suspension and, in some cases, exclusion or expulsion.

Preliminary Assertive Discipline/Classroom Techniques will be employed by the classroom teacher as a means to manage and modify student behavior.

The following are just some examples of offenses and their consequences:

Assault and Battery on a Teacher or Staff Member

Any student who physically assaults a staff member at Bay Path shall be suspended out of school for a minimum of five (5) days. Pending a full investigation, the student shall proceed to an expulsion hearing per Education Reform Legislation (*Refer to section Mass. General Laws Ch. 71, Sections 37H and 37H ½)

All instances of such assault shall be brought to the attention of the Charlton Police. On or off-campus threatening, harassment, or intimidation of a staff member, and/or on or off-campus vandalism of a staff member's property (car, home, etc.) shall result in expulsion. Such action hinders the ability of a staff member to effectively perform their duties.

Assault and Battery on a Student

Assault and battery - when one or more parties physically or verbally abuse an individual, and that individual assumes a defensive non-retaliatory posture as determined by the evidence presented.

A student who has been found, after an investigation, to have physically assaulted another student shall be suspended from school for a minimum period of one to ten (1-10) days. At the discretion of the administration, charges may be filed with the Charlton Police, and the student will proceed to a Pre-expulsion Hearing.

Bullying/Cyber-bullying

Bullying, as defined in M.G.L. c. 71, & 37O, is the *repeated* use of a written, verbal, or electronic expression or a physical act or gesture, or any combination thereof, by one or more students, or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity, or paraprofessional directed at a target that inflicts one or more of the following:

1. Causes physical or emotional harm to the target or damage to the target's property
2. Places the target in reasonable fear of harm to himself or herself or of damage to his or her property
3. Creates a hostile environment at school for the target
4. Infringes on the rights of the target at school
5. Materially and substantially disrupts the education process or the orderly operation of a school.

Bullying shall include cyber-bullying.

Cyber-bullying

Cyber-bullying is bullying through the use of technology or any electronic communication, which shall include but not be limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire; radio; electromagnetic, photo electronic or photo optical system, including, but not limited to, texting, electronic mail, internet communications, instant messages, or facsimile communications. See M.G.L. c. 71, § 37O for the legal definition of cyber-bullying.

Students who intentionally bully, or cyber-bully, or who conspire to intimidate or harass their peers, upon a full investigation, shall be suspended for a minimum of three (3) days for the first offense pending a Discipline Hearing. If a second offense occurs, the student will receive a minimum of five (5) days out-of-school suspension pending a Pre-Expulsion Hearing. Incidences of bullying, depending on the nature and severity of the incident, may lead to formal charges filed with the Charlton Police Department

Class Cutting

Since the courses of study are offered for legitimate educational purposes, and since each classroom/shop teacher is personally liable for every student assigned to him/her, it is imperative that students attend all assigned classes. Failure to attend classes could result in serving time in Saturday School.

Dangerous/Excessive Horseplay

Students who engage in Dangerous/Excessive Horseplay may face disciplinary action. The severity of the incident shall determine the action taken by the Dean of Students Office.

Defacing School Property (Lockers, walls, lavs, desks, book, littering, etc.)

Proper care and treatment of the school property is required. At the teacher's discretion, serious infractions can be brought to the attention of the Dean of Students Office. Serious infractions, at the discretion of the Administration, shall result in a minimum of one to three (1-3) day suspension, a discipline hearing, and possibly police involvement. Restitution by student and/or parent(s)/guardian(s) shall be made to the school.

Disruption

Students who disrupt a class, shop, lunch period, assembly, or social meeting by such actions as yelling or screaming, etc. are denying fellow students their right to an education, and are failing to conduct themselves properly. The Dean of Students Office will determine appropriate discipline measures based on the severity and frequency of the incident(s).

Endangering/Threatening Others/Major Safety Violations

Endangering or conspiring to endanger the health and/or safety of any student or staff member through the use of weapons, extortion, harassment, or threatening with malice, firecrackers, fireworks, bomb threats, false alarms, arson, or the serious misuse or careless use of equipment, etc. which has the potential for bodily harm shall be considered inconsistent with the necessity of the individual to adopt and reflect responsible, mature, and respectful behavior as well as creating a situation as unacceptable in the

working world as in an educational institution. Students in violation of this section will, upon the nature of the offense, be placed on a one to ten (1-10) day suspension, will face a Pre-Expulsion Hearing, and the Charlton Police may be notified.

Electronics/Cell Phone Violations

Any student who is in violation of the electronics cell phone policy will be subject to the following consequences:

1. First offense: Electronics will be confiscated from the student. The student may pick up their devices at 2:30.
2. Second offense: The electronic device will be held until the parent(s)/guardian(s) comes to school to pick up the device. In the case of 18 year olds, the discipline office will hold the device for one calendar week.
3. Third (and subsequent) offense per year: The electronic device is confiscated. It will be held in the discipline office until the last day of school.

Failure to Stay for Detention

Students who fail to report to an assigned detention for disciplinary purposes will be reported to the Dean of Students Office. The student may be assigned additional detentions or assigned time in Saturday School. Repeated student failure to report to assigned detentions or failure to show for Saturday School will warrant a minimum one to three (1-3) day suspension depending on the nature and frequency of this offense.

Fighting

Fighting - when both parties are involved in the physical altercation

Students who are involved in an altercation, and based on the evidence presented, shall be suspended from school for a period of one to five (1-5) days. At the discretion of the administration, charges may be filed with the Charlton Police, and the student may proceed to a Pre-expulsion Hearing.

Students involved in an altercation **FOR THE SECOND TIME** or have been involved in a second fight, shall be suspended for a minimum of one to ten (1-10) days pending a Pre-Expulsion Hearing. A formal Pre-Expulsion hearing is a preliminary step before expulsion by the School Committee.

If it is determined by the Dean of Students Office, that another party instigated a physical altercation, then they may also be subject to disciplinary action.

Fire Alarm/False Alarm

Any student who intentionally activates a fire alarm (false alarm) while enrolled in any school program shall be suspended for a period of five to ten (5-10) days out-of-school and shall proceed to an Expulsion Hearing.

Forgery

Students who are found to have forged or altered documents or changed birth dates on warnings, report cards, I.D. cards, Co-Op time cards, or other materials will be brought to the attention of the Dean of Students Office and will warrant a minimum one to three (1-3) day suspension at the Dean of Students Office's discretion, in addition to a parental conference.

Gambling

Any unsanctioned game of chance involving an exchange of money/property shall be considered inappropriate behavior. Since gambling is regulated by law, and is a violation of the statutes of the

Commonwealth, it cannot be condoned in a public educational institution. All instances of gambling or suspicion of gambling will be brought to the attention of the Dean of Students Office.

Harassment/Hazing/Intimidation

Students who intentionally intimidate or harass or conspire to intimidate or harass their peers, including racial and/or sexual harassment shall upon a full investigation be suspended for a minimum of three (3) days for the first offense pending a Discipline Hearing. If a second offense occurs, the student will receive a minimum of five (5) days out-of-school suspension pending a Pre-Expulsion Hearing. In incidences of sexual harassment, depending on the nature and severity of the incident, formal charges may be filed with the Charlton Police Department.

Horseplay

Any student-to-student contact or other unbecoming behavior without malicious intent to injure shall be considered a hindrance to the educational process, as well as a health and safety violation. Students will be subject to administrative discipline.

Inappropriate Behavior

Students engaged in behaviors such as cheating, setting off of stink bombs, throwing of food, misuse of the Internet, or other behaviors deemed inappropriate shall be brought to the attention of the Dean of Students Office and will warrant a minimum one to three (1-3) day suspension. Depending on the nature and severity of the incident, a determination by the administration will be made as to whether to file formal charges with the Charlton Police Department, and proceed to a Pre-Expulsion Hearing.

Indecent Behavior

Students engaged in behaviors deemed lewd and indecent will be brought to the attention of the Dean of Students Office and will warrant, at the Dean of Students Office's discretion, a one to ten (1-10) day suspension based on the severity and nature of the offense. In addition, a parent/guardian conference and/or discipline hearing will be held. The administration may file charges with the Charlton Police Department.

Late for Class

These rules are based upon the premise that punctuality is an important character trait for all people and is one that can have an impact on future success in the world of work. The classroom/shop teacher for the student who is repeatedly late may award consequences.

Leaving School without Proper Authorization

No student is to leave school property without the authorization of the Main Office. Students may be suspended a minimum of one to three (1-3) days or serve time in Saturday School. (If the student has a parking permit, it will be revoked at the discretion of the Dean of Students).

Major Bus Incident/Accumulation of Minor Bus Incidents

Any violation of the published bus regulations that distracts the driver, and/or jeopardizes the safety and welfare of all passengers, will result in automatic suspension of the right to participate in the transportation provided. It is the student and parents'/guardians' responsibility to maintain attendance during the period of transportation suspension. Repeated offenses of this nature will warrant out-of-school suspension for a minimum of three (3) days followed by a Discipline Hearing and transportation suspension up to two (2) weeks. It is the parents'/guardians' responsibility to arrange with the Dean of Students a conference to discuss the issues. Following this Parental Conference, the Dean of Students may reinstitute the transportation privilege. Further major incidents/accumulation of minor incidents will result in suspension and permanent removal from school transportation (SEE TRANSPORTATION).

Minor Safety Violation

Students are expected to utilize and wear the necessary safety equipment and clothing required by their shop (i.e. safety glasses, hairnets, shoes, etc.). Students failing to follow shop rules will be subject to the instructor's Assertive Discipline/Shop consequences. Persistent failure or major incident shall be brought to the attention of the Assistant Vocational Director, and may result in shop removal. It is expected that students WILL NOT willfully destroy or damage equipment or supplies in either shops or academic classrooms. Complete restitution will be expected from the student and the student may be subject to charges of malicious vandalism.

Not prepared for class

Students are expected to arrive to class prepared to work. They should bring: pens, pencils, books, notebooks, uniforms, boots, safety glasses, homework, or anything that is required by the instructor. Teachers will employ assertive disciplinary actions when this does not occur.

Not reporting to an assigned meeting

Failures/refusal of a student to report to an assigned meeting with administration, Guidance, Special Education, or other departments shall be considered negligence of student responsibility and may be subject to the same consequence as a class cut.

Out of Assigned Area/Wandering

To leave a shop or academic classroom, a student must obtain a pass from the instructor or from the person in charge. When issued a pass, students should go promptly to the location specified on the pass. During a student's scheduled lunchtime, they may use the lavs by hallway 125 and must report to the teacher on duty before entering the lavs. Students found in an area without a pass should be brought to the attention of the Dean of Students Office, who will deal with the situation

Physical Contact on School Property

Students who engage in physical contact which includes, but is not limited to, public displays of affection (PDAs) will be assigned detention. Repeated offenses may include suspension for a period of one to three (1-3) days.

Plagiarism

Students who have been found to have plagiarized another's work without giving that person proper credit will be given a minimum of a detention and a maximum of a three (3) day suspension depending on the nature of the plagiarism and at the discretion of the Dean of Students Office.

Refusing an Administrator/Faculty Member Request

Refusing to comply with an administrator's/faculty member's request to follow the published rules of this handbook or any other reasonable request, may result in serving time in Saturday School or a one to three (1-3) day suspension; the length of time dependent upon the nature and frequency of this offense.

Smoking and/or Possession of Smoking Material on School Property

Bay Path is a smoke free facility. Students found smoking within the facility or on school property will be brought to the attention of the Dean of Students Office. Students found in possession of smoking material, i.e. cigarettes, matches, lighters will have the material confiscated and the discipline record will note "possession of smoking material." Smoking and/or possession of smoking material involves any and all nicotine delivery devices including electronic cigarettes, vaping pens, etc. In the case of a student found smoking, a one day in-house suspension will result. In the case of a student found in possession of smoking materials, the student will serve time in Saturday School. Repeated offenses will result in multiple day suspensions.

It should be noted that the administration reserves the right to ask students to empty their pockets, purses, lockers, etc. if there is reasonable suspicion that the student may have been smoking, in the possession of smoking material, or any infraction of school rules which may require a search.

Stealing/Theft

Students who steal or conspire to steal will face a suspension by the Dean of Students Office. Every person who attends Bay Path should be secure in the safety of both his/her person and property. There is never the need to abuse the possessions of another. The nature, severity, and frequency of this offense will determine the administration's disciplinary response. In all cases restitution will be required in conjunction with a suspension. The administration may file charges with the Charlton Police Department. Students failing to return borrowed or owed materials will be subject to appropriate disciplinary action by the administration.

Tardy to school

Students who are tardy to school must report to the Main Office. Arriving to work/school on time is of the utmost importance. Students will be allowed four warnings for tardiness per year without penalty. Thereafter, students who are tardy five (5) times or more, unexcused, will receive a detention each time they are tardy. Excessive tardies will result in serving time in Saturday School. For example, the tenth, fifteenth, twentieth, etc... tardy will result in a Saturday School.

Truancy

The law pertaining to school attendance is clearly outlined in Chapter 76 of the General Laws of Massachusetts, and clearly prohibits unexcused school absence, and therefore, shall be considered irresponsible student behavior. Students found to be truant from school will have their parent(s)/guardian(s) notified and will serve time in Saturday School. The length of time will be at the discretion of the Dean of Students Office taking into account the nature and frequency of this offense. Repeated truancy offenses will require a parental conference (SEE ATTENDANCE).

Vandalism

Proper care and treatment of school property is required. At the teacher's discretion, serious infractions can be brought to the attention of the Dean of Students Office. Serious infractions, at the discretion of the administration, shall result in a minimum one to three (1-3) day suspension, a Discipline Hearing, and possibly police involvement. Restitution by student and/or parent(s)/guardian(s) shall be made to the school.

Vandalism, Severe malicious

Severe malicious vandalism is a suspendable offense. The administration, based on the frequency, nature, severity, and damage estimate will determine if a specific case of malicious vandalism of school property warrants proceeding to a Pre-Expulsion Hearing. In all cases of this level of malicious vandalism, formal charges will be filed with the Charlton Police Department. The student along with their parent(s)/guardian(s) shall make full and/or in-kind restitution to the school.

Vulgarity (Symbolic gestures, language, written words, drawings, tee shirts, etc.)

Vulgarity in conversation will be subject to the consequences of the teacher's Assertive Discipline/Classroom Consequences. Repeated vulgarity will be brought to the attention of the Dean of Students Office and subject to administrative discipline. Discussion of any illegal activities openly by any student will not be tolerated (i.e. keg parties, use of alcohol, drugs, etc.).

Vulgarity or disrespect directed at faculty, staff or other persons visiting the building

Vulgarity or disrespect directed at a teacher, administrator, bus driver, staff member, or other persons visiting the building would result in serving time in Saturday School or a one to three (1-3) day suspension. The length of time is dependent upon the nature and frequency of this offense.

Community Service

Bay Path will be offering an alternative disciplinary action in certain instances where community service will lessen the length of the disciplinary action. Several local organizations will serve in this capacity so that by giving back to the community, the student can reduce their penalty. The Dean of Students has the discretion on which offenses qualify and whether the student will be afforded this opportunity. There are specific requirements that must be met in order for this alternative discipline to lessen the penalty and all of these requirements must be met.

See the back of the handbook for a more complete list of infractions.

SCHOOL SEARCH AND SEIZURE

To maintain order and discipline in the school and to protect the welfare of students and school personnel, school authorities may search a student, a student's property, student lockers, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials found in the search. Should a student decline to be searched, the student's parent/guardian will be notified, and the police will be contacted.

Searches of students, their possessions, lockers or student automobiles will be conducted in a way conducive both to the preservation of individual rights and to an atmosphere supportive of the educational process. If, at any time during the search process, a designated administrator feels a threat is imminent to any student or other personnel, the police will be contacted.

1. Personal Searches: A student's person and/or personal effects (i.e. purse, book bag, electronic devices, etc.) may be searched if there is a reasonable suspicion that health and safety are at risk or that a student has violated or is violating school rules or federal/state laws. If a pat-down search of a student's person is conducted, it will be conducted in private by a school administrator (or his/her designee) of the same sex with an adult witness present.
2. Locker Searches: Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.
3. Automobile Searches: Students are permitted to park on school premises with an assigned permit as a matter of privilege, not right. The school retains the right to conduct routine patrols of the student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of all student vehicles (with or without a permit) may be inspected whenever a school administrator (or his/her designee) has reasonable suspicion to believe a violation of law or school rules has occurred, or that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. If the student fails to provide access to the interior of their car upon request by a school administrator (or his/her designee), the student will be subject to school disciplinary action.
4. Seizure of Illegal Materials: Should a search uncover any substances or contraband, such

shall be turned over to the appropriate authorities or rightful owner, as appropriate, and suitable disciplinary action shall be taken.

Should a student refuse to voluntarily comply with a request for a search, the student may be detained until parents, and if necessary, police, can arrive to assist, as appropriate, in the investigation. A student who fails to cooperate, lies, misleads or threatens any person during or after a search or questioning, may be subject to additional disciplinary action.

Nothing herein shall be construed to limit the right of the School Committee or administration to make use of external detecting resources should these become necessary or desirable.

ACADEMIC AND VOCATIONAL TECHNICAL EDUCATION

APPRENTICESHIPS

Apprenticeship is a formalized, structured training program combining on-the-job training and related technical instruction in which paid employees receive practical and technical training in their trade area. Apprenticeship is industry-driven career training.

Apprenticeship usually begins after high school. The following agreements allow students who are juniors or seniors to apply, provided they have met the same requirements for Co-op, have made application to the union, and have a driver's license.

Bay Path presently has apprenticeship agreements with the following unions: The Sheet Metal Workers Joint Apprenticeship Committee Local Union # 63 and the Plumbers and Pipefitters Joint Apprenticeship Committee Local Union # 4. These agreements cover the career areas of Heating, Ventilation, Air Conditioning & Refrigeration, Metal Fabrication & Joining Technologies and Plumbing. Students wishing to apply to the unions must meet the industry's requirements. (See Apprenticeship Manuals in the Vocational Director's Office.)
Must have completed the OSHA 10-Hour General Industry or Construction Industry Safety Training Program

Class Rank

The class rank of a student is calculated on performance. Rank is based on: Number of credits, course grades, and quality points. Quality points are assigned to each course so those courses that demand higher scholastic achievement are given more weight in the overall calculation of the class rank.

CO-OPERATIVE WORK PROGRAM

The following procedures will be the governing factors in the operation of our Co-Op program. These regulations are necessary to establish the responsibilities of all parties concerned to successfully implement a strong co-op program. Many of these procedures have been established by the Vocational Division of the State Board of Education and are highlighted in the Chapter 74 manual for Vocational Technical Cooperative Education.

A. Students must meet the eligibility criteria to be considered for the cooperative education experience. To meet eligibility requirements, students:

1. Must be midway through their junior year and have completed a minimum of at least one and one half years of study in the cooperative education program area and have demonstrated achievement of those academic, technical, and employability competencies that will ensure success as a co-op student.
2. Must realize that their academic success is fundamental to their future success in their personal and professional lives and therefore are expected to meet the following grade requirements.

a. Shop & Related

- i Junior year—end of quarter two—must have a minimum quarter grade and a yearly average of an 80
- ii Junior year—end of quarter three—must have a minimum quarter grade and a yearly average of a 75
- iii Senior year—must have a yearly grade of a 75 at the end of their junior year and have not failed fourth quarter

b. Academic classes

Students are expected to have a grade of 70 or better in each academic class. Those students who fail to meet this minimum requirement may be placed on probation. Failure to improve by the end of the following marking period may result in the student being removed from the co-op program. Students entering the co-op program after the first quarter are expected to have a passing yearly average for each of their classes in addition to a grade average of a 70 or better in each class for the current marking period.

3. Must have successfully passed MCAS requirements
4. Should be recommended and endorsed by their shop and related instructors who will assess and document that the student has demonstrated the following qualities/skills needed to be a successful co-op student:
 - a. Successful accomplishment of an adequate amount of the trades curriculum
 - b. Interpersonal skills
 - c. Communication skills
 - d. Work ethic, motivation and initiative
 - e. Politeness, favorable manners and respectfulness
5. Must be approved by the guidance counselor who will determine if the student has earned all necessary credits to meet promotion/graduation requirements.
6. Should establish and maintain good attendance patterns with no more than 3 unexcused absences or tardies per quarter.
7. Is expected to demonstrate good behavior and citizenship. Any violations of the school's disciplinary code of conduct may result in the removal of the student from the co-op position or may cause ineligibility to enter the co-op program.
8. Must present to the Co-op director and prospective employer a neat, organized, up to date portfolio that includes his/her resume, OSHA Safety Certification, cover letter, and personal reference page.
9. Must be recommended by the Co-op Coordinator who reserves the right to remove any student from the co-op program when these minimum requirements are not being met.
10. Submit to the Co-op Director a photo journal page illustrating the work experience gained while working. Seniors must turn in by the end of the third quarter. Juniors by the end of the fourth quarter.

B. The work performed at the cooperating company shall meet the standards of industry. Students

will be paid a reasonable (at least minimum) hourly wage for the type of work performed. While on co-op, they will work the same number of hours, but at least thirty hours, and under the same conditions as other employees. Students are required to turn in their weekly co-op timecard and a copy of their paystub (for each week of work) to the Co-op Director's office on their first day of their next academic week. (Unless the employer chooses to use the electronic time cards.)

Habitual failure to turn in time cards may result in suspension from the co-op program.

- C. Students who are not 18 years of age are under the following restrictions:
 - 1. Cannot operate hazardous equipment unless approved by the Massachusetts Department of Labor.
 - 2. Cannot work more than nine hours per day, no more than 48 hours per week.
 - 3. Cannot start work earlier than 6:00 a.m. or work later than 10:00 p.m.
 - 4. Companies and students must sign both Form H and the work cooperative agreements.
- D. Failure to follow school rules, co-op regulations and falsifying illness will result in disciplinary action, and possible removal of the students from the program.
- E. When a co-op student is absent from work it is the responsibility of the student to:
 - 1. Notify the employer as early as possible.
 - 2. Notify the school (Main Office) of your absence from work.
- F. When the student is returned to school from co-op for any reason. The student shall notify their instructor of their presence and an estimate of how long they will be out of work.
- G. When a co-op student's ends their employment. The student must report this fact to the Co-op Director no later than 7:35 on next school day. The student must explain the reason that they are no longer employed.

FRESHMAN EXPLORATORY

Freshmen will participate in an exploratory program that will allow them to explore nine career areas from September through January, before being placed into their permanent vocational area. As part of the application for admission each student is asked to rank all of the vocational-technical programs offered from their first choice of interest to their last choice. The Guidance Department schedules the student to explore his/her highest ranked programs. An effort is made to place all students in their first three choices and then fill their remaining exploratory schedule with vocational – technical programs, including programs that are non-traditional for their gender that they have selected on their application. Students can obtain acceptance into their first choice, at the end of their exploratory, through the competitive process of the exploratory program. At the conclusion of the ninth exploratory, the students are given the opportunity to re-rank their preferences (1 through 9) from the explored shops for their final career area placement.

Each student earns a daily shop grade, determined by using the District's Common Grading Rubric and a scheduling point. The daily shop grades are averaged at the end of the exploratory week. Scheduling points are awarded on the basis of professionalism and the desire to fulfill a student's obligations in the vocational area. Students will earn a scheduling point if their weekly average for both conduct and effort grades are 1, 2 or 3. The student's shop grade, related theory grade and point (if earned) will be entered into the computer system. The computer software will then determine the student's placement using the following criteria process.

- The students will be grouped according to the number of scheduling points that they earned. Those that have received nine out of nine are scheduled first, eight out of nine scheduling points second, etc.
- All students will be ranked in their first choice shop by their average weekly grade. In case of a tie shop placement will be determined by
 - Highest related grade
 - Highest combined shop and related averages of all 9 exploratory programs
 - Best overall average effort grade
 - Best overall average conduct grade

The students with the highest weekly average will be admitted into their first shop selection. Each shop has a predetermined capacity. When a shop exceeds its capacity for enrollment, students are placed, depending on available seats, into one of their 2nd through 9th shop choices according to the student's average weekly grade for that particular shop.

Grading

Failures

ALL students must make up their class failures in summer school to satisfy the requirements for promotion/graduation. ALL students who fail for the school year and have not made up the requirements for promotion will need to notify Bay Path of their future intentions in order to hold a spot for them in their repeating year. Students can also elect to transfer to their local high school or another chosen school.

Students who fail for the school year and who have not satisfied summer school requirements for promotion will be retained, with no guarantee of remaining in the same shop, since that shop may already have been filled by promoted students.

Grading Policy/Expectations and Make-Up Work

1. In order to meet all course competencies, students who have worked hard but need some additional time to be successful, based on the teacher's discretion, may be given two additional opportunities to prove mastery of the course standards. The first is within ten school days after the issuance of mid-term grades, and the second opportunity is within ten school days after the issuance of quarterly grades. Fourth quarter grades are finalized on the last day of school.

All students who have been absent, dismissed, or on short-term suspension (less than 5 days), are expected to make up all school work missed. It is the student's responsibility to make all arrangements with his/her teachers immediately upon returning to school regardless of whether it is a shop week or an academic week. Students will have 2 school days per day missed for make up work. This will ensure that students will be able to work towards mastering course competencies in a timely manner. All teachers are required to remain after school one day a week.

In the instance of a long term suspension (5 or more days), the Dean's Office will send work requests to teachers and the parent(s)/guardian(s) of the suspended student may pick up the work he/she is going to miss. **This work must be submitted to the teachers, either directly upon return to school, upon first class session together, or according to the student's individual plan.**

Students who will be absent for an extended illness or family crisis should give their work request to their professional school counselor and/or team chairperson as soon as they know they will be absent in excess of 5 school days.

Students who fail to complete the make up work during the given grace period from the absence or suspension will receive zeros for all work missed.

A student who is present and who does not complete assignments has made a choice not to do so. This goes for class work, homework, tests, and projects. Therefore, the make-up policy does not apply to him/her. It will be up to the individual teacher to decide what accommodations, if any, will be awarded to such students.

Honor Roll

Students who have earned a 90% or higher in all subjects with the exception of P.E. where a 75% or higher, or an 'M' (medical) is acceptable, will be placed on High Honors for that completed quarter. Students who have earned an 80% or higher in all subjects with the exception of P.E. where a 75% or higher, or an 'M' (medical) is acceptable, will be placed on Honors for that completed quarter. During the marking quarter, students who have obtained a combined average of 80% or better in all courses, and do not have any grade less than 75% for the marking term in any one subject, will be placed on the Principal's List.

JOB PLACEMENT

The school maintains a placement service to aid pupils in securing positions after graduation. A student must maintain creditable grades in all major subjects if he/she is to be recommended by the school for employment. A complete and honest resume of the student's work, along with a personality profile, is furnished to each employer. Students should become acquainted and concerned with material contained in their records. No records can be furnished to employers or other interested parties without the specific written consent of the parent(s)/guardian(s) or student.

OCCUPATIONAL EDUCATION

Bay Path Regional Vocational Technical High School offers an excellent range of vocational technical programs:

Advanced Manufacturing	Electronics
Automotive Collision and Repair Technology	Graphic Communications
Automotive Technology	Health Technology
Building and Property Management	HVAC/R
Business Technology	Information Support Services and Networking
Cabinetmaking	Marketing
Carpentry	Mason and Tile Setting
Cosmetology	Metal Fabrication and Joining Technology
Culinary Arts	Plumbing
Dental Assisting	Programming & Web Development
Drafting	Veterinary Science
Electrical	

Students will receive a letter documenting the amount of hours accumulated in their career area. Upon graduation, students will receive a vocational competency certificate demonstrating those areas in which the student has proven proficiency.

Shop hours can be accumulated through good attendance and satisfactory performance on shop assignments. Students receiving an F for a daily grade in shop cannot be considered as having performed satisfactory work and shop hours may not be awarded at the discretion of the shop instructor.

Shop & Safety Rules

Since safety is of prime importance, students must wear safety glasses that are provided in all shops and labs. All safety glasses, where required, will meet A.N.S.I. Z78.1-2003 standards. Tinted and/or shaded lenses will not be allowed unless required by a physician. The shop instructor must approve safety glasses. While operating machinery, students with long hair must secure their hair in a manner that is acceptable to the shop instructor. The instructor is the authority who determines what safety devices are required. Per M.G.L. C.71 Sec.55, each teacher and pupil of any school, public or private, shall, while attending school classes in industrial art or vocational shops or laboratories in which caustic or explosive chemicals, hot liquids or solids, hot molten metals, or explosives are used, or in which welding or any type, repair, or servicing of vehicles, heat treatment or tempering of metals, or the milling, sawing, stamping or cutting of solid materials, or any similar dangerous process is taught, exposure to which may be source of danger to the eyes, wear an industrial quality eye protective device, approved by the department of public health. Each visitor to any such classroom or laboratory shall also be required to wear such protective devices.

Sneakers, sandals, slippers, or any attire deemed to be not in accordance with safety regulations, are prohibited and may not be worn during the shop week. All shops are required to adhere to the footwear policy deemed appropriate for their shop. All footwear must be tied. Students enrolled in programs that require uniforms or other appropriate apparel are expected to wear their uniforms or other appropriate apparel in a complete and professional manner at all times (i.e. shirt tails tucked into trousers, appropriate buttons or snaps fastened, uniform neat and clean, etc.) Failure to abide by this policy could result in disciplinary action.

PORTFOLIOS

The portfolio is a compilation of four years of student work that demonstrates advanced or superior technical skills and academic achievements. The portfolio will showcase the individual as a motivated and skilled graduate of his or her technical area. The portfolio, or parts of it, will serve students in the future as they seek access to higher education and quality job placement.

The portfolio is a graduation requirement for all students. A Graduating Senior Portfolio will contain at minimum: a competency profile demonstrating the acquisition of the knowledge and skills associated with at least two years of full-time study in the program, a career plan, safety credential(s), and a resume.

Report Cards

Report cards are issued quarterly. Parents and students should carefully examine all information on the card. Please note that the grade of 65% is passing and anything below is failing.

Parents will be notified when final quarter reports are distributed via an automated phone call.

Mid-Quarterly Reports

These reports generally indicate that unless a marked improvement takes place in the student's study habits, he/she will fail for the marking period.

Parents will be notified when mid-quarterly reports are distributed via an automated phone call.

Any student who receives a warning during the fourth quarter or has had a poor performance during the school year should register for summer school.

GUIDANCE

Guidance services are intended to help the student make the most of the opportunity for vocational and academic education. Counselors assist students in the decision-making process with regard to their vocational and educational planning as well as assist students in the development of strengths and strategies to overcome personal difficulties in a positive and constructive manner.

Counselors use many skillbuilding techniques to focus on career training, academic requirements and personal student growth. They are involved in every aspect of a student's high school plan and provide a wealth of information regarding career, college, and personal services. Counselors are trained to guide students through their high school experience so they may become independent and contributing adults in our local communities.

How to Use Guidance Services Effectively

The best way to use counseling services when you need information is to make an appointment. You may make an appointment to meet with the counselors in one of several ways:

1. The primary way is to fill out a guidance appointment request form available in the Guidance Office or from your teachers
2. Drop in to see your counselor before first period class or after school. An appointment date may be set at that time. Be sure to report to the classroom or shop first with an appointment slip before going to your guidance appointment.

Most appointments are scheduled within 24 hours.

PROMOTION AND GRADUATION **GRADUATION REQUIREMENTS**

Freshman Year Requirements

<u>Course:</u>	<u>Credits:</u>
Shop	3.5
Related	1.0
Social Studies	1.0
Phys. Ed	.25
Health	.25
English	1.0
Math	1.0
Science	1.0
<hr/>	
Total credits	9.0

Sophomore Year Requirements

<u>Course</u>	<u>Credits</u>
Shop	3.5
Related	1.0
Social Studies	1.0
Phys.Ed	.25
Health	.25
English	1.0
Math	1.0
Science	1.0
<hr/>	
Total credits	9.0

Junior Year Offerings

<u>Course</u>	<u>Credits</u>
Shop	4.5
Related	1.0
Social Studies	0.5
Wellness	0.5
Phys. Ed.	0.5
English	1.0
Math	1.0
Science-2 periods*	1.0
Science -1 period*	0.5
<hr/>	
Total credits	9.0

*Students taking a one period science will have to take social studies and choose either wellness or gym. Students taking a two period science are required to take social studies.

Senior Year Offerings

<u>Course</u>	<u>Credits</u>
Shop	4.5
Related	1.0
Social Studies	0.5
Wellness	0.5

Phys. Ed.	0.5
English	1.0
Math	1.0
Science-2 periods*	1.0
Science -1 period*	0.5
Total credits	9.0

*Students taking a one period science will have to take social studies and choose either wellness or gym. Students taking a two period science are required to take social studies.

Total credits for graduation is 36.

Students must pass all subjects in grade 9, 10, 11, and 12.

******Only students who have completed all graduation requirements will be allowed to participate in our graduation ceremonies. This includes resolution of all obligations, class dues, outstanding book or equipment bills, and remaining discipline.**

Transfer students who have been promoted by their local high schools will be placed according to their academic transcript. Shop and related credits will be waived. These students will receive a certificate of attendance in their vocational area rather than the trade certificate. Transfer students, however, must meet all other graduation requirements.

If a student is retained in any grade, the student will have to repeat all classes the following year, even if the student received a passing grade in a specific class for the year. For any class(es) that the student passed during that school year, the final grade(s) in the course(s) will be averaged with the final grade(s) from the current school year and must average a passing grade. If a student failed a class in their first attempt at the class, they need a 65% average in the current year to gain credit, not an average of 65% between the two years.

The Massachusetts Department of Elementary and Secondary Education has created the chart below to navigate the new testing requirements for students to pass the MCAS in Math and ELA (with legacy scores as a reference point).

All students must take and pass an MCAS science test based on the Science and Technology Framework standards. The Massachusetts Department of Elementary and Secondary Education has established a passing score of 220 points for the science test. The students have been testing primarily in Biology.

Grade 10 ELA NextGen Scaled Score Range	Grade 10 Math NextGen Scaled Score Range	Legacy- equivalent Scaled Score Range	Legacy- equivalent Achievement Level	CPI	CD status code	CD status
440 - 446	440 - 453	200 - 208	F	0	0	Did not pass
447 - 454	454 - 468	210 - 218	F	25	0	Did not pass
455 - 462	469 - 476	220 - 228	NI	50	1	Passed, requires EPP
463 - 471	477 - 485	230 - 238	NI	75	1	Passed, requires EPP
472 - 500	486 - 503	240 - 258	P	100	2	Passed

501 - 560	504 - 560	260 - 280	A	100	2	Passed
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All students must complete a Graduating Senior Portfolio which will contain at minimum: a competency profile demonstrating the acquisition of the knowledge and skills associated with at least two years of full-time study in the program, a career plan, safety credential(s), and a resume.

ESSA: McKINNEY-Vento Homeless Education Act and Foster Care Point of Contact

Bay Path Regional Vocational School District adheres to and implements the McKinney-Vento Homeless Education Act regarding homelessness and foster care. The District has a designated liaison to assist students and families in need of assistance. The designated school liaison is Mrs. Jamie Ribaud, who can be reached at 508-248-5971 x1763.

The following terms are defined in the McKinney-Vento Act:

Homeless children and youths: individuals who lack a fixed, regular, and adequate nighttime residence. It includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children (as defined in section 1309 of the Elementary and Secondary Education Act of 1965, as amended) who qualify as homeless because they are living in circumstances described above.

Enroll and enrollment: attending classes and participating fully in school activities.

School of origin: the school the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled, including a preschool. When a child or youth completes the final grade level served by the school of origin, the school of origin includes the designated receiving school at the next grade level for all feeder schools.

Unaccompanied youth: a homeless child or youth not in the physical custody of a parent or guardian.

The Every Student Succeeds Act (ESSA), Title I, Part A ensures the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other children and youth. Essential to implementation of these provisions is collaboration between the Massachusetts Department of Elementary and Secondary Education (ESE), school districts, and the Massachusetts Department of Children and Families (DCF).

Foster Care: placement by DCF of a student into 24-hour out-of-home care, away from his/her parents or guardians. These placements include, among others:

- foster family homes;
- foster homes of relatives;

- emergency shelters (including STARR programs and Transitional Care units);
- residential facilities;
- child care institutions;
- group homes; and
- pre-adoptive homes.

POST GRADUATE POLICY

Post Graduates are accepted to Bay Path on a space available basis only after acceptance of students in grades 9-12 have been satisfied. In order to obtain a certificate, a post-graduate must attend for two years or until they have acquired the satisfied number of hours within their trade. Post Graduates wishing to begin their second year at Bay Path must re-apply. Acceptance into the second year is made on a space available basis.

Post Graduates will not be allowed to continue at Bay Path if their absences exceed twelve (12) days, unless those days are covered by a doctor's note, a dentist's note, attendance at a funeral, attendance at court, or other extenuating circumstances approved by the administration. As adults, post-graduate students are held to a higher disciplinary standard than undergraduates, and are expected to model appropriate behavior and respect at all times. Postgraduate students not meeting these expectations have a right to a Discipline Hearing prior to dismissal.

Regulations Pertaining to Student Records

The Massachusetts Department of Elementary and Secondary Education has written regulations about students' records, revised in 1995, and a complete copy may be obtained in the Guidance Office. The student record has two parts: the transcript, and the temporary record.

The **transcript** includes student name; address; date of birth and phone number; parent(s)/guardian(s)' name(s), address and phone number; course titles, grades, credits, grade level, and year of completion. The transcript must be maintained for 60 years.

The **temporary record** includes other information maintained by the Guidance Office, Dean's Office, Nurse's Office, and Special Education Office. This may include standardized test results and evaluations by teachers, counselors and other school staff. Bay Path administers standardized tests as part of our freshmen placement program, as well as the MCAS exam in grade ten, and, in some cases, MCAS in grades eleven and twelve, if needed. These test results are maintained in the temporary record of participating students. The temporary record shall be destroyed **no later than** seven years after the student transfers, withdraws from the school system, or graduates.

Parent(s)/guardian(s)* and students have clear rights to inspect the entire body of the student record within two days of request, and copies may be provided. Student or parent(s)/guardian(s) may request that a school professional interpret the student record, or they may authorize a third party to review record with a signed release to do so. In addition, the student or parent(s)/guardian(s) may request, in writing, to the Director of Pupil Personnel Services, the addition to, deletion from, or amendment of information contained in the student record, and there are provisions for appeal of Director of Pupil Personnel's decision in these matters. The student record is maintained in privacy and security. Authorized school personnel have access to the record, but a log is maintained documenting release of any part of the record to a third party.

Students and parent(s)/guardian(s) are hereby notified of the possible release of student record information, **without their written consent**, as provided in the Massachusetts Student Record Regulations:

1. Directory of information such as student name, city/town of residence, academic and vocational program, activities, honors, degrees and future plans
2. Subpoenaed information by court order
3. Requested information by DSS, DYS, Probation, or Justice of the Court
4. Audit and evaluation for federal, state, and local education officials
5. Information to agencies protecting health and safety
6. Record requests occurring after law enforcement reports a student as missing
7. Health records to local, state, and school health personnel
8. Complete school records, including discipline, to authorized school personnel when a student seeks a transfer

A student at the age of majority (eighteenth birthday) may request, in writing to the Director of Pupil Personnel Services, that report cards, progress reports, and attendance/discipline records be sent directly to them. According to law, the parent(s)/guardian(s) of said student maintains the right to review the records of said student upon request.

***MGL Chapter 71, Section 37H** requires parents who do not have physical custody of a child to file a written request to the Director of Pupil Personnel Services annually if they wish to have access to student records. Legal documentation of the right to such records is required under the law.

Student Transfer Policy

Vocational transfers: Students wishing to transfer from one vocational department to another must submit their names to their professional school counselor so that they may be placed on a waiting list. Students are placed on the waiting list in accordance with their level of performance in their present shop. Transfers will be made on the following basis:

1. Parental permission
2. Availability of space
3. Validity of transfer request
4. Administrative reasons
5. Director of Guidance has approved the request

These transfers, since they are made on a space available basis, may be made throughout the year. Please note that shop hours are not transferable from one shop to another.

Academic transfers: Academic students wishing to transfer from one course to another must submit a request to their professional school counselor in writing and the reason for the request. The student must secure written permission for the transfer from the present instructor, parent(s)/guardian(s), and professional school counselor before the Director of Pupil Personnel Services will consider the transfer. Some changes will be made only after a meeting takes place among the parent(s)/guardian(s), counselor, and teacher.

No transfer will be considered unless the student has made every effort to be successful in the course: (i.e. the student has done all homework assignments, has studied for all quizzes and tests, and has sought extra help from the present instructor).

No transfer will be permitted after November 30th of the school year, unless the transfer is being requested by a member of the administrative staff or is being done as part of a student's education plan under Chapter 766.

Transfers will be made if:

1. There is space available
2. The present instructor agrees with transfer
3. It is a valid request
4. It is prior to November 30th
5. It is an administrative request or a request under Chapter 766.
6. Parental permission has been granted
7. The Director of Guidance has approved the request

The administrative staff at Bay Path shall have the final authority on all transfers.

Transferring to another school: Students wishing to transfer to another school should make an appointment with their professional school counselor to discuss this option. The student must secure parental permission and must meet all financial obligations to Bay Path before the transfer will be completed. Students within the Special Education Department must notify their team chairperson of the proposed transfer so that procedural regulations can be followed.

Summer School and Promotion Policy

Bay Path Regional Vocational Technical High School offers a summer school program to assist those students who have failed **two or less** classes during the academic year. Related theory **MUST** be taken at Bay Path's summer school, otherwise students can also attend summer school in their local town and have their grade sent to Bay Path's Guidance Office as soon as the class is completed. PE/Health must be taken at Bay Path or at a secondary education institution. **A MAXIMUM of TWO FAILED CLASSES** can be made up in summer school. If a student fails more than two classes, the student has failed for the year and can discuss repeating their school year at Bay Path with their guidance counselor.

Students who fail shop will **not be promoted**; it is impossible to make up shop in summer school. These students can discuss repeating their school year at Bay Path with their guidance counselor but **will not be allowed** to remain in the same shop and will be subject to a new shop's space availability and necessary skill knowledge.

In order for a student to be eligible to attend summer school, the student must have a **minimum** yearly grade average of **48**. If there are mitigating circumstances that lead to a student's having a grade below 48, parents may appeal to the Principal/ Superintendent in hopes of receiving a waiver. All students must have at least a 65 average in the summer school course in order to receive credit for the course.

STATE-WIDE ARTICULATIONS

The State-wide articulation agreement "allows for Chapter 74 high school students to enroll at **any** community college and be awarded credits for completed work at the vocational high school level."

This program is for students who wish to pursue a certificate, associate's degree, or bachelor's degree in their career area.

Students who receive a 'B' or better in their Career area (shop) and related theory courses and a 'C' average overall, are eligible for automatic enrollment, waiver of admissions fees, and may receive advanced credit in approved courses.

(All colleges require a placement test for proper placement in courses.)

In addition to state and community colleges, Bay Path Regional has developed written formal agreements with post-secondary partners from private institutions to provide a systematic, seamless process for students to earn college credit for college courses successfully completed during their high school years.

For more information, please call the Guidance Office or go to:

<http://www.masscc.org/articulation>

SPECIAL EDUCATION

The Department of Special Education offers students on an IEP a multitude of course opportunities designed to meet the specific learning styles of students at all grade levels. Additionally, the department provides speech and language, occupational and physical therapy, and counseling services to those students in need of such services.

Referrals

Prior to a referral for a TEAM evaluation, Bay Path has a 'pre-referral' process. This process is designed to begin the comprehensive review of a student's particular needs and issues as well as document strategies and initiatives implemented by the school to address the problem prior to the referral to special education. This process is not meant to delay the evaluation, but to provide a systematic means of identifying the presenting problem and utilizing existing resources to remediate the problem.

To begin the pre-referral process, parent(s)/guardian(s), staff, or the student can request this process by contacting the Guidance Department.

If anyone has a question that a student is in need of special services and the pre-referral process has proven ineffective in identifying and addressing the presenting problems, he/she can refer the student for a TEAM evaluation. The referral is made to the Special Education Director. The people who can refer you are:

1. Your parent(s)/guardian(s)
2. One of your teachers or other school officials
3. A social worker, judicial officer, or your family doctor.

If you think you may need special help at school, ask any of the above people to refer you for a TEAM evaluation. If you are 18 years of age or older, you can refer yourself to the Pupil Personnel Director.

The Americans with Disabilities Act (Section 504)

The ADA prohibits discrimination by any public entity against persons with disabilities. Students with a disability not covered under Special Education may be eligible for a 504 plan and its incumbent accommodations.

ESEA Parent Involvement Policy

The Southern Worcester County Regional Vocational School District is a Title I funded targeted assisted program. The District offers courses in mathematics and reading/language at all grade levels for qualified students.

The District is committed to the goal of providing quality education for every child in the District. To this end, we want to establish partnerships with parents and with the community. Everyone benefits if school and home work together to promote high achievement by our children. Neither home nor school can do the job alone. Parent(s)/guardian(s) play an extremely important role as a child's first teacher(s). Their support for their child and for the school is critical to their child's success at every step along the way.

The District intends to include parent(s)/guardian(s) in all aspects of the District's Title I program. The goal is a school-home partnership that will help all students in the District to succeed.

Annually, the District conducts a parent orientation meeting held in the evening on the first day of school. This meeting is primarily designed for all parent(s)/guardian(s) of ninth grade students but is open to all interested parents. This meeting is conducted by the administration and provides an overview of all programs and services available to students and their families.

Title I Services

The Title I Department provides remedial reading and language course at all grade levels for identified students. Additionally, the department offers mathematics instruction at all grade levels.

The ultimate goal of both departments is to assist all students in fulfilling their academic and vocational training programs in preparation for graduation.

ATHLETICS

Interscholastic athletics are available to students in a wide range of sports, such as:

- Football
- Soccer
- Cross Country
- Basketball
- Baseball/Softball
- Cheerleading
- Golf
- Co-op Hockey
- Co-op Wrestling
- Indoor and Outdoor Track and Field
- Volleyball

- Bowling
- Co-op Lacrosse
- Co-op Field Hockey

Tryout times and locations will be announced prior to the start of each season. All students must comply with the M.I.A.A. standards, rules, and regulations governing student participation in athletics. Further information can be obtained from the Athletic Director's Office or coaches of the individual events.

Co-op Sports: Students participating in athletic programs through co-op agreements with other school districts are responsible to provide their own transportation to and from practices and games. Students involved in a co-op sport are responsible for any fees attached to that co-op agreement.

ELECTIVE OFFICE, EXTRA-CURRICULAR, AND SPORT PARTICIPATION CRITERIA

To be eligible to participate in any sport, be elected to any school/class office, or go on any school/club field trip, a student must:

1. Pass the major courses of shop and related
2. Have not failed more than one academic course per quarter
3. Have been promoted to the next grade level

Academic eligibility shall be considered as official and determining only on the date when report cards are issued. Incompletes will be treated as failures until instructors submit grade changes.

Students on any type of suspension may not participate in school sports until the suspension has been completed.

A student must attend school for at least half the day in order to participate in extra-curricular activities that day.

State law requires that all students who plan to participate on a sports team must have a current physical dated within the year.

CODE OF ETHICS FOR STUDENT LEADERS

Bay Path High School recognizes the need to have responsible and dedicated Class Officers, Student Council Officers, National Honor Society Officers, and other officers representing other clubs that are active at Bay Path. Bay Path High School also recognizes that these student leaders must always reflect a very positive image to their family, school, and community. The following Code of Ethics has been established as criteria for proper behavior and academic excellence while serving in a capacity of an elected or appointed Student Leader.

A Student Leader is in violation of this code when he/she:

1. Is not consistent with the academic requirements of Bay Path.
2. Fails the same subject in two consecutive marking periods.
3. Is suspended from school for an infraction
4. Accumulates three unexcused absences from regular or special meetings.
5. Is negligent in the performance of his/her duties as an officer or member.
6. Is consistently out of order or unruly to the extent that the person is hindering the orderly conduct business at a meeting.

Violation of the above code will be subject to a hearing by a committee, consisting of the Dean of Students, the Director of Pupil Personnel Services, and the Club Advisor. The committee will decide if the student leader should continue to serve in the leadership position. The student has the right to

appeal the decision of the committee by submitting a written request within five school days to the Superintendent-Director. Whenever possible, the vacancy will be refilled by the natural order of succession. When not possible, the vacancy will be filled by the student who was runner-up in the previous school election. If need be, a special election will take place to fill the vacant position. Termination will be in effect for the duration of the school year.

ELECTED OFFICES

Regional student advisory council

The Massachusetts State Legislature in Chapter 1009 of the Acts of 1971, established by the Student Advisory Council to the State Board of Education. The SAC is a network of students from public, private, vocational, and regional secondary schools.

Every high school throughout Massachusetts elects a delegate and an alternate to one of the eleven Regional Advisory Councils. Each regional council, in turn, elects six students to serve on the State Study Advisory Council. The state council then chooses a chairman who becomes a member of the State Board of Education with full voting privileges.

The Regional Councils concentrate on assisting the delegates and alternates in improving their schools. Students choose specific projects and work on them throughout the year. Adult advisors inform them of their legal rights. Students spend much of their time at day long, monthly meetings sharing their problems and successes with other students.

In addition to having a student on the State Board of Education, the SAC lobbies in the state legislature. This gives high school students in Massachusetts considerable influence in the education decision-making process.

Typical student Advisory Council projects, proposal, and activities of the past years include:

1. Writing, filing, and lobbying for a Student Rights and Responsibilities Law, signed by the Governor in July 1974.
2. Drafting of recommendations for curriculum innovation.
3. Sponsoring of student-related legislation.
4. Sponsoring of statewide student conferences.
5. Initiating local school projects for improvement of student involvement.
6. Direct decision-making involvement in education at state and regional levels
7. Participating in Department Committees.

Election Procedures: The following are procedures for the election of student representatives to the State Board of Education as adopted January 23, 1973.

There shall be annual elections by March 15th for the purpose of electing delegates and alternates to the Regional Student Advisory Council. The term of said regional representatives shall begin on April 2nd. Each secondary school shall elect one delegate and one alternate to serve a one-year term providing they shall remain registered throughout the length of the term. We strongly recommend the election of at least one underclassperson from grade 9 or 10. No member shall be prevented from running for election for two successive terms. The enforcement of the procedure governing the conduct of the election shall be the responsibility of the Superintendent-Director.

Any student having reached at least the ninth grade and who has been a resident of the Commonwealth for six months shall be eligible for election to the Regional Student Advisory Council, provided that

he/she shall remain enrolled throughout the following school year. Every student enrolled in the school shall have the opportunity to vote unless absent.

Nomination Procedures: It is suggested that nomination procedures shall be conducted as follows:

1. By February 15th, public election should be completed. It should be aimed at familiarizing all students with the roles and responsibilities of the Student Advisory Council delegates and with the upcoming election procedures.
2. By February 25th, all nominations for office should be closed.
3. By March 10th, nominees should have the opportunity to campaign for office.
4. Nominees may be self-elected. Upon nomination, each candidate shall be given a copy of the Student Advisory Council functions and role responsibilities.
5. By March 15th, elections should be held.
6. The candidate who receives the majority of the ballots cast will be deemed elected to the Regional Student Advisory Council.
7. Should no candidate receive a majority vote, there should be a run-off election between the candidates receiving the first and second highest number of votes.

Student advisory council to the school committee

Purpose:

- To provide a meaningful link and to promote a mutual sense of respect and understanding between the student body and the School Committee.
- To represent before the School Committee the attitudes, interests, concerns (both positive and negative) of the student body.
- To advise the School Committee and add insight to their deliberations.
- To carry to the School Committee and to support specific proposals and items of concern to the student body, and to initiate, on behalf of the student body and in conjunction with the student government, projects, and proposals for presentation to the school committee.
- To represent to the School Committee a cross-section of the entire student body.

Election Procedures:

1. Student Advisory Committee members should be elected by the student body of the high school in the manner specified in paragraphs II through VII. They should not be appointed or elected by the administration, faculty, or any student organization.
2. The Student Advisory Committee shall be composed of the greatest number of votes in a general election by the student body, in which all registered students should have the right to vote.
3. All candidates should be registered students at the time of voting.
4. All registered students would be eligible to vote. All registered students, with the exception of seniors, should be eligible to run for office.
5. All candidates should receive, complete, and return a nomination paper before their name is placed on the ballot.
6. The election should be held at the same time as the regular school committee elections, if such school committee election falls between March and May, inclusive. If the regular school committee does not occur at this time, the Student Advisory Committee should be elected between March 1st and April 15th.
7. The student Chairman or alternate should attend all regularly scheduled school committee meetings.

Student council

The Student Council consists of twenty members elected at the annual election in September. Each grade elects four members to the Student Council. The class president of each class is an automatic member.

Purpose: The purpose of the Student Council is to:

- Provide the greatest possible opportunity for student participation in student affairs.
- Promote the welfare of the school.
- Provide a forum for student expression.
- Acquire experience and efficiency in the practice of democracy.
- Assist in the establishment of student groups.

Class officers

The freshman, sophomore, junior, and senior classes will each elect four officers: President, Vice-president, Secretary and Treasurer. In addition, the junior and senior classes will each elect four members to the prom committee.

These people are responsible for hosting and organizing class activities and functions (fundraising, class dues, dances, prom, etc.)

Officers and prom committee members are bound by the code of ethics for student leaders and may be removed from office for violating the code.

ELECTION OF CLASS OFFICERS AND COMMITTEES

Any student interested in running for class office positions or the class committees must see their class advisor to obtain nomination papers. This occurs in May for the sophomores, juniors and seniors. For freshmen, this process takes place in late February, giving the grade 9 students an opportunity to know their fellow classmates. Students who intend to run must obtain 25 signatures from members of their class, testifying to their willingness to serve and meet the eligibilities outlined in the Student Handbook.

If the number of nomination papers that are turned in is less than or equal to the number of positions that are available, no vote will be taken. If the number of nomination papers is greater than the number of positions, the class will vote for the number of positions that are available. These individuals will constitute the Steering Committee. The Steering Committee will then vote to elect the class officers from its ranks.

The same process holds true for the Committees. For example, if the number of nomination papers that is turned in for the prom committee is less than or equal to the number of positions available, then there will be no vote. If the number exceeds the number of positions, the class will vote for the committee.

Class Dues

- Freshmen dues are \$10.00
- Sophomore dues are \$20.00
- Junior dues are \$30.00
- Senior dues are \$40.00

Dues must be paid by the specified date each year in order for the students to attend class activities (field trips, dances, proms, etc.) for that year. Freshman and sophomore dues are required to be paid prior to purchasing a class ring. Dues should be paid to the class advisor(s) by check/money order. A receipt will always be given to the student upon payment.

Class dues are used to cover expenses associated with Senior Awards Night and Graduation at the DCU Center in Worcester. These expenses may include, but are not limited to, caps and gowns, invitations, tickets, and programs.

M.I.A.A. ELIGIBILITY RULES

During the season of practice or play, a student shall not, regardless of the quantity, use or consume, possess buy/sell or give away any beverage containing alcohol, marijuana, or any controlled substance. 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.

Minimum Penalties:

First violation: When the principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. 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 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 violation the student, of his/her own volition, becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in 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. Penalties shall accumulate each academic year, but a penalty period will extend into the next academic year.

Bay Path student athletes must comply with all M.I.A.A. rules. Copies are available upon request in the Superintendent-Director's office. Bay Path reserves the right to set and apply stricter standards than the M.I.A.A.

TITLE IX/CH 622 POLICY

It is the policy of Bay Path Regional Vocational Technical High School not to discriminate on the basis of sex, race, color, religion, a handicap, gender identity, or sexual orientation in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments and Rehabilitation Act of 1973. Inquiries regarding compliance with Title IX/Title VI and Chapter 622, or Section 504 may be directed to the Director of Pupil Personnel at Bay Path Regional Vocational Technical High School, 57 Old Muggett Hill Road, Charlton, MA. Concerning Title IX/Title VI and Section 504, inquiries may, also, be directed to the U.S. Department of Education, Office for Civil Rights

Region, ED 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 Phone (617) 289-0111, e-mail address ocr.boston@ed.gov

Grievance procedure

If issues are not satisfactorily resolved at a meeting with the Director of Pupil Personnel Services, please contact the Principal's Office and schedule a meeting with the principal at a mutually convenient time to review the yet unresolved matter in detail.

If, after having exhausted the procedures set forth above, the parent or parents wish to pursue the matter further, please petition the School Committee, through its chairman, for a public hearing. Such a petition should be in writing, outlining in detail the matter or matters to be discussed. The School Committee shall, at its sole discretion, determine whether such a hearing shall take place.

The above procedures are designed to deal fairly and expeditiously with any matters that may arise concerning students at Bay Path Regional Vocational Technical High School. It is our aim to encourage parent participation in the education of their children and to address their concerns as quickly as possible. Following the above policy will ensure immediate attention to the issue or issues involved and provide an early resolution for most of the problems that may emerge.

Concussion Policy

This policy provides for the implementation of MA 105 CMR 201.000, *Head Injuries and Concussions in Extracurricular Athletic Activities*. The policy applies to all public middle and high school students who participate in any extracurricular athletic activity. This policy provides the procedures and protocols for the Bay Path Regional Vocational Technical High School in the management of and prevention of sports-related head injuries within the district or school. Review and revision of this policy is required every two years.

Pre-participation Requirements and Training

Concussion training is a pre-participation requirement for all students and must be completed prior to practice or competition. The following persons annually shall complete one of the head injury safety training programs approved by the Bay Path Regional Vocational Technical High School (BPRVTHS):

- Coaches
- Certified athletic trainers
- Trainers
- Volunteers
- School and team physicians
- School nurses
- Athletic director/Assistant Athletic Director
- Directors responsible for a school marching band, whether employed by a school or school district or serving in such capacity as a volunteer
- Parent(s)/guardian(s) of a student who participates in an extracurricular athletic activity and students who participate in an extracurricular athletic activity.

This requirement may be met by completing ONE of the following:

- An approved online program (<http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>) as listed on the BPRVTHS website and pre-participation questionnaire (Form 5), and providing a certificate of completion to the athletic director

- Signing an acknowledgement that they have read and understand written materials provided to them by the athletic director
- Attending a BPRVTHS sponsored training session and signing the attendance roster.

The athletic director will keep all certificates, signed acknowledgements, and training session rosters for three years. The training must be repeated every subsequent year.

Game officials must also complete an approved training annually and provide BPRVTHS with verification of completion upon request.

Additionally, students who plan to participate in extracurricular athletic activities and their parents must complete and sign the pre-participation *Sports Candidate Medical Questionnaire* (Form 1) prior to each season of participation. The questionnaire will be distributed through the athletic department and may also be obtained in the Nurse's Office. The questionnaire will be reviewed by the school nurse prior to athletic participation. The school nurse will provide appropriate follow-up when necessary. Annually, students are also required to provide a physical exam to the school nurse's office. No student shall be medically cleared for extracurricular athletic activities until the school nurse has reviewed both the questionnaire and physical exam. The school nurse shall consult with the school physician as necessary regarding a student's medical history and/or eligibility.

BPRVTHS may use a student's history of head injury or concussion as a factor to determine whether to allow the student to participate in an extracurricular athletic activity or whether to allow such participation under specific conditions or modifications.

Additional parental requirement:

If a student sustains a head injury or concussion during the season, but not while participating in an extracurricular athletic activity, the parent shall complete the Report of Head Injury Form (Form 4) and submit same to the school nurse.

Exclusion from Play

- Any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion or loses consciousness, even briefly, shall be removed from practice or competition immediately and may not return to practice or competition that day.
- The student shall not return to practice or competition unless and until the student provides medical clearance. The coach or athletic trainer shall provide the necessary forms for the student to take to their medical provider. These include a letter explaining the need for the medical clearance from the school physician, an academic recovery plan and recommendation form (Form 2), and an athletic return-to-play protocol (Form 3).
- The coach shall communicate the nature of the injury directly to the parent(s)/guardian(s), either in person or by phone, immediately after the practice or competition in which a student has been removed from play due to a head injury, suspected concussion signs and symptoms of a concussion, or loss of consciousness. The coach must also provide this information to the parent in writing, by paper or electronic format, by the end of the next business day.
- The coach or his or her designee shall communicate, by the end of the next business day, with the Athletic Director's Office, the school athletic trainer and school nurse that the student has been removed from practice or competition for a head injury, suspected concussion, signs and symptoms of a concussion, or loss of consciousness.

Return to Play

A BPRVTHS multidisciplinary team will develop a plan for the student's return to play. This team may consist of athletic trainer, school nurse, school physician, teaching staff, guidance counselor, primary care physician or physician managing the student's recovery, and parent(s)/guardian(s).

The plan shall include the academic recovery plan recommendations from the physician and the return to play protocol of the athletic trainer.

Students must be symptom free and medically cleared in order to return to play. The following individuals may authorize a return to play:

- A duly licensed physician
- A duly licensed certified athletic trainer in consultation with a licensed physician
- A duly licensed nurse practitioner in consultation with a licensed physician
- A duly licensed neuropsychologist in coordination with the physician managing the student's recovery

Final return to play in the Bay Path RVTHS requires the approval of the school nurse.

10/11 EDiB

HEALTH SERVICES

The school nurse is on duty in the Nurse's Office, Room 197 from 7:30 a.m. to 2:30 p.m. The school nurse can be reached at 508-248-5971, Ext. 1165. Students who become ill or injured during school hours are to report to the nurse. With the exception of an **EMERGENCY**, all students are to have a pass when entering the Nurse's Office.

- **If you need to contact home regarding your health, you are to use the phone in the Nurse's Office ONLY.**

Entrance requirements

All ninth grade and new students are required to have an entrance physical and a Medical Registration Form on file in the Nurse's Office **UPON ENTRANCE** to Bay Path. Physical forms are to be completed by the student's physician and Medical Registration forms are to be completed by the student's parent(s)/guardian(s) and are available from the school nurse.

Immunization requirements

To avoid exclusion, all students **MUST** be in compliance with all state regulations regarding immunizations. **No student will be allowed entrance** to Bay Path until in compliance with all immunizations. There will be **NO** exceptions.

Medication protocol

NO STUDENT is allowed to carry or take any medication (prescribed or over-the-counter) in school unless all the necessary paperwork is completed and on file in the Nurse's Office. **Medication must be taken in the Nurse's Office.**

Over-the-counter, Acetaminophen (Tylenol) 325 to 650 mg and Ibuprofen (Advil, Motrin) 200 to 400 mg (both over-the-counter doses) can be dispensed by the school nurse for minor discomfort and **ONLY** after a written parental/guardian consent form is on file in the Nurse's Office. **No verbal (telephone) consents will be accepted.** The parental/guardian consent must be updated annually at the start of each school year. **Prescription medication including asthma inhalers, epi-pens, and any over-the-counter medication (excluding Acetaminophen and Ibuprofen unless the dosage is greater than the dose described above) require a physician's order in addition to parent/guardian consent.**

The physician's order must include the student's diagnosis, the drug name, dosage, route of administration, time(s) to be given, and any possible side effects that may occur. Medication forms for over-the-counter and prescription medications are available from the nurse upon request. All physicians' medication orders must be renewed annually at the start of each year and if there is a change in medication or dosage.

NO MEDICATION WILL BE ADMINISTERED UNLESS THE APPROPRIATE FORMS ARE ON FILE IN THE NURSE'S OFFICE. THERE WILL BE NO EXCEPTIONS.

Students may carry Asthma inhalers or Epi-pens only after completion of necessary paperwork as described above and only after consultation with the school nurse. All medication must be delivered to the school nurse in properly labeled pharmacy containers or in original packaging for over-the-counter medications. No expired medication will be administered.

Health record keeping policy

Students who are graduating at the end of the school year will be notified regarding their "Student Health Records." Health records will be given to graduating students. Health records will be destroyed five years after the student graduates.

Sports team participation

Sports Team Participation Requirement: ALL STUDENTS who plan to participate on a sports team **MUST** have a physical dated within thirteen months of the first practice of the sport being played. For example, if the start date of the first practice of the football team is dated September 10, 2020 then the physical must be dated within the past year dating back to August 10, 2019. There will be **NO** exceptions regarding this requirement. Please keep this in mind when scheduling physical appointments with your family physician **to avoid being excluded** from playing on a sports team.

The Department of Public Health recommends sports physicals to be done by the students' own physician because he/she knows the student's health status the best and is responsible for writing prescriptions for required medications (i.e. inhalers for asthma, epi-pens for allergies). After initial acceptance, physicals are on file, and students may request a sports physical by the school physician which is free of charge.

Illness/dismissal policy

Students should not come to school if they have any of the following conditions or they will be dismissed:

1. Vomiting
2. Diarrhea
3. Temperature of 100 degrees Fahrenheit or higher

4. Undiagnosed Rash
5. Anything contagious in nature

Students will not receive class credit while in the Nurse's Office. All dismissals for illness will be at the discretion of the school nurse and only with parent(s)/guardian(s)' or designated adult's permission. We ask that students who are being dismissed due to illness be picked up within an hour of notifying a parent/guardian/designated adult. Dismissals due to illness are not excused absences.

Students should not use their cell phones to text or call their parents when they are ill. All students being dismissed due to illness need to go through the Nurse's Office.

Medical policies

Medical Excuse

The **NURSE MUST BE NOTIFIED** upon a student's return to school if a student requires any restrictions (i.e. an elevator pass due to crutches or cast, unable to write or perform shop expected job duties, etc.). Also, if a student is being excused from participating in physical education class because of a medical condition, then a **MEDICAL NOTE** from a physician must be presented to the school nurse or the student will not be excused. The physician's note must have a stop date as to when the restriction will stop. Notes written with **"until further notice"** will not be accepted. It is the student's responsibility that follow-up notes are given to the nurse if a condition warrants a further restriction and the physician's note becomes outdated. A parent may write an excuse note for up to one day, otherwise, a physician's note will be required to continue the restriction. Annual updated notes from a physician are required at the start of each school year for all medical conditions that require medical excuses to be continued from year to year.

Accident Reports

Students who are injured at school are to immediately notify the instructor in whose area the injury/accident occurred or the closest instructor at the time of accident/injury. The instructor will ensure that the student is sent to the nurse for any treatment that is indicated.

Postural Screening

According to state law, Postural Screening is required for all ninth grade students. If the student had this screening done by his/her own physician within the current school year, then this is acceptable. Otherwise, the student will have this done by the Physical Education/Health teachers. The nurse will be available for re-checks and parent(s)/guardian(s) will be notified for those students who will require further follow-up by their own physician. A note from the student's physician **MUST** be returned to the nurse if a referral for follow-up is requested.

Height and Weight Screening

Heights and weights are mandated for all tenth grade students. The nurse and the nurse's assistant will conduct these screenings in the Nurse's Office.

Hearing and Vision Screening

Hearing and Vision Screenings are mandated for all ninth grade students and will also be done by parental request for those students with a concern in Grades 10 through 12. The nurse and nurse's assistant will conduct these screenings. Parent(s)/guardian(s) will be notified to make referrals for those students who do not pass the hearing or vision screening. A note from the follow-up physician **MUST** be returned to the nurse if a student is referred for follow-up.

Nutritional standards for vocational area

At the discretion of the instructor, a fifteen minute shop break may be given. In compliance with M.G.L. Chapter 111, Section 223, 105 CMR 225.000 which establishes the nutritional standards for competitive foods and beverages sold or provided in public schools: students will not be allowed to bring in any food or drink items to sell and/or provide to classmates. Food brought to school for break or lunch will be for personal consumption only.

PHYSICAL EDUCATION POLICY

All students must participate in Physical Education classes. In order to be excused, a parent must write a note to the Physical Education Instructor. This procedure may only excuse a student for one day; students who are to be excused for longer periods of time must have a note from their physician. The excuse must be presented to the school nurse for verification.

All students are required to wear proper gym attire (i.e. shorts, tee shirts, sweatpants, sweatshirts, and sneakers).

LIBRARY/MEDIA CENTER

Library Services

- 1) **THE MEDIA CENTER** is located in room 207 and is open from 7:30 - 3:30 Monday through Thursday and 7:30-2:30 on Fridays. There is no prior signup to stay after school, students can come directly to the Media Center when school is dismissed. All students **MUST** remain in the Media Center until 3:25p.m.
- 2) A corridor pass is required for entrance, and students must have their pass signed upon leaving.
- 3) Eating and drinking are not allowed in the Media Center at any time.
- 4) **Lunch Passes are available. Please pick up a lunch pass before you go to lunch.**

Media Center Resources

Library materials may be borrowed for a three-week period. Students should notify the librarian if materials should become lost or stolen.

Your ID card is your library card. You may borrow and place holds on items from other libraries within the MassCat system using the online catalog.

Click here to access [Commonwealth eBook Collection](#). Over 10,000 eBooks and eAudiobooks are

To access online subject databases and encyclopedias, [Click Here](#)

Access a citation tool ([Noodle](#)).

Computer Use-

Computer Labs Students must ask for permission to use any of the computers or laptops in the Media Center. Any student not abiding by the Acceptable Use Policy and installing their own software programs, deleting resident programs, or changing desktops will be subject to disciplinary action.

LEADERSHIP AND EXTRA-CURRICULAR ACTIVITIES

ACF

The Bay Path High School Chapter of the Jr. ACF or American Culinary Federation, is a culinary activity club open to any culinary arts student. The club participates in fundraisers and the proceeds are applied to membership in the ACF, culinary based excursions to different types of food venues, afterschool demonstrations and food competitions. Throughout the year there will be different opportunities offered for enhancing skills related to the food service industry that are above and beyond the culinary shop day. These could include gingerbread castle competition, assisting in Worcester's Best Chef, and off site catering functions.

ART CLUB

The after school art program is open to any interested student who wants to express themselves through the visual arts. Students will explore many techniques, in a supportive atmosphere, using new mediums, building portfolios, while developing their skills. The program will also incorporate guest artists, who will come in to demonstrate techniques and teach different disciplines.

BAY PATH FIRE AND EMS CLUB

The Bay Path Fire and EMS club is for students who are interested in learning more about career, volunteer, or "on-call" opportunities as firefighters and/or emergency medical technicians. The Fire and EMS club aims to give students an understanding of basic firefighting and emergency medical services concepts. All of the Bay Path member towns rely to some extent on "on-call" firefighters and EMT's to provide services to their citizens. They are constantly looking for young, enthusiastic individuals to join their ranks. The club meets a couple times a month after school with periodic visits to the various Bay Path communities' fire and ems departments. Club meetings consist of a mix of classroom learning as well as hands-on practical experiences in firefighting and ems topics.

BAY PATH ROBOTICS

BattleBots IQ is a comprehensive educational program where students learn about the science of engineering through robot building. This unique curriculum fuses mathematics, physics, and engineering into viable and relevant lessons for technical high school students. By providing an interactive, hands-on learning environment, BattleBots IQ seeks to develop the scientists and engineers of the future. As a way of further applying their skills in robotic design, team building, budgeting, and construction, the students will enter their robots into a BattleBots IQ tournament.

BAY PATH VIDEO CLUB

The Bay Path Video Club is a group of students that produce original and creative films. The goal of the Bay Path Video Club is to create original films, including all aspects of film making such as screenwriting, storyboarding, location scouting, acting, directing, filming, editing, and post-production. Students work on a variety of subject matters for the school as well as their own personal creations.

DRAMA AND MUSIC CLUB

The Drama and Music Club is an after school organization offered to all grade levels. The Club holds auditions and rehearsals for choral and theater productions. The goal of the club is to provide a creative outlet for all students by teaching and practicing the performing arts. Included activities are A Capella singing, dramas, comedies, musicals, and improvisational comedy.

GSA

Bay Path's Gay-Straight Alliance is open to any student interested in combating anti-LGBT bias and raising awareness of heterosexism and diverse gender/sexual identities. The group provides support, understanding, and an avenue for promoting equality to all.

MATH CLUB

The Math Club is for anyone in any grade who likes math. Throughout the year, the Math Club competes with other schools in solving math problems. The competition involves many different levels of math, so you don't have to be in honors classes to join.

NATIONAL HONOR SOCIETY

The Minutemen Chapter of the National Honor Society at Bay Path was formed in 1982 to bring recognition to outstanding students. Selection is based on evidence of exceptional character, strong leadership qualities, outstanding service to school and community, and scholarship. Once inducted, active members must maintain their academic standing, continue to embody the values of character, leadership, and service to fellow students, as well as participate in monthly meetings and service projects within the larger Bay Path community.

Requirements and procedure for application are as follows:

1. All students in grades 10, 11, & 12 who have a cumulative grade point average above a 3.85 after Quarter 2 grades will be invited to apply to the National Honor Society, regardless of the level of their academic classes.
2. After Quarter 2 grades are submitted, eligible students will receive a formal invitation and application packet, with detailed directions and the deadline for that year's application.
3. Students must fill out the application completely, submitting evidence of their academic achievement, leadership skills, dedication to community service, and character. This will include filling out the application, writing a narrative essay, submitting letters of recommendation, and supplying their materials in the proscribed professional manner, as well as signing the NHS Code of Conduct and Membership By-Laws.
4. All eligible students who submit their application before the deadline will be considered for membership in the NHS. No applications will be accepted after the deadline.
5. The NHS Faculty Council will review each student's application in detail. The Faculty Council will vote on membership for each student, and any student who receives a majority vote in their favor will be invited to join NHS.
6. All applicants will be informed by letter of their acceptance into or declination from the NHS. Accepted students can decline without penalty. Declined students who are still eligible for the NHS in future semesters are welcome to apply again.
7. A formal ceremony to induct new members will be held each spring. All new and current members of the NHS are invited to participate.

NHS Code of Conduct

As a member of Bay Path National Honor Society, you are a representative of your school and larger community. As such, you are expected to maintain a standard of behavior consistent with the values of character, scholarship, leadership, and service that are the foundation of the NHS.

Upon accepting membership to the NHS, you must agree to abide by the following expectations throughout the rest of your high school career. Actions or behaviors that are deemed to violate the following will be considered grounds for dismissal, according to the probationary and removal process as outlined in the Charter of Bay Path National Honor Society.

Standards of Conduct

As a member of Bay Path National Honor Society, you are responsible for representing your school district in a positive way. Your behavior and actions must be exemplary and befitting the expectations of your peers, advisors, school district administration, community, and faculty council. You must conduct yourself so as not to impair, but benefit the welfare or educational opportunities of others.

In addition to the rules and regulations listed in the Bay Path Student Handbook, the Code of Conduct will also govern all students who participate in National Honor Society. The Code of Conduct shall apply to any violation on or off school premises during the course of calendar year.

Once you are established as a member of the National Honor Society, you are expected to uphold this conduct code until completion of your eligibility or such time that you are no longer a member of NHS.

Members of the NHS subject to the standards and conduct embodied in the following:

1. State, federal, civil, and criminal laws;
2. Bay Path Student Handbook
3. Bay Path NHS Code of Conduct, Bylaws, and other chapter expectations.

NHS members are also expected to act in accordance to the core values of the National Honor Society:

- I. **Character:** Members will uphold the principles of morality and ethics. Shows courtesy, concern and respect for others. Observes instructions and rules, punctuality and faithfulness in obligations both inside and outside the classroom. Manifests truthfulness in acknowledging obedience of rules, refuses to cheat, and is unwillingness to profit from the mistakes of others.
- II. **Service:** Members will participate in volunteer opportunities, both at Bay Path and in the outside community. As volunteers, members will be dependable, responsible, courteous, and kind, and behave in a way that respect and honors the needs of others.
- III. **Scholarship:** Members will uphold the academic standards of the National Honor Society, in both their academic and vocational courses. They will use their educational opportunities to their best advantage, give each academic endeavor their full effort, and be an example of academic dedication and excellence for their peers both inside and outside of the classroom.
- IV. **Leadership:** NHS members will demonstrate leadership in promoting school activities. NHS members will demonstrate academic initiative. NHS members will successfully hold school offices or positions of responsibility. NHS members will demonstrate positive leadership in the classroom, at work, and in school activities.

NHS Bylaws

1. Students must maintain a 3.85 or above cumulative grade point average throughout each academic year to maintain membership in the Honors society.
2. Any student whose cumulative average drops below 3.85 grade point average at the end of a semester will be placed on probation. If their cumulative average does not recover to the 3.85 GPA threshold by the end of the next academic semester, they will begin the process of removal from NHS.
3. Any NHS student who is failing an academic or vocational class at the end of a marking period (quarter) will be placed on probation. Any student who then fails the same course for 2 or more consecutive marking periods (quarters) will begin the process of removal from NHS.
4. A student must complete 20 community service hours during each fiscal school year (July 1- June 30). Failure to complete these hours, with proper documentation, by the assigned deadline will result in removal from the club.
5. A student must volunteer at a minimum of 2 school-related events per academic year. Failure to do so will result in removal from the club.
6. A student may not have more than 1 excused absences from NHS meetings per month. More than 2 unexcused absences per year will result in removal from the club.
7. Elected officers of the National Honor Society (president, vice-president, secretary and treasurer) must attend all officer and general meetings, unless excused (with cause) by the advisor. Officers must participate in the planning, organization, and execution of all club events, meetings, and induction ceremony, as well as fulfilling the requirements of general membership.
8. A student must maintain the expected standards of scholarship, leadership, and behavior throughout their membership in NHS. Any behavior, in or outside of school, that is determined to be detrimental to the image and purpose of the National Honor Society, in violation of the NHS Code of Conduct, will result in a hearing and possible removal from the club.

S.A.D.D. CLUB

The S.A.D.D. Club (Students Against Destructive Decisions) is for students who are concerned with the ever-increasing problem of drunken driving and drug abuse. Not only are they concerned for themselves and their families, but also they express a deep concern for the lives of others, especially their peers and fellow students.

S.A.D.D. goals are:

- To have a drug free Bay Path
- To increase membership
- To involve faculty, administration, and the community in contributing in a beneficial way to the problem of drugs and drunk driving
- To increase the amount of group activities

SKI CLUB

The Ski Club is an after school activity offered to students from all four grade levels. Several ski trips are planned each year. Ski packages and rental equipment are available for all ability levels, including lessons for new skiers.

SKILLS USA

Skills USA is a national organization serving several hundred thousand high school and college students. Professional members are enrolled in training programs in technical, skilled, service, and health occupations. Skills USA prepares America's high performance workers. It provides quality educational experiences for students in leadership, teamwork, citizenship, and character development. There are opportunities to compete against other career and technical schools across the Commonwealth. Students need to maintain school requirements regarding grades, tardiness, absenteeism, and discipline policies.

Any student who is placed on a long term suspension will be ineligible to compete in SkillsUSA. Other major discipline infractions are at the discretion of the Dean of Students, Assistant Vocational Director, and the Vocational Director.

STAR CLUB – Students Taking Active Roles

A unique, evolving club focusing on military etiquette and customs designed to facilitate students in taking active leadership roles in school as well as in their communities. The STAR color guard will participate in various ceremonies, including Bay Path graduation, throughout the year. The STAR Club will take occasional field trips to tour military facilities.

STUDENT GOVERNMENT DAY

Student Government Day introduces students to the workings of State Government. Two students are elected by the student body to serve as delegate and alternate representatives of Bay Path Regional Vocational Technical High School for Student Government Day.

VIDEO GAME DESIGN CLUB

The video game design club is for anyone interested in creating video games. The club provides students from any shop or grade to participate in creating video games. Focuses include code development, designing graphics for video games, and music production for video games. Students can work independently, collaborate with peers, or receive guidance and direction from more skilled members of the club.

YEARBOOK COMMITTEE

The Bay Path Yearbook Committee produces, finances, compiles, and publishes the Bay Path Yearbook. The committee is comprised of students from all grade levels. With the help of an advisor, the committee is responsible for the design, selection of theme, layout compilation, etc. in order to make each yearbook a success.

InfractionDescription

ABUSING/DEFACING SCHOOL PROPERTY
ASSAULT ON FAC/ADMIN MEMBER
ASSAULT ON A STUDENT (VERBAL)
CLASS CUTTING
CHARGED WITH FELONY OUTSIDE OF SCHOOL
CHEATING
INFLUENCE OF DRUGS/ALCOHOL
DANGEROUS/EXCESSIVE HORSEPLAY
DISRUPTION
DISRESPECT TO STAFF
DISREPECTFUL OF STUDENTS
DISRUPTING A SCHOOL ASSEMBLY
DRESS CODE VIOLATION
ENDANGERING
ELECTRONICS VIOLATION
FAILURE TO SERVE OFFICE DETENTION
FAILURE TO SERVE SATURDAY DETENTION
FOOD FIGHT
FAILURE TO RETURN OWED MATERIALS
FORGERY
FIGHTING
GAMBLING
HORSEPLAY/PHYSICAL CONTACT
HARASSMENT
HAZING
INAPPROPRIATE BEHAVIOR
INDECENT BEHAVIOR
REFUSAL TO SHOW I.D./NO I.D.
INFLUENCE OF INHALANTS
MAJOR BUS INCIDENT
MAJOR SAFETY VIOLATION
KNIVES/WEAPONS IN FIGHT/ASSAULT
LATE TO CLASS
LITTERING
LEAVING W/O PROPER AUTHORIZATION
MINOR BUS INCIDENT
MISUSE OF THE INTERNET
MINOR SAFETY VIOLATION
MISSED BUS
MALICIOUS VANDALISM
NO ABSENT NOTE/NO EMERGENCY CARD
NOT PREPARED FOR CLASS

NOT REPORTING TO APPT/MEETING
OUT OF AREA/WANDERING W/O PASS
PHYSICAL CONTACT
PHYSICAL ATTACK
PLAGIARISM
POSSESSION OF DRUG PARAPHERNALIA
POSSESSION OF DRUGS/ALCOHOL
POSSESSION OF KNIVES/WEAPONS
NO PARKING PERMIT
IN PRESENCE OF CONTR. SUBSTANCE
POSSESSION OF SMOKING MATERIAL
RACIAL COMMENTS
RECKLESS DRIVING
REFUSING A FAC/ADMIN MEMBER REQ
SALE/DISTRIBUTION OF DRUGS/ALCOHOL
NO SAFETY GLASSES
SEXUAL ASSAULT
SEXUAL HARASSMENT
CONSP. TO STEAL/INJURE/HARASS
SMOKING/CHEWING TOBACCO
TARDY TO SCHOOL
THEFT
THREATENING FAC/ADMIN MEMBER
THREATENING A STUDENT
TRUANCY
TRESPASSING ON GROUNDS W/O AUTH
UNSPORTSMANLIKE BEHAVIOR
UNAUTHORIZED PASSENGERS
VULGARITY
VULGAR DISRESPECT TO FAC/ADMIN
EXCESSIVE ABSENCES
EXCESSIVE TARDINESS TO SCHOOL