

Blackstone Valley
Regional Vocational
Technical High School
2010-2011

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Superintendent-Director

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Main Office ext. 3041

Guidance Office ext. 3020

Special Education Office ext. 3013

THIS SCHOOL AGENDA BELONGS TO:

Name _____

Address _____

City/Town _____ Zip _____

Phone _____ Shop _____

Student ID# _____ Homeroom # _____

**School Committee
Members**

Joseph M. Hall, Bellingham
William J. Pontes, Blackstone
John C. Lavin, III, Douglas
Anthony M. Yitts, Grafton
Paul M. Yanovitch, Hopedale
Michael D. Peterson, Mendon
Arthur E. Morin, Jr., Milford
Chester P. Hanratty, Jr., Millbury
Gerald M. Finn, Millville
Jeff T. Koopman, Northbridge
Mitchell A. Intinarelli, Sutton
Kenneth M. Pedersen, Jr., Upton
Daniel L. Baker, Uxbridge

**Blackstone Valley
Vocational
Regional School District**

65 Pleasant Street
Upton, Massachusetts 01568-1499

**Dr. Michael F. Fitzpatrick
Superintendent-Director**

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mfitzpat@valleytech.k12.ma.us



Dear Parents and Students:

On behalf of the District School Committee and a staff of talented, dedicated, and nurturing educators, I am pleased to welcome you to Valley Tech's state-of-the-art campus. Our rigorous environment will enable you to experience a program of studies aimed at helping all students acquire the more complex technical skills needed in the 21st century global workplace.

Today more students and their families are interested in career-specific technical programs and aware of the value of acquiring marketable skills in high school. With this heightened interest, it is increasingly more difficult to gain admission to quality career and technical programs across the Commonwealth. You therefore are privileged to join a student body which is more talented and motivated than ever before. Our system continues to earn recognition for innovative and exciting instructional strategies. Ultimately, however, whether or not you succeed depends on you and your commitment to maximize your learning potential.

As you embark upon your journey to the future, we hope you will take advantage of all the opportunities presented by our wide variety of rigorous vocational technical and academic programs and multiple diverse extracurricular activities. The choice is yours and the possibilities are endless. Gear up for a life changing experience as you are challenged to demonstrate mastery of multiple skills.

Welcome aboard,

A handwritten signature in black ink that reads "Michael F. Fitzpatrick".

Dr. Michael F. Fitzpatrick
Superintendent-Director

TABLE OF CONTENTS

Goals.....	6	Summer School.....	17
Mission.....	6	Superintendent-Director’s Commendation List Criteria.....	15
Philosophy.....	6	ATTENDANCE.....	8
Translation Requests.....	5	Attendance Policy.....	8
ATHLETICS.....	75	Bereavement Policy.....	10
Athletic Eligibility.....	75	BEHAVIOR MANAGEMENT.....	41
Interscholastic Athletics.....	75	Behavioral Resource Center.....	48
ACADEMIC REQUIREMENTS.....	13	Chapter 71, Section 37H.....	54
Academic Course Requirements.....	13	Cheating & Plagiarism.....	52
Cooperative Education Program.....	17	Conduct of Students.....	49
Extra Help & Web-Based Resources...	17	Damage to School Property.....	52
Grade Point Average & Class Rank Calculation.....	14	Expulsion/Exclusion.....	53
Grading System.....	14	Felony Complaint or Conviction.....	55
Graduation Participation.....	17	Overview of Discipline System.....	41
Incomplete Grades.....	15	Physical Restraint Policy & Procedures.....	45
Internships/Job Shadowing.....	19	Saturday School.....	49
Mid-Term Progress Reports.....	15	Student Complaints & Grievances.....	47
Promotion/Graduation Minimum Credit & Portfolio Requirements.....	16	Student Shop Regulations.....	51
Shop Hours.....	13	Students with Disabilities.....	43
Student Portfolio Program.....	14	Tobacco Policy.....	52
		DISCLAIMER.....	76

HEALTH.....	22	ROUTINE INFORMATION.....	27
BMI Screening.....	24	Cafeteria Procedures.....	31
Emergency Evaluations.....	26	Expectation of Privacy.....	35
Food Allergies.....	24	Electronic Equipment.....	32
Health Policy.....	22	Field Trips.....	29
Injury, Extended Illness, Pregnancy Policy.....	23	Guidance Office Procedures.....	34
Massachusetts School Health Record.....	22	Locker Assignments.....	27
Medication Policy.....	22	Media Center.....	32
Missed School Due to Hospitalization.....	24	Motion Picture Policy.....	33
Non-emergent Visit to the Health Office.....	25	No-School Announcements.....	28
School Based Health Center.....	26	Proper Dress.....	34
Therapeutic Response to Drug/Alcohol Infractions.....	24	School Lunch Program.....	30
NON-DISCRIMINATION.....	35	Student Fees.....	28
Bullying.....	38	Student Information.....	27
Grievance Procedure.....	36	Student Passes.....	33
Fighting, Harassment, Abusive Behavior or Discrimination.....	41	Student Permanent Record.....	27
Harassment Policy.....	37	Student Visitors.....	34
Hazing.....	40	Text Books.....	32
M.G.L. c. 265 – 43A- An act relative to the crime of criminal harassment.....	40	Work Permits.....	28
Notice of Non-Discrimination.....	35	SCHOOL SECURITY.....	56
Sexual Harassment.....	39	Asbestos Management Plan.....	59
Teen Dating Violence Prevention Policy.....	39	Bomb Threat Procedure.....	58

Code Blue.....	57	Student Review Team.....	19
Fire/Emergency Drill Procedure.....	57	Work Study.....	20
School Security Plan.....	56	TECHNOLOGY.....	59
Student Identification Badges.....	56	District Web Site Policies.....	67
STUDENT ACTIVITIES.....	71	Student Technology Acceptable Use Policy (AUP).....	59
Extracurricular Activities.....	72	TRANSPORTATION.....	11
National Honor Society.....	74	Bus Suspension.....	12
School Dance Policy.....	71	Late Transportation.....	11
STUDENT SERVICES.....	19	Parking Permits/Regulations.....	12
Alternative for Students 16-21 Years of Age.....	20	Regulations for Bus Students.....	11
Services for Disabled Students.....	19		

TRANSLATION REQUESTS

If you would like a translation of this handbook, please contact the office of the Principal at

508-529-7758, x3041

SPANISH:

Si usted desea una traducción de este folleto favor de comunicarse con la oficina del Principal al

508-529-7758, x3041

PORTUGUESE:

Se voce precisar de uma tradução desta agenda por favor entre em contato com o escritório do director no telephone 508-529-7758, ex.3041

MISSION

To provide, in a safe learning environment, integrated academic and vocational/technical skills, empowering each student to achieve world-class educational excellence, diverse career opportunities, and individual success in an ever-changing global society.

PHILOSOPHY

Education is the process of developing an individual's potential. Our philosophy is to provide the individual with the academic and vocational/technical skills that are essential to achieve success in a productive career as well as to provide the global community with a highly qualified and prepared workforce.

In order to accomplish this, BVT provides a safe learning environment with an emphasis on integrating specialized vocational/technical training and academic learning. Promoting lifelong learning and career development, the vocational/technical and academic staff has created "Across the Curriculum" efforts in Reading, Math, Writing, Study Strategies and Respect.

Individualized instruction recognizes diverse learning styles and incorporates the use of state-of-the-art technology so that each student can develop his/her evolving talents to the fullest. Challenging academic/vocational/technical programming is supplemented by a comprehensive competency-based counseling program and an array of extracurricular activities. As a publicly supported institution, our approach fosters an atmosphere of tolerance, promoting equity and an appreciation for diversity. Additionally, we strive to develop in our students an understanding of and a responsible commitment to the principles of freedom, respect, social justice, personal worth, economic independence, and concern for the environment.

The realization of these goals would mean that each graduate would possess a confident knowledge of the fundamentals necessary to succeed in a rapidly changing, technologically oriented society.

GOALS

In order to accomplish our goals and to provide a quality vocational / technical education we subscribe to the following objectives:

- To be pro-active in maintaining a safe learning environment.
- To develop in the student a sense of pride in a job well done.
- To increase general knowledge and to improve the level of literacy.
- To assist students in developing self-sufficiency as well as a spirit of community activism using a team approach.

- To encourage incoming students to explore various occupational areas, including nontraditional placements and to pursue a vocation based on the individual's potential, interests, and awareness of the requirements of that occupation.
- To provide instruction and supervised work experiences within the school, as well as cooperative education programs and work study in the community, to give students a realistic introduction to the working world.
- To design and provide individual and group extracurricular and sports programs to shape students' intellectual, physical, social, and emotional development.
- To foster an atmosphere of mutual trust, respect for diversity, and a cooperative spirit among staff and students, safeguarded by a fair and consistent disciplinary system.
- To develop leadership potential and social grace through a variety of educational opportunities.
- To provide a comprehensive system of student support services.
- To utilize the School Based Health Center and other community agencies for referral purposes when appropriate.
- To assist students in determining, implementing, and attaining realistic postsecondary goals.
- To facilitate the students' transition from high school to advance instructionally by strengthening our links to colleges, technical schools, and businesses.
- To utilize citizen advisory committees so programs remain current with industry standards and community needs.
- To integrate library/media facilities and technology with academic and vocational/technical learning.
- To utilize curriculum development as the vehicle for creating appropriate course offerings that recognize and address individual differences, abilities, and learning styles.
- To challenge students to adopt positive attitudes and responsible behaviors that benefit the environment.
- To ensure safe working practices as promoted by the Student Safety Committee.
- To emphasize equality in the school and workplace with assistance of

professional development for staff and non-traditional support groups for students.

- To raise vocational and academic standards by promoting and participating in local and national contests that foster healthy competitions.
- To encourage the participation of graduates in alumni association activities designed to promote a strong, on-going interest in school affairs.

ATTENDANCE

ATTENDANCE POLICY

Consistent attendance at Valley Tech is necessary for successful attainment of a high school diploma and a vocational-technical certificate.

The attendance policy is:

1. If a student is going to be absent for any reason, parent or guardian must contact the school between 7:30 - 8:15 a.m. Upon return to school, students are required to provide a written validation.
2. ALL STUDENTS must attend school a minimum of 90% of the scheduled time. Seniors may not miss more than 18 days/year. Grades 9-11 may not miss in excess of 20 days/year. 3 tardies = 1 absence; 3 dismissals = 1 absence. There are disciplinary consequences as well for students who are tardy for three or more days. Students who fail to meet attendance requirements will be subject to retention, loss of course credit, or alternative make-up days as determined by the Student Review Committee. All Attendance problems will be reviewed by the Student Review Committee and the Assistant Superintendent-Director.
3. Appeals for exceptions due to illness or other valid reasons must be made to the Student Review Committee. The committee will determine the conditions for receiving credit for work missed while on an extended medical leave. Any student who for medical reasons will be absent for 14 or more consecutive days should contact the Office of the Assistant Superintendent-Director to request a tutoring form. The tutoring form must be completed by a physician. Upon receipt of this completed form, tutoring will be provided at no cost to the student.
4. EARLY DISMISSAL: The request must be presented to the main office prior to 8:45 A.M. and be accompanied by a note from a

parent/guardian. This note must contain the reason and list a phone number for verification purposes.

5. ATTENDANCE FOR STUDENTS WHO ARE 18 YEARS OF AGE OR OLDER: These students may act in their own behalf when reporting absences or requesting dismissal subject to #2 above. A parent/guardian will be notified of student decision prior to any dismissal.
6. Students who are absent from school are not permitted to be on school grounds on that given day unless special arrangements have been made with the Office of the Assistant Superintendent/Principal.
7. A handbook entitled "Procedures for Students on Extended Leave" is available in Student Services for students requiring extended leave from school.

SCHOOL ATTENDANCE HOURS

There are 390 minutes in the school day. To be considered present for the day, a student must be in attendance for 4 hours or more of the school day (at least 240 minutes).

The school day begins at 7:41 AM and ends at 2:10 PM. Students are expected to be in their homerooms at 7:45 AM. Students who arrive late to homeroom are entered into the attendance system as *Tardy to Homeroom*. Students who arrive to school from 7:52 AM on are considered to be *Tardy to School*. Depending on the time a student arrives at school, the designation could be one of the following:

Tardy Present – Students who arrive before 10:10 AM

Tardy Absent -- Students who arrive 10:10 AM or after

Dismissal times and designations are as follows:

Dismissed Present – Students who are dismissed 11:40 AM or after

Dismissed Absent – Students who are dismissed prior to 11:40 AM

VARIATIONS IN THE DESIGNATIONS:

The attendance for students who come to school and are dismissed for an appointment and return will be determined according to the 4 hours or more of school rule. If the student has been in attendance for 4 or more hours, their attendance will reflect *Present* in some form. If the student has not met the requirement of 4 hours, the attendance will reflect *Absent* in some form.

CLARIFICATION OF EXCUSED TIME

Medically excused days and those for bereavement are intended to minimize the impact of absenteeism on the 90% BVT attendance rate requirement. These days do

continue to impact a student's actual attendance and do limit a student's ability to maintain a record of perfect attendance.

EARLY DISMISSAL DAYS

Attendance on early dismissal days will be adjusted according to the dismissal time. On half days when the dismissal is at 11:00 AM, students will be expected to be in attendance for at least 2 hours. On 12:30 PM dismissal days, students will be expected to be in attendance for 2 hours and 50 minutes.

BEREAVEMENT POLICY

Death of a Student or School Employee

In the event of the death of a student or school employee, Blackstone Valley Regional Vocational Technical High School will furnish specifics regarding such details as to the cause of death and funeral arrangements **IN ACCORDANCE WITH THE REQUEST OF THE DECEASED'S FAMILY**. Counseling and support services will be provided by the school to students on an as needed basis. Students who are, at first, unable to concentrate in school, as a result of the death, are advised not to come to school. This absence will be treated as an excused absence due to bereavement and will require a parental/guardian phone call to the school (508-529-7758) on the day of the absence, followed by a note written by the parent/guardian, upon the student's return to school.

Any student who plans to attend the wake, funeral, or other service arranged by the deceased's family **IS NOT TO ATTEND SCHOOL ON THE DAY OF THE SERVICE**. This absence will be treated by the school as an excused absence due to bereavement and will require a parent/ guardian phone call to the school on the day of the absence, followed by a parent/guardian note upon the student's return to school. Arrangements pertaining to attending the service must be made outside of school.

Death of a Family Member or Close Friend

Bereavement days will also be extended to students should the deceased be a close friend or family member. Parent/Guardian phone call followed by a note written by the parent/guardian upon return to school is required.

COMMEMORATION

Any member of the school community (student or school employee) may be commemorated. How the deceased is to be commemorated by the school will be determined by the deceased's family in concert with the school's crisis team. All school based commemorative activities need to be approved by the school's crisis team. The crisis team consists of the Principal, Assistant Principal, Director of Student Support Services, Guidance Counselors, School Psychologist, and the School Nurse.

TRANSPORTATION

REGULATIONS FOR BUS STUDENTS

Your school day begins when you leave your home and ends when you return. You come under the jurisdiction of the school administration during this entire period. Remember, it is a privilege to ride the school bus. If you are not well behaved, courteous, and if your behavior endangers the health or safety of other students, this privilege will be taken away from you. The bus driver has the same authority on the bus as a teacher has in the classroom. Rules and regulations regarding conduct of students apply on the buses. Continued disruptive behavior on the school bus may result in the removal of a student from bus transportation. Students should be at their bus stop at least ten (10) minutes before the bus is scheduled to pick up. If the bus has not arrived fifteen (15) minutes after the scheduled time, students may leave. There should be no rough-housing at the bus stop while waiting for the bus.

Students shall enter the bus in an orderly fashion and go directly to a seat and remain seated until destination is reached. There should be no littering and/or defacing of the buses. Students defacing property will pay for replacement or repairs.

Emergency doors and windows must be used for emergency use only. Do not touch any safety equipment on the bus.

Once you arrive on school property you are to remain on school property unless you have permission from a school administrator to leave school grounds.

Remember: If you plan to ride the school bus you must abide by these regulations.

NOTE: "NO PERSON SHALL SMOKE OR DRINK ALCOHOLIC BEVERAGES ON SCHOOL BUS WHILE TRANSPORTING PUPILS."

Punishable by fines of \$25.00-\$100.00 and may result in suspension from the bus and/or suspension from school. (Massachusetts General Law, Chapter 314 Acts of 1973)

LATE TRANSPORTATION

When possible, transportation will be provided for students who must stay after for teacher detention, extra help, make-up work, or extracurricular activities. Late buses will leave Tuesdays and Thursdays at 3:15 P.M. These bus routes are not identical to the regular routes. Students must make their own arrangements to get home after the bus returns them to their local community.

Transportation will be provided for students participating in an athletic team practice. These buses will leave at approximately 5:00 P.M. The Late Athletic Bus is for the use of student athletes or members of other supervised programs only.

BUS SUSPENSION

1. If deemed necessary by the Principal or designee and company representatives, individual riding privileges may be suspended in order to provide for the safety of other students.
2. In a situation whereby it becomes necessary to suspend a student from the bus, that student will then be responsible for establishing alternate means of transportation to and from school.

PARKING PERMITS

Parking permits will be issued to a student as an individual conditional privilege. Retention of the conditional privilege is dependent upon each student's complete and total adherence to school rules and regulations. Revocation will occur automatically whenever rules pertaining to parking permits are violated in any way whatsoever. Any member of the administration staff may revoke a permit.

There is a fee assessed for the privilege of parking on school grounds. The fee is not to be construed as a space rental fee. The fee will not be returned if a student's parking privilege is revoked or when a student discontinues driving to school.

Parking spaces are subject to review, and the location of an assigned space can be changed by administration. Students are not at liberty to allow other students the use of their assigned spaces.

Students will not be issued a parking permit until they have paid their class dues.

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

PARKING REGULATIONS

- 1) Only vehicles with a school issued identification sticker shall be allowed in the student parking lots.
- 2) A Denver Boot will be utilized to address the problem of vehicles parked on school property without a valid permit. The following procedures will apply to booted vehicles:
 - a) To recover their vehicles, drivers must report to the Facilities Office.
 - b) Upon administrative review, a determination will be made to return the vehicle, subject to possible fines and/or loss of parking privilege, or to tow the vehicle at the driver's expense.
 - c) BVT cannot be held liable for any damages incurred to the vehicles by the use of the Denver Boot.
- 3) Parked vehicles must be locked at all times.

- 4) Students must not congregate or loiter in the parking lots at any time.
- 5) Upon arrival to school, students are to enter the building immediately through the entrance designated as a student entrance at the start of each school year.
- 6) Four (4) days tardy to school in any trimester will result in a one-week suspension of the parking permit.
- 7) Citations issued by a Police Department driving to and from school will result in suspension or revocation of parking permit after an administrative review.
- 8) All operators and passengers of motor vehicles are required to properly fasten safety belts while on school property.
- 9) Cars parked on school property are subject to search at any time by the appropriate authorities.
- 10) Preferential status for parking permits will be given to students who are on Co-op, who work at after school jobs, and/or who are involved with after school activities, beginning with seniors. Senior members of the National Honor Society are given special consideration as well.
- 11) Students are not allowed to go to their car during school hours without the express permission of a school administrator and an escort to the student parking lot.
- 12) On occasion, the police department and school administration may choose to have trained drug-sniffing dogs check cars in the student parking lot for contraband. The student owner/driver of a car containing illegal drugs, alcohol or other illegal contraband will be held responsible and is subject to disciplinary action.

ACADEMIC REQUIREMENTS

ACADEMIC COURSE REQUIREMENTS

Every student at Blackstone Valley Tech is required to enroll in 4 years of English, Mathematics, Science, Social Studies, and Enrichments. In addition, all students are required to enroll in two years of Health. During the academic school year a one-week-on/one-week-off modified block schedule is utilized. This allows students to enroll in a variety of selectives that supplement their core academic and technical studies.

SHOP HOURS

Shop and related hours will be monitored and recorded for all students and will be used to

establish eligibility requirements for COOP, Job Shadowing/Internships, and promotion in future years.

STUDENT PORTFOLIO PROGRAM

The Student Portfolio Program at Blackstone Valley Regional Vocational Technical High School is an "Across-the-Curriculum" initiative that provides the opportunity, instruction, and provisions for every student to create a portfolio that demonstrates compelling evidence of the vocational, academic, and employability skills acquired throughout the high school career. Every student in grades 9 through 12 is required to submit a portfolio at the end of each year to be used as part of the evaluation of the student's annual performance, and promotion/graduation status, as well as employment and/or post secondary education readiness. The Student Portfolio Handbook, along with detailed templates and instructions, are available to students, staff, and parents on-line at <http://www.valleytech.k12.ma.us>.

GRADE POINT AVERAGE AND CLASS RANK CALCULATION

Grade point averages (GPA) and class rank are important to students seeking scholarships, financial assistance, and other post-secondary endeavors. GPA and class rank are calculated using a system of levels and credits. Each academic and elective course is assigned the appropriate level based on the rigor of the curriculum and performance expectations; generally, AP courses are rated at level one, Honors courses are rated at level two, mainstream courses are rated at level three, and courses with modified curriculum and/or performance expectations are rated at level four. For the purpose of calculating GPA only, a level one rating elevates a grade average by twenty points, level two ratings elevate a grade average by ten points, level three ratings elevate a grade average by five points and level four ratings calculate grades at face value. It is important to note that levels do not affect the grade published on a student's report card--levels provide a means for accurately calculating class rank for a diverse student population. Levels may also be utilized to adjust for an individual with significant modifications to his/her course expectations. Multiplying a student's adjusted class averages by the corresponding credit value, and then dividing by the total number of attempted credits derives a student's GPA and class rank.

GRADING SYSTEM

Superior	90-100
Very Good	80-89
Satisfactory	70-79
Creditable	60-69
Failure (No Credit)	0-59

- I..... Incomplete (Make-up Is Required)
- M..... Medical (Doctor's Note Is Required)
- WF..... Withdrew/Failing

CONDUCT/EFFORT

- Excellent** 1
- Good**..... 2
- Fair**..... 3
- Unsatisfactory** 4

Student shop performance is assessed daily. A weekly assessment record is maintained and averaged to determine the trimester grade point average. Absenteeism is factored into the weekly assessment record and may reduce the weekly average by five (5) points for each day absent. Absences, fully substantiated for just cause, will not result in a penalty. Absences caused by disciplinary reasons or truancy will be factored in as a zero (0) per day and will be included in the weekly assessment record calculation.

MID-TERM PROGRESS REPORTS

An Academic and a Vocational progress report will be issued at the middle of each term for all students. These reports indicate student performance on class/shop assignments, homework and tests, as well as student conduct and effort. Progress reports will be mailed to the parent/ guardian.

INCOMPLETE GRADES

An "I" (incomplete) appearing on a report card in any given subject will indicate that a student has been absent for a legitimate reason and that he has failed to make up missed work. It is expected that students will complete make-up work within two (2) weeks of returning from an extended absence, unless otherwise negotiated with the Assistant Superintendent-Director or his designee. This applies to all shop, related or academic classes. A student receiving an incomplete grade is responsible for making arrangements with his/her teacher(s) to make up the work within ten (10) days from the end of the marking period. Failure to make up work within the prescribed time will result in a grade of zero for the missed work and will be factored in the determination of a numerical grade point average.

SUPERINTENDENT-DIRECTOR'S COMMENDATION LIST CRITERIA

Commendation List students are selected three (3) times per year, at the end of each trimester, based on the following criteria:

- 1) A student must maintain a grade point average of 80% or above (no

incompletes) in technical, related and all academic courses.

- 2) A student must maintain an effort and conduct grade average of 2 or better in all technical, related, and academic courses.
- 3) A student may not be absent more than six (6) days during the trimester. Consideration will be given to students who exceed six (6) days of absence due to prolonged illness when verified by a physician's note.
- 4) A student may receive no more than three (3) after sessions and zero (0) suspensions during the trimester.

PROMOTION / GRADUATION MINIMUM CREDIT AND PORTFOLIO REQUIREMENTS

Under the provision of the Massachusetts Department of Education and Blackstone Valley Vocational Regional School District, a full high school diploma may be earned at BVT Blackstone Valley Tech is accredited by the New England Association of Schools and Colleges.

To earn a high school diploma a student must fulfill the following minimum requirements:

All students must enroll in Math, English, Science, History, and Related courses each year.

As a minimum requirement all students must pass the courses listed below by earning a final average of 60 or greater.

• 4 years of Vocational Technical program	32 credits
• 2 years of Related	2 credits
• 4 years of English	8 credits
• 3 years of Math	6 credits
• 3 years of Science (including 1 lab science)	6 credits
• 3 years of Social Studies	6 credits
• Additional Selectives	3 credits
• Enrichment Courses	3 credits

- No student will be **promoted** if he/she fails more than one core course in a school year.
- No student will be **promoted** if he/she fails English during any school year, although summer school is an option to remedy the failing grade.
- No student will be **promoted** if he/she fails in the Technical Shop during any school year. Summer school is not an option to make up the failing

grade in the Technical Shop.

- Students must obtain three (3) credits from selectives to **graduate**.
- Students must obtain three (3) credits from enrichments to **graduate**.
- Any student who fails to fulfill **promotion** requirements will be subject to an administrative review to determine appropriate placement for the following school year. The Administrative Review Team is appointed by the Assistant Superintendent-Director on an annual basis.
- **All students must submit a passing Career Portfolio to graduate.**
- **All students must successfully complete all requirements for MCAS Competency determination.**

EXTRA HELP AND WEB-BASED RESOURCES

Students are encouraged to seek support for their course of study by attending a special help period scheduled for after dismissal on Tuesday and Thursday afternoons from 2:15-3:00 P.M. It is the student's responsibility to take the initiative in making arrangements to see teachers for extra help when having difficulty with subject matter or having work to make up after an absence.

In addition, the school's website hosts a variety of web-based resources for students. Simply go to www.valleytech.k12.ma.us and follow the links to the Media Center then Student Links. A late bus is provided for students who stay after school for extra help on designated days.

SUMMER SCHOOL

Students may be allowed to make up no more than two (2) core subjects during summer school. Students failing 3 trimesters of a subject will not be allowed to make up the course at summer school unless approved by an administrative review team. Summer School Credits: A student must achieve a minimum grade of 75% in summer school in order to receive credit and a recordable grade of 60% on his/her transcript. All summer school or alternate program placement must be pre-approved by an administrator or guidance counselor.

GRADUATION PARTICIPATION

Senior students will be allowed to participate in graduation ceremonies only if all requirements of attendance, course completion, and grade 12 promotion credits are successfully met prior to the graduation date. It is expected as well that all fiscal responsibilities have been met.

COOPERATIVE EDUCATION PROGRAM

The Cooperative Education Program is a continuation of the school program that provides qualified senior students with a vocational occupational employment opportunity in an industrial setting. The work engaged in must be directly related to

the vocation in which the student has been trained and cooperating employers agree to provide additional training as specified by the school. Students participating in this program work rotating weeks according to the school calendar. The employer reports student performance to the school on a regular basis and students are paid for their work.

Eligibility for the Cooperative Education Program is met during the junior year and is based on the following criteria:

- 1) A student must maintain a 95% attendance rate (no more than 9 days absent).
- 2) A student must maintain a grade point average of 70% or better for the year and receive no grade lower than 60% during the third trimester in any course required for graduation.
- 3) A student must achieve acceptable completion of the junior year portfolio requirement.
- 4) A student must maintain a conduct/effort grade level of 2 or better.
- 5) A student must meet minimum shop competency requirements and receive the recommendation of the Vocational Team Leader.

If a student is denied eligibility, the student has the right to submit an appeal to the Cooperative Education Review Team. In the situation where a student is denied eligibility by the Review Team, an individualized contract may be developed whereby the student may become eligible for Co-Op after the first trimester of the senior year is completed.

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

- 1) The student receives a failing or incomplete grade in any subject.
- 2) A student receives a conduct grade average of 3 or 4.
- 3) The student is absent more than five (5) days in a trimester without an acceptable excuse validated by written documentation from the appropriate authority.
- 4) A student participates in behavior leading to disciplinary suspension from school.
- 5) A student fails to return time slips, weekly work reports and/or evaluations to school.

Students participating in the Cooperative Education Program are expected to be at their job site. These students are not allowed on school grounds while classes are in

session unless they have an appointment with a staff member and/or they have the express permission of the Assistant Superintendent/Principal.

INTERNSHIPS/JOB SHADOWING

Students who participate in these programs will be apprised of the eligibility standards and conditions which exist for these programs before they contract as participants.

STUDENT SERVICES

SERVICES FOR DISABLED STUDENTS

As required under 603 CMR 28.00 in Massachusetts law and IDEA '97 in federal law, special education and related services are available to eligible students. Students and/or parents may contact the Director of Special Education to obtain information about services for disabled students.

STUDENT REVIEW TEAM

ELIGIBILITY:

Students should be considered for review by the Student Review Team (SRT) if:

- he/she is failing 2 or more subjects he/she will not be promoted at the end of the year;
- he/she has been suspended more than 5 days in a trimester;
- he/she has been absent without medical excuse for more than 15 days in a trimester;
- he/she is planning to leave the school without a diploma;
- he/she has shown a significant change [negative] in behavior/demeanor/academics over time.

NOTE:

Prior to review by SRT, a teacher needs to try to address a problem in the classroom/shop. If a teacher can provide documented evidence that accommodations/ modifications he/she has made have not solved the problem, then SRT review is appropriate.

WHO CAN REFER?

Teachers, Guidance Counselor, Administrators, Parents, Nurse.

WHO COMPRISES AN SRT?

Guidance Counselors, Administrator s[or designee], Appropriate General Education and/or one Shop teacher, Special Education department representative(s), Adjustment Counselor, Nurse, and School Based Health Center representative.

THE PROCESS:

- 1) The referral to an SRT should be given to a student's Guidance Counselor.
- 2) The student will be discussed at the next SRT meeting and the referring teacher invited to attend.
- 3) A form will be completed which outlines recommendations, responsibilities, and timelines, with a date for further review indicated on the form.
- 4) After the meeting the Guidance Counselor will distribute the form and collect feedback as it occurs.

WHAT WILL AN SRT ACCOMPLISH?

- The SRT will decide whether to try modifications informally or whether a 504 or Special Education evaluation is necessary.
- If informal modifications are the route, the Guidance Counselor will make sure that all staff who work with a student are aware of the SRT recommendations.
- If a 504 or Special Education evaluation is recommended, the counselor will be responsible for informing the proper personnel to see that it occurs.

WORK STUDY

Work study is available to students with disabilities in the third trimester of their junior year and as seniors who have the recommendation of their IEP or 504 Team.

Students on work study are expected to be at their job site. These students are not allowed on school grounds while classes are in session unless they have an appointment with a staff member and/or they have the express permission of the Assistant Superintendent/Principal.

ALTERNATIVE FOR STUDENTS 16-21 YEARS OFAGE

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

1. Return to your local high school in order to continue your formal education.
2. Request that you receive a special education evaluation which may result in a modified educational program for you, either at Blackstone Valley or at your local high school.
3. Enter the world of work. Consider re-entering high school next year.

4. Take the G.E.D. High School Equivalency Test if you are either 18 or your initial high school class has graduated. (If you are between 16-18 years old you need a signed statement from your high school noting your name, address, age and date of withdrawal in order to take the G.E.D.
5. Test). *See below for agencies that have information about the G.E.D. Test.

Guidance counselors are professionally trained to discuss any and all of the above alternatives. In addition there are a number of public and private agencies that may be able to assist students, they are as follows:

<p>Employment & Training 201 Boston Post Road W Marlborough, MA 01752 508-786-0928</p> <p>Mass Rehabilitation Commission 100 Medway Road Milford, MA 01757 508-478-0700</p> <p>Youth Opportunities Upheld Inc 81 Plantation Street Worcester, MA 01608 508-762-5681</p>	<p>Department of Social Services 185 Church Street Whitinsville, MA 01588 508-234-6213</p> <p>Department of Transitional Assistance 25 Birch Street Milford, MA 01757 508-634-7100</p>
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GED Phone Numbers

Worcester Community Action Council	508-754-1176
Worcester Adult Learning Center	508-799-3171
Literacy Volunteer of Worcester	508-754-8056
Catholic Charities of Worcester	508-798-0191
Quinsigamond Community College	508-751-7910
.....	508-770-0508
Milford High School	508-478-1119
Mass Adult Literacy Hotline	1-800-447-8844

HEALTH

HEALTH POLICY

The services of a registered nurse are available to any student in case of sudden illness or accident. First aid will be administered and the parent or guardian will be notified.

Transportation is not provided by the school nurse unless it is an emergency, in which case the Upton ambulance is called.

The nurse does not treat illness or accidents that have occurred outside the school jurisdiction.

MASSACHUSETTS SCHOOL HEALTH RECORD

Any new student entering Blackstone Valley Tech must have a copy of a current physical (within the last school year) on file in the Nurses' Office. Immunizations, including Tetanus, must be up to date. Hepatitis B immunization is mandatory for all students. Any student wishing to try out for a sports team must have a current physical on file or they will NOT be allowed to play.

Freshmen who are unable to have a school/sports physical may sign up in the Nurses' Office the first week of school to have a physical with the school physician/nurse practitioner during the second week of school. These physicals are offered on a limited basis and students should make every attempt to schedule an appointment with their own physician as soon as possible.

MEDICATION POLICY

Our school district requires that the following forms must be on file in a student's health record before we begin to give any medicine at school, either prescription or over-the-counter.

- 1) **Signed Emergency Card** (yellow) - Completed forms should be returned to the Health Office prior to the start of school. Medications that can be given once during the school day with parental permission are Tylenol, Advil, Robitussin cough syrup and cough drops, Mylanta or Maalox and Benadryl. Once Benadryl is administered, student must be dismissed to a parent/guardian. Students are required to bring in their own supply of Tylenol and/or Advil to be kept in the Nurses' Office. Neither of these medications will be dispensed unless the student has their own supply, parental permission, and a written order from their physician. Generic substitutions for these medications are acceptable.

2) **Signed Permission Form for Prescribed and Over the Counter**

Medications – This written medication form should be taken to a licensed prescriber (your physician, nurse practitioner, etc.) for completion and returned to the school nurse. This order must be renewed as needed and at the beginning of each academic year.

Students are not allowed to take any form of narcotic or muscle relaxants before or during school. Even with a note from their physician, it will not be allowed during the technical aspect of the BVT school programs. (Examples of narcotic drugs: Vicodin, Percocet, Tylenol with Codeine; Examples of muscle relaxants: Flexeril)

Your parent or a responsible adult whom they designate should deliver medicines to the school in a pharmacy or manufacturer-labeled container. Your pharmacist should provide separate bottles for prescription medications for school and home. No more than a thirty-day supply of the medicine should be delivered to the school.

Students are not allowed to be in possession of medications (prescriptions and/or over the counter drugs) during the course of the school day. All medications must be kept in the Health Office.

Any student who uses an inhaler for asthma or an Epi-Pen for allergic reactions must have a supply of this medication for school as well as home. These medications must be kept in the Nurses' Office unless otherwise directed by your physician. Students may carry inhalers and/or Epi-pens following a review with the student by the school nurse.

Caffeine drinks, commercially promoted as energy drinks, are popular with students. BVT discourages students from bringing these drinks to school. They are counterproductive to the learning environment. Caffeine in large amounts can cause students to become disruptive and may trigger other medical concerns. Due to these concerns, shop instructors have discretion to ban these drinks from shop. Any students who appear to be experiencing a caffeine high will be directed to the Nurses' Office for a medical evaluation. Students will be sent home if necessary.

INJURY / EXTENDED ILLNESS / PREGNANCY POLICIES

If your child is injured or will be out of school for any length of time, a note from your primary care physician is needed to clear for shop and full participation in school. Examples would be fractures, diagnosis of mono, back injuries, mental health reasons, etc. If full clearance cannot be granted, all limitations must be listed for shop and class. Students **will not** be allowed to participate in shop without an MD note.

It is in the best interest of a pregnant student to provide BVT with a personal physician's note in these circumstances. Families and their personal physician need to consider that in addition to the academic environment, BVT students are in a vocational-technical environment when determining how the student may participate

in their educational program. The shop environment may require contact with fumes and chemicals, height altering devices, lifting, and/or work off campus.

Students on extended leave will be provided with a manual from Student Services which details procedures for said students. The manual is entitled "Procedural Manual for Students on Extended Leave".

FOOD ALLERGIES

The key to the safety and well-being of food allergic children in schools is developing a collaborative partnership among the school, families and medical personnel to provide a safe and healthy learning environment that enables parents and their children with food allergies to feel safe in school.

Parents play a vital role in initiating the process and in making the child's needs known. Parents: please advise the school nurse of your child's food allergy; provide a doctor's order and an epinephrine auto-injector (EpiPen) and/or other needed medication. Teach your food allergic child responsible behavior in school. Parents: Please be sensitive to the needs of children with food allergies. Do not send your child to school with any foods or snacks containing nut products. Encourage your child not to trade foods with other students.

BMI SCREENING

There will be a Body Mass Index Screening Program for all grade 10 students beginning school year 2010-2011. Massachusetts new BMI screening regulation passed in April 2009. The results will be mailed home or directly communicated to parents/guardians. Parents may have their child's doctor also calculate the BMI and send the results to the school nurse, thus opting out of the school screening program. In order to opt out we need WRITTEN CONSENT from the parent/guardian.

MISSED SCHOOL DUE TO HOSPITALIZATION

Parents must contact the Guidance Office to inform BVT of any hospitalization to discuss relevant information and request make up work. The staff at BVT is available and welcomes the opportunity to participate at treatment planning or discharge meetings at the hospital. If a student is absent for more than 14 days, a form for home tutoring is to be completed and returned with a physician's signature to the Principal's Office.

Parents must call the Guidance Office to notify the school of the exact date of a student's return and to set up a re-entry conference at Blackstone Valley Tech. Necessary information from this meeting will be disseminated by the Guidance counselor to the student's teachers (this information is at the discretion of the parent/student).

THERAPEUTIC RESPONSE TO DRUG/ALCOHOL INFRACTIONS

Students who have been disciplined for possession and/or drug/alcohol related infractions will be subject to the following therapeutic interventions.

- At the re-entry meeting subsequent to disciplinary action, the Assistant Superintendent- Principal will offer the parent/guardian a chance to meet with the BVT Alcohol/Drug Advisor to address ongoing concerns about their son/daughter's substance use.
- If the parent/guardian chooses to have a meeting, the BVT Alcohol/Drug Advisor will meet with the parent/guardian, as well as the student to further determine the scope of the problem and create an appropriate treatment plan that is appropriate. This would include, but would not be limited to:
 - Family history
 - History of the student's substance abuse
 - Further counseling, if appropriate
 - Recommendation to School Based Health Center or other appropriate agency to do a more extensive substance abuse evaluation
- Regardless of whether the parent/guardian chooses to have a follow-up meeting, the student, if appropriate, will be required to participate in a four session substance awareness group. The group will be held after school from 2:15-3:00 on Tuesdays or Thursdays. The BVT Alcohol/Drug Advisor will be in contact with the student to make them aware of the dates and times.
- If it is determined by the Advisor that the student needs a more extensive intervention, they may be referred to School Based Health Center for a substance abuse evaluation. This evaluation would consist of The Craftt Screening Questions (a brief screening test for adolescent substance abuse), followed by a Brief Intervention, if appropriate.
- Further recommendations may be made to the family where appropriate. Options can include:
 - CANS assessment (Child/Adolescent in Need of Services, if insured by Mass Health)
 - Referral to an adolescent substance abuse programs.
 - Counseling

NON-EMERGENT VISIT TO THE NURSES' OFFICE

The following policy has been developed in response to the number of non-emergent student visits to the Nurses' Office during class time, either academic or shop.

Non-emergent visits include, but are not limited to:

- Washing new tattoos
- Bacitracin for tattoos

- Alcohol for pierced ears, nose, or other body parts
- Rinsing pierced tongues with mouthwash
- Lotion for chapped hands
- Vaseline for chapped lips

These types of visits are disruptive to the sending teacher and class as well as to the students who are trying to seek more urgent care in the Nurses' Office. These types of visits are not prohibited from the Nurses' Office but should be made between classes or during the student's lunch period. Students who arrive at the Nurses' Office with a non-emergent complaint will be sent back to class and instructed to return at one of the aforementioned times.

Please feel free to call the Nurses' Office prior to sending a student to determine if their complaint/concern needs immediate attention.

EMERGENCY EVALUATIONS

Students who engage in any unsafe behavior(s) will be immediately referred to a counselor and an administrator who will assess the situation, notify the parent and make arrangements for an emergency evaluation at a medical facility or with a qualified clinician of the parent's choice. If the behavior warrants disciplinary action, the disciplinary procedure outlined in the handbook will be followed after the emergency evaluation has been initiated.

Whether the behavior warrants disciplinary action or not, a meeting will be set up prior to the student's return to school with the student, parent, a Valley Tech counselor and a member of the Valley Tech administration.

SCHOOL BASED HEALTH CENTER

The Blackstone Valley Tech School Based Health Center is a collaborative effort between Blackstone Valley Tech and Milford Regional Medical Center and is funded by the Massachusetts Department of Public Health. Blackstone Valley Tech School Based Health Center (SBHC) provides onsite medical, nutrition, and mental health case management services. The Health Center is under the direction of a Medical Director in conjunction with Milford Regional Medical Center. The Health Center offers convenient, teen friendly services in a confidential manner and is operational while school is in session.

The SBHC goal is to treat and to prevent health and social problems that often interfere with academic success. Students can use the Health Center to receive preventative health care or treatment for acute/minor illnesses, psychological and emotional support. We are also available for health related questions/concerns or support services if needed. The Health Center will not replace your child's primary care provider. It will work with a student's provider to make accessing health care for BVT students easier.

Many services will be offered but students must have a signed parental consent form (also known as an "enrollment form") prior to visiting the SBHC. If a student does not have permission to visit the Center, the school nurses will always be available to assess medical issues.

The SBHC is staffed by a Nurse Practitioner, a Nutritionist, and an Office Coordinator.

SCHOOL BASED HEALTH CENTER DIRECTORY	
(508) 529-7758 EXT. 3702	
Nurse Practitioner	x3711
Nutritionist	x3710
Office Coordinator.....	x3702

ROUTINE INFORMATION

STUDENT INFORMATION

- Parents must notify the Main Office with a signed note regarding all changes of address, home telephone numbers, work telephone numbers, and emergency telephone numbers.
- Non-custodial parents requesting access to student records must contact the Main Office.
- Custodial parents must forward a copy of the court document regarding the custody order to the Main Office.

STUDENT PERMANENT RECORD

This school is maintaining student records in accordance with the latest state regulations. Parents and/or students who would like to review the student's records should contact Student Services for an appointment. A copy of the regulations is available upon request.

LOCKER ASSIGNMENTS

Lockers are available and will be assigned to students by number. These lockers are provided as a privilege for convenience only. The locker in its entirety, including the space within the locker, shall be the property of this school. Students are cautioned that they may use the lockers subject to the right of the school to open said

locker at any time for inspection. Entrance may take place with or without presence of the student and shall be under the direction of the Assistant Director. Students are cautioned not to place valuable items in school lockers. Students have NO expectations of privacy relating to the use of lockers.

STUDENT FEES

Blackstone Valley Tech HS does assess certain student fees on an annual basis. Parents, guardians and emancipated seniors receive written notification regarding these fees at the beginning of each school year. Such fees include, but are not limited to, parking permit fees, class dues, athletic fees, padlocks for lockers, safety glasses, caps and gowns, and lost/damaged textbooks.

WORK PERMITS

Work permits are available in the main office. There is one form for students aged 14-17. Each student in these age ranges must have an employment permit before beginning to work.

For ages 14-17 the student must have the following:

- 1) A promise of a job.
- 2) A completed application form. This form requires the signature of the employer and a physical examination, if 14 or 15, signed by family doctor.
- 3) The student must personally present himself/herself to the office.
3a) Proof of age required (if not on file in the office)
- 4) When the application form is completed the student is issued the employment permit for that job only. A new certificate must be made for each new job.
- 5) The employment permit must be signed by the parent/guardian as well as the student.

NO-SCHOOL ANNOUNCEMENTS

In case of severe weather warranting the discontinuance of school bus service, the school will close. No-school announcements will be available in two formats: local radio stations and the school's one call system.

The following radio stations will broadcast the no-school, at intervals between 5:30 A.M. and 6:30 A.M.

WTAG (580 AM) WBZ (1030 AM)
WRKO (680 AM) WMRC (1490 AM) WHDH (850 AM)
TV Channels 4, 5, and 7.

In the event schools are closed in any of the thirteen towns, DO NOT assume this

means we will close as well. Listen for an announcement specifically for the Blackstone Valley Regional Vocational Technical H.S.

DO NOT call your Local Police, School Department, Radio Stations, or teachers' homes.

SCHOOL SPONSORED FIELD TRIPS

The School Committee supports supplemental learning experiences (School Sponsored Field Trips) which are planned to augment the prescribed curriculum normally provided through the organized programs of academic instruction and vocational training.

School sponsored field trips are considered supplemental learning experiences when the purposes are to:

- 1) Provide students with an educational or training experience which is not available at the school;
- 2) Enrich or reinforce on-going learning activities provided by the school; and/or
- 3) Develop greater awareness of the totality and relationship of educational or training endeavors in which students are involved at the school.

It is understood that school sponsored field trips may vary in appropriateness and/or value. The value of a proposed field trip generally shall be assessed by the school administration. In specific instances, such as school sponsored field trips which extend beyond the borders of the Commonwealth of Massachusetts, the approval of the School Committee must be secured prior to being undertaken.

The School Committee shall appropriate annually a sum of money to defray expenditures for ordinary school sponsored field trips. In all instances, school sponsored field trips shall be defrayed with funds which are the responsibility of the School Committee.

Under ordinary circumstances, school sponsored field trips will be conducted during regular school hours and transportation will be provided by approved school bus conveyors.

Whenever a field trip is contemplated, a major concern should be to involve as many students as possible. To be eligible for a school sponsored field trip, students must be in good standing.

Every effort ought to be made neither to limit the numbers of participants nor to exclude any students who are in good standing with the school.

Adequate and approved supervision must be guaranteed whenever a school sponsored field trip is undertaken. One adult per 15 students is expected for

supervision.

It is recommended that students are allowed 5 school business days per school year. Any exceptions must be reviewed by the Assistant Superintendent-Director or his designee.

The above policy established that school sponsored field trips are planned activities for enrolled students. As such, these activities are sponsored and endorsed by the School Committee. The specific rules, procedures and controls related to school sponsored field trips shall be prepared by the school administration and subject to the approval of the School Committee.

SCHOOL LUNCH PROGRAM

The school cafeteria service provides a class A lunch for each student at a nominal fee. All students should partake of some nourishment during the lunch periods. If for some reason a student is not having lunch on a regular basis, the parent or guardian will be informed. Payment for lunches may be accomplished in the following ways:

- a. Cash or check for the purchase of prepaid meals or deposits "on-account" to be used for lunch, breakfast and other ala-carte items such as deli and snacks.
- b. Daily basis at the cafeteria's cash register.
- c. Application for Free/Reduced breakfast and lunch. This procedure does not involve the use of "meal-tickets" thereby protecting the students' identity. Forms can be requested in the Principal's or Business Office.

To ensure adequate time for lunch break, payment of meals and deposits "on-account" will be accepted (in advance) in the business office. For your convenience, prepayment options are available over the internet at www.CafePrepay.com.

Parents and/or students have the following four (4) payment options available:

- On-line payments through Comalex/Café Prepay – these payments are downloaded directly to the student's account (additional fees are charged by Comalex/Café Prepay)
- On-line payments through Unibank's Secure Server – these payments are downloaded and keyed directly to the student's account (there are no fees on bank to bank transactions; however, there is a sliding scale fee structure for credit card payments)
- Payment of cash/check delivered to the business office — these payments are entered directly to the student's account upon delivery of cash/check.
- Point of service payments – cash only; any excess will be applied to the

student's account for future use. [Checks must be delivered to the business office.]

The cafeteria features a hot lunch line, a deli station (soup/sandwich), and a specialty selection (i.e. pizza, chicken buffalo, etc.). All meals are designed and packaged as a nutritious meal (i.e. containing three of the five required nutritional components) and will be priced at \$2.00. Any additional items will be at ala-carte pricing.

Students who do not have sufficient funds to cover the current amount due (i.e. \$2 for full pay and \$.40 for reduced status) will be allowed to charge; however, charges are ONLY allowed for a qualifying nutritious meal (i.e. three of five required nutritional components must be present to meet this test). Maximum daily and total charges are as follows:

	Full Pay	Reduced	Free
Daily Limit	\$2	\$.40	N/A
Maximum Limit	\$6	\$1.20	N/A

Seniors will NOT be allowed to charge the final two weeks of school.

If a student has reached his/her maximum charges, s/he will be given a choice of a peanut butter & jelly or a cheese sandwich, a milk or juice, and a piece of fruit. The cost associated with this substitute meal is as follows:

\$.50 for full pay students (25% of \$2.00)

\$.10 for reduced students (25% of \$.40)

Any charges arising from the substitute meal will be given to the Director of Business Operations for disposition. Business personnel [in conjunction with cafeteria staff] are responsible for monitoring negative balances. Parents/guardians will be contacted in order to make arrangements to bring balances current.

CAFETERIA PROCEDURES

All students must use the cafeteria facilities during the entire lunch period. Roaming about the building and grounds will not be permitted.

Students who purchase their lunch must purchase only their own lunch. Money is not to be passed to others in line.

Food deliveries from outside establishments are not permitted during school lunch periods. Food deliveries at any other times must be authorized by a School Administrator.

Each student is responsible for clearing the table after eating. He/she is to dispose of

waste materials from the table and floor in proper containers provided for this purpose.

Students are to conduct themselves in an orderly manner in passing to and from the cafeteria. Running in the corridors is not allowed.

All students will enter the cafeteria through the designated entrance. Each student will proceed through the cafeteria in single file. Each student will enter into the serving area where he/she will receive the tray, utensils, and food. He/she will proceed to pay for the food, exit the serving area and proceed to a table.

After completing the meal, the student will proceed to appropriate receptacles and to the dish room counter to empty trays. The student will return to the table if time remains before the beginning of the next period. Students will be dismissed by staff members in an orderly fashion.

Open food or beverage containers are not allowed in the hallways or gym at anytime.

TEXT BOOKS

All text books are the property of the school. Students are responsible for covering and maintaining text books and must replace lost or damaged books. Misplaced text books should be turned in to the Lost and Found Department located in the Main Office.

MEDIA CENTER

The teaching staff is responsible for scheduling students into the Media Center. Students may be assigned individually to work in the Media Center or a teacher may schedule an entire class into the Media Center to work on a project. The Media Center will be open from 7:45 A.M. to 3:00 P.M. Students using the Media Center must be supervised at all times.

Students who do not return books by the due date will be subject to disciplinary action. Lost or damaged books must be paid for.

ELECTRONIC EQUIPMENT

The use or possession of Personal Electronic Devices in school is subject to certain restrictions. Examples of such are: pagers, radios/compact disc players etc., or any device that could cause a disturbance.

In general, the operation of these devices is not allowed during the school day. Exceptions to this rule may be made by school administrators and/or department/shop team leaders. These exceptions, though, should in no way disrupt the school program and/or violate conditions set in the *Student Use of School Computers* section of this handbook.

Cell phones and cameras and devices with embedded cell phones and/or cameras are

strictly prohibited during the school day. They are to be turned off and securely placed out of sight. Students who require the use of a phone must report to the Main Office to place their calls. Parents who have a need to speak to their children during the school day are requested to call the Main Office to make such arrangements.

Students are cautioned about using their cell phones for sending racy photos and engaging in an activity commonly referred to as “sexting”. While it is not clear that sexting is a crime; lawmakers are debating that possibility. Students who send racy photos and engage in cyber-bullying that has a nexus to BVT staff and/or students will be subject to prosecution under any applicable laws and at the very least, for disruption of a school assembly, which is governed by a criminal statute in Massachusetts.

Property confiscated from a student because it is disruptive to the school program or against school rules will be placed in the main office and returned to the parents or students upon administrative approval. The school department will not be responsible for student property not picked up at a designated time.

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

Students are encouraged to use lockers or storage areas provided by departments for valuable property. The school provides personal locks for every student. Lost locks must be repurchased in the attendance office. Only a school issued lock may be used on student lockers. All other locks will be removed from lockers.

MOTION PICTURE POLICY

Blackstone Valley Tech's curriculum may include motion picture resources when deemed appropriate. Regardless of age, students are required to obtain a parent or guardian's signature granting permission to view any portion of a film with a *NC-17* or *R* rating.

STUDENT PASSES

- 1) Because of the general nature of vocational education and the duty of the school to properly supervise students, it is beneficial to both the school and the students that they be in their designated area at all times. Teachers are required to be aware of a student's whereabouts at all times. Therefore, students found to be out of their designated area without proper permission are subject to disciplinary action. Students shall have a properly made out pass or passbook when out of their designated area.
- 2) Lavatory Passes: Each class/shop area has a prescribed permanent pass for that area and a lavatory sign out sheet. Students are to ask permission to leave and fill out the sheet properly. They then proceed to the closest

lavatory with the pass and return as quickly as possible. Students are not allowed to use lavatories between classes.

- 3) Shop Passes: Students are not to go to shop from academic classes during the school day. If a student has a valid reason to report to a shop, arrangements should be made through the Academic or Vocational Coordinator. The student's related subject teacher may issue a pass to a shop during the related period.
- 4) Students in non-assigned areas: Specifically for the protection of the health and welfare of all concerned, student time is scheduled throughout the entire day. Therefore, students must have official authorization to be in any area of the school not designated in their schedule.

GUIDANCE OFFICE PROCEDURES

A student who wishes to make an appointment to see a guidance counselor must sign up either before or after school or between classes. No student should be permitted to leave class without a pass signed by the guidance counselor. In an emergency a teacher should call the guidance office for assistance.

STUDENT VISITORS

NO STUDENT WILL BE ALLOWED TO BRING GUESTS TO SCHOOL! (This includes younger siblings and/or offspring.)

Students who have applied to Valley Tech -- IF CLEARED BY THE GUIDANCE OFFICE -- may obtain permission to visit the school. Any other person visiting the school must obtain permission from the Principal's Office. Any person on school property without authority will be considered a trespasser.

PROPER DRESS

Students at all times will wear clothing styles appropriate for school and the workplace. Student's clothing shall not disrupt or distract from the school's educational process. While in school, students will wear clothing that meets the following standards:

- No beach wear, muscle shirts, strap T-shirts, or tank tops
- No bare backs, bare midriffs, or low cut shirts/blouses that expose cleavage, and no underclothing will be visible
- No outer garments which are excessively frayed or do not adequately cover the body or which contain holes
- The length of shorts and skirts must be no shorter than four inches above the student's knee cap.
- No clothing with unusual, suggestive language; offensive or disruptive symbols; inappropriate photos; alcohol or drug related advertisement

images

- Students may not display or exhibit the above-mentioned materials anywhere else such as on bags, book covers or the like where their exposure would cause disruption or offend the viewer(s).
- Bandanas, hats, scarves, kerchiefs, and/or articles of clothing worn or displayed to show membership or support for a gang are prohibited.
- Any other clothing which is considered unsafe or distracting to other students may be prohibited.
- Black soled shoes **may not be worn** by students during academic week. Such boots can cause unnecessary marks on the hallway tile surfaces of the school.
- Students when in shop must have a uniform and/or a change of clean clothes in order to ride the school bus and have lunch in the cafeteria.
- Each shop has its own uniform or clothing policy which students in those shops must adhere to.

Students inappropriately dressed for school will be sent home or made to spend the day in the in-house suspension room. The Dean of Students will render a decision in individual cases brought to the Main Office. The Assistant Superintendent Director/Principal has discretion to render judgments regarding what is and what is not appropriate, and may, if necessary, waive these policy restrictions in religious and/or medical situations.

EXPECTATION OF PRIVACY

There should be no expectation of privacy relating to the contents of book bags or other such carrying bags while on school property or during school sponsored events.

NON-DISCRIMINATION

NOTICE OF NON-DISCRIMINATION

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

Chapter 622 is a state law and Title VI, Title IX, and Section 504 are federal laws.

All require that equal educational opportunities must be given to all, regardless of sex. But Chapter 622 takes this one step further by saying that no one can be excluded or discriminated against in admission or obtaining the advantages, privileges and courses of study in public schools based on race, color, religion, national origin, sex, or sexual orientation.

Inquiries regarding compliance with Title VI, Title IX, Section 504 and Chapter 622 may be directed to Mr. Richard P. Brennan, Blackstone Valley Regional Vocational Technical High School, 65 Pleasant St., Upton, MA 01568, (508) 529-7758.

GRIEVANCE PROCEDURE

CHAPTER 622/TITLE II/TITLE VI/ TITLE IX/ SECTION 504

Before this grievance procedure is enacted, a complaint is encouraged, but not required, to discuss any perceived discrimination with a coordinator. Every effort will be made to effect a prompt and satisfactory resolution of the difficulty at that level.

Any student, employee of this District, or applicant for employment who believes he/she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity on the basis of disability, under Title II, on the basis of sex, under Title IX, on the basis of race, sex, color, religion or national origin under Title VI or Chapter 622, or on the basis of handicap under Section 504 or on the basis of sexual orientation, may file a written complaint with the Principal.

- 1) The Principal shall cause a review of the written complaint to be conducted and shall issue a written response to the complainant within ten (10) working days after receipt of the written complaint.
- 2) If the complainant is not satisfied with such response, he or she may submit a written appeal to the Superintendent.
- 3) The Superintendent shall review all written materials and schedule a hearing with all parties involved at the earliest possible date, and shall issue a written decision to the complainant within five (5) working days after the hearing.
- 4) If the complainant is not satisfied with the Superintendent's decision, he/she may submit a written appeal to the School Committee.
- 5) A copy of the original complaint, the Principal's response and the Superintendent's decision shall be provided to each member of the School Committee, which shall consider the appeal at its next regularly scheduled meeting following receipt of the written appeal.

- 6) The School Committee shall permit the complainant to address the Committee in public or closed session, as appropriate and lawful, and shall provide a written response to the matter as expeditiously as possible following the hearing. Nothing in this grievance procedure shall limit the right of the person affected to follow the complaint procedure outlined under S.9 and S.10 of the Regulations of Chapter 622, including requesting aid from the Bureau of Equal Educational Opportunity, Massachusetts Department of Education. Complaints under Title II, Title VI, Title IX and Section 504 may also be made directly to the Office of Civil Rights, Region I, Boston, Massachusetts.

PRINCIPAL: Christopher J. Cummings
Blackstone Valley Regional Vocational Technical
High School
65 Pleasant Street
Upton, MA 01568
508-529-7758 ext. 3041

SUPERINTENDENT: Dr. Michael F. Fitzpatrick
Same Address
508-529-7758 ext. 3034

SCHOOL COMMITTEE: May be reached through Superintendent's
Office

OTHER CONTACTS: Massachusetts Commission Against Discrimination
One Ashburton Place
Boston, MA 02114

Director, Office of Civil Rights, Region I
33 Arch Street, 9th Floor
Boston, MA 02110

Bureau of Equal Educational Opportunity
Massachusetts Department of Education
350 Main Street
Malden, MA 02148-5023

HARASSMENT POLICY

The Blackstone Valley Regional Vocational Technical High School is committed to equal employment and educational opportunity for all employees, students and members of the school community, without regard to race, color, religion, sex, national origin, age, sexual orientation or handicap, in all aspects of employment and education.

The Blackstone Valley Regional Vocational Technical High School is also committed to maintain a school and work environment free of harassment based on race, color, religion, sex, national origin, age, sexual orientation or disability. The School District expects all employees and members of the school community to

conduct themselves in an appropriate and professional manner with concern for their fellow employees and the students.

Harassment on the basis of race, color, religion, sex, national origin, age, sexual orientation or disability in any form will not be tolerated. Such harassment includes unsolicited remarks, gestures or physical contact, display or circulation of written materials or pictures derogatory to either gender or to racial, ethnic, religious, age, sexual orientation or handicapped individuals or groups.

Any violation of this policy should be brought to the attention of the Title IX Coordinator or the Superintendent, or his/her designee, as soon as possible, who will conduct an investigation and take appropriate action. See Grievance Procedure on page 11. Any employee or member of the school community found to have engaged in harassment shall be subject to sanctions, including but not limited to, warning, suspension or termination, subject to applicable procedural requirements.

BULLYING (CHAPTER 92 of the ACTS of 2010)

Blackstone Valley Tech is prepared to execute the provisions of the new law prohibiting bullying in schools. BVT and all school districts in Massachusetts are required to complete a bullying plan as dictated by said law within the beginning of the 2010-2011 academic year. The BVT response to Chapter 92 of the Acts of 2010 will be made available to all students and their parents/guardians before the start of the 2011 calendar year.

Traditionally, BVT has taken an assertive preemptive position towards bullying in our school by creating a more positive school climate and preventing as much bullying as possible. In anticipation of the projected plan based on Chapter 92 of the Acts of 2010, BVT has adopted the new law's definitions of bullying and cyber bullying prior to its enactment.

Definition and Prohibition of Bullying

Bullying is defined as the repeated use of a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, by one or more students directed at another student that has the effect of:

- causing physical or emotional harm to the other student or damage to his or her property;
- placing the other student in reasonable fear of harm to him or herself or of damage to his or her property;
- creating a hostile environment at school for the bullied student;
- infringing on the rights of the other student at school; or
- materially and substantially disrupting the education process or the orderly operation of a school.

Cyber-bullying is bullying through the use of technology or any electronic means, and includes the distribution of electronic communications or the posting of electronic material that may be accessed by one or more persons.

SEXUAL HARASSMENT

Sexual harassment is defined as unwanted, sexual attention from peers, subordinates, supervisors, customers or anyone the victim may interact with in order to fulfill job or school- related duties. The harassment may be verbal or physical in nature and may be directed at either males or females.

Information, counseling or complaints relating to this form of harassment should be referred to the Assistant Superintendent/Principal (See Grievance Procedure on Page 32). In accordance with this, students engaging in such activity will be subject to disciplinary action.

Under certain circumstances, sexual harassment may constitute child abuse under Mass. Law, G.L. c. 119 - 51A. Blackstone Valley Regional Vocational Technical High School shall comply with Massachusetts laws in reporting suspected cases of child abuse.

TEEN DATING VIOLENCE PREVENTION POLICY

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

GUIDELINES (TDVPP)

Areas of school responsibility are:

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

DISCIPLINARY ACTION STATEMENT (TDVPP)

Blackstone Valley Tech administration will decide upon the disciplinary action that is appropriate under the circumstances, should a determination be made that inappropriate behaviors have been committed. The consequences for such behaviors will depend upon the frequency and severity level of the inappropriate behaviors.

LEVEL I: verbal/nonverbal, written incidents

Examples: sexual putdowns, comments concerning a person's body, unwanted verbal or sexual comments, pressure for sexual activity or dates, sexual gestures, bringing or displaying pornography in school. Level I offenses involve a single incident which does not instill fear.

LEVEL II: physical contact of a sexual nature, incidents which form a pattern of sexual harassment (developing or established)

Examples: stalking, unwanted touching, inappropriate physical contact of a sexual nature, any contact in which emotional intimidation is present.

LEVEL III: sexual assault, criminal behaviors, threatening suicide, homicide, and committing rape or attempted rape.

M.G.L. C. 265 -SECTION 43A—AN ACT RELATIVE TO THE CRIME OF CRIMINAL HARASSMENT.

- a) Whoever willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress, shall be guilty of the crime of criminal harassment and shall be punished by imprisonment in a house of correction for not more than two and one-half years or by a fine of not more than \$1000, or by both such fine and imprisonment. Such conduct or acts described in this paragraph shall include, but not be limited to, conduct or acts conducted by mail or by use of a telephonic or telecommunication device including, but not limited to, electronic mail, internet communications or facsimile communications.
- b) Whoever, after having been convicted of the crime of criminal harassment, commits a second of subsequent such crime, or whoever commits the crime of criminal harassment having previously been convicted of a violations of section 43, shall be punished by imprisonment in a house of correction for not more than two and one-half years or by imprisonment in the state prison for not more than ten years.

HAZING

MGL Chapter 269 (Sections 17 - 19) prohibits the practice of hazing. A copy of the law is provided to each student at the beginning of each school year in their school information packet. The copy which the students receive defines hazing and addresses the failure to report hazing. These copies are also issued to every student group, student team or student organization which is part of the BVT School District.

FIGHTING, HARASSMENT (Level 2 or higher), ABUSIVE BEHAVIOR OR DISCRIMINATION

Fights, harassment (level 2 or higher), abusive or discriminatory behavior toward another student will result in suspension (from 3 days for a single fight to 10 days for assault and battery). Any behavior that has criminal implications will be reported to the police. Students may be disciplined for fighting outside of school when the incident adversely affects school orders or instructions for any student or when there is a clear nexus between the fighting outside of school and the school. Students who encourage or incite other students to fight may be subject to suspension.

BEHAVIOR MANAGEMENT

OVERVIEW OF THE DISCIPLINE SYSTEM

PROGRESSIVE DISCIPLINE DEFINED

Progressive discipline is a behavioral management approach which utilizes a system of levels of predetermined consequences for specific offenses to maintain a safe and secure school environment. The hallmark of progressive discipline at BVT is a balance of preventative measures, respect, and common sense disciplinary values. BVT administrators and staff strive to maintain a disciplinary process which is both fair and consistent and protects the rights of all members of the BVT school community.

Central to the BVT progressive discipline approach is the understanding that the disciplinary process is a dimension of the learning environment within our school. It is everyone's responsibility to act respectfully, to model exemplary behaviors, and to challenge offensive behaviors when they occur.

MEANS OF TRACKING SCHOOL BASED INFRACTIONS

- Aftersession Reports
- Incident Reports

CONSEQUENCES FOR INFRACTIONS

- aftersessions
- referral to Dean of Students
- letter to parent/guardian
- temporary removal from class/shop
- parent meeting
- internal suspension
- external suspension
- community service and/or Saturday School

3 STRIKE RULE FOR 1ST AND 2ND LEVEL INFRACTIONS

- | | |
|-----------------------------|---|
| 1. 1 ST offense | warning and/or aftersession |
| 2. 2 nd offenses | aftersessions and/or an incident report |
| 3. 3 rd offense | incident report |

LEVELS OF INFRACTIONS

Level 1--

FIRST TIME OFFENDERS: Common everyday variety of offenses such as: Breaking class rules, Verbal disruptions, Low level obscenity, etc.

Level 2—

ISSUES ARE MORE SERIOUS: Behaviors occur more often without regard for earlier reprimands: Bumping and shoving, Skipping class, Minor vandalism, etc.

Level 3—

ANYTHING THAT COULD TRIGGER A CRIMINAL COMPLAINT

Level 3 infractions **ALWAYS** require an incident report: Assaults, Harassment that is severe and/or repeated, Fighting, Theft, Vandalism, Tagging, and Truancy.

AFTERSESSIONS EXPLAINED

Aftersessions are assigned at the teacher's discretion. Aftersessions are served with the teacher making the assignment. After the student has served his/her aftersession, the teacher has the option to turn the aftersession over to the **Dean of Students** (located within the Coordinator's Office) for entry into the PASS system. The advantage of this is that a record of student conduct is created and this allows the office to have a more expansive view of a child's behavior.

If a student fails to serve an aftersession within an appropriate time period, it is then referred to the office for disposition. It is recommended, however, that teachers allow students an opportunity (not to exceed two weeks) to make up their missed aftersession before referring them to the office.

Students will be called into the office to determine why they did not serve the aftersession and to give them a new date for service.

Three or more aftersessions, known to the office, will trigger a letter home to the parent/ guardian. Continued repetition of the behavior will require a parent meeting.

WHEN TO FILE AN INCIDENT REPORT

1. Third repeat of a **Level 1** infraction for which a student has received consequences.
2. **Level 2** offenses that occur a second time or present special circumstances.
3. All **Level 3** offenses.
4. All offenses that occur a third time and chronic behaviors.

FLOW OF INFORMATION

1. All reports go to the **Office of the Dean of Students**

There are two files for aftersession slips:

File #1 - unserved aftersessions

File #2 - served aftersessions / ready for entry

Incident reports will be handed to office personnel who will forward them to the appropriate administrator for disposition.

2. Within the Office of the Dean of Students:

Aftersessions will be logged and monitored within the Behavioral Resource Center. Incident reports will be addressed by the Dean of Students. In the absence of the Dean of Students, the reports will be channeled to an appropriate administrator depending on the urgency of the situation.

Note: It is understood that a teacher cannot always write out an incident report immediately. If a child is being sent out of shop or class, due to an incident, notice must be given to the Office of the Dean of Students, with a brief explanation. This can be done by calling the main office or calling the Dean of Students directly.

STUDENTS WITH DISABILITIES

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

If school personnel seek to order a change in placement that exceeds 10 school days and the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child's disability, the relevant disciplinary procedures applicable to children without disabilities may be applied to the child in the same manner and for the same duration in which the procedures would be applied to children without disabilities, although it may be provided in an interim alternative educational setting.

A child with a disability, who is removed from the current placement that exceeds 10 school days, irrespective of whether the behavior is determined to be a manifestation of the child's disability shall

- continue to receive educational services as to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the IEP goals, and
- receive, as appropriate, a Functional Behavioral Assessment, behavioral intervention services, and modifications that are designed to address the behavior violation so that it does not recur.

MANIFESTATION DETERMINATION

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

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

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

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

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

SPECIAL CIRCUMSTANCES

School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability in cases where a child:

- carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a State or local educational agency;
- knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency; or
- has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency.

The interim alternative educational setting (IAES) shall be determined by the IEP Team. The parent of a child with a disability who disagrees with any decision

regarding placement, or the manifestation determination, or an LEA that believes that maintaining the current placement of the child is substantially likely to result in injury to the child or others may request a hearing.

A hearing officer shall hear, and make a determination regarding an appeal requested as above. In making her/his determination, the hearing officer may order a change in placement of a child with a disability. In such situations the hearing officer may return the child to the placement from which he/she was removed, or order a change in placement of a child with a disability to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of such child is substantially likely to result in injury to the child or others.

When an appeal has been requested by either the parent or the LEA, the child shall remain in the IAES pending the decision of the hearing officer, or until the expiration of the time provided for, whichever occurs first, unless the parent and State or LEA agree otherwise, and the State or LEA shall arrange for an expedited hearing, which shall occur within 20 school days of the date the hearing is requested and shall result in a determination within 10 school days after the hearing.

The above protections also apply to students who are not yet eligible for special education and/or related services, as defined by current federal and state laws.

PHYSICAL RESTRAINT POLICY AND PROCEDURES

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the BVT School District. Further, students of the District are protected by law from the unreasonable use of physical restraint.

Physical restraint shall be used only in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

1. To administer a physical restraint only when needed to protect a student and/or a member of the school community from immediate, serious, physical harm; and
2. To prevent or minimize any harm to the student as a result of the use of physical restraint.

The following definitions appear at 603CMR 46.02:

1. Extended Restraint: A physical restraint the duration of which is longer than twenty (20) minutes.
2. Physical escort: Touching or holding a student without the use of force for the purpose of directing the student.
3. Physical restraint: The use of bodily force to limit a student's freedom of movement.

The use of mechanical or chemical restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent/guardian. The use of seclusion restraint is prohibited in public education programs.

Mechanical restraint – The use of a physical device to restrict the movement of a student or the movement or normal function of a portion of his or her body. A protective or stabilizing device ordered by a physician shall not be considered a mechanical restraint.

Seclusion restraint – Physically confining a student alone in a room or limited space without access to school staff. The use of “Time out” procedures during which a staff member remains accessible to the student shall not be considered “seclusion restraint”.

Chemical restraint – the administration of medication for the purpose of restraint.

The Superintendent-Director will develop written procedures identifying:

- Appropriate responses to student behavior, that may require immediate intervention;
- Methods of preventing student violence, self injurious behavior, and suicide;
- Descriptions and explanations of the school’s method of physical restraint;
- Descriptions of the school’s training and reporting requirements;
- Procedures for receiving and investigating complaints.

The Assistant Superintendent-Director/Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint, which the department of education recommends be at least 16 hours in length.

Only school personnel who have received training pursuant to 603CMR 46.00 shall administer physical restraint on students. Whenever possible the administration of physical restraint shall be administered in the presence of at least one adult who does not participate in the restraint. A person administering physical restraint shall only use the amount of force necessary to protect the student from injury or harm.

In addition, each staff member will be trained regarding the school’s physical restraint policy. The Assistant Superintendent-Director/Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

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

A member of the School Committee or any teacher or any employees or agent of the School Committee shall not be precluded from using such reasonable force as is necessary to protect pupils, other persons or themselves from an assault by a pupil.

The program staff shall report the use of physical restraint that lasts longer than five minutes, or results in injury to a student or staff member. The staff member shall inform the administration of the physical restraint as soon as possible, and by written report, no later than the next school day. The Assistant Superintendent-Director/Principal or his/her designee shall maintain an ongoing record of all reported instances of physical restraint, which, upon request, shall be made available to the Department of Education.

When a restraint has resulted in serious injury to a student or program staff member or when an extended restraint has been administered, the program shall provide a copy of the required report to the Department of Education within five (5) school working days of the administration of the restraint.

In special circumstances waivers may be sought from parents either through the Individual Education Plan (IEP) process or from parents of students who present a high risk of frequent, dangerous behavior that may frequent the use of restraint.

LEGAL REF.: 603 CMR 46.00

M.G.L. 71:37G

STUDENT BASED COMPLAINTS AND GRIEVANCES

The BVT School Committee recognizes that there may be conditions in the school system that are in need of improvements and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well conceived and understood in advance, can do much to maintain harmonious relationships among the schools and the students and community.

The traditional "open door" policy in the public school system will be continued. Students—and their parents and/or guardians—who believe that the students have received unfair treatment in the form of disciplinary action will have the right to appeal. Any applicable provisions of the Massachusetts General Laws or federal law will be followed by school officials in conducting hearings and reviews of student grievances. In general, appeals procedures will begin with the authority imposing the penalty (for example, Assistant Superintendent-Director/Principal or teacher) and may ultimately be referred to the Superintendent-Director and on to the School Committee, which possesses the ultimate authority for discipline in the school system.

Every attempt will be made to seek a satisfactory solution to any legitimate grievance in a friendly and informal manner. In order to keep such discussions within a practical size, no more than six student representatives will be permitted to participate with the Assistant Superintendent- Director/Principal, staff members, or School Committee members who may be involved.

BEHAVIORAL RESOURCE CENTER

Blackstone Valley Regional Vocational Technical High School reserves the right to issue in-school suspensions as opposed to out-of-school suspensions if the Principal/Designee feels that out-of-school suspension is not in the best interest of the student.

The in-school suspension room may also be used by the Principal/Designee for any student who is momentarily causing a disruption of school activities.

GOAL: In order to ensure a safe learning environment and to promote an environment where in each student is empowered to achieve world-class educational excellence, the BRC will provide a space and services designed to address the behavioral needs of BVRTHS students. In keeping with the school's goal of being pro-active in maintaining a safe learning environment, the BRC is committed to both preventative measures and timely responses regarding behavioral issues. The BRC will work in a spirit of cooperation with school and community resources to provide support services to our students. A character education model, which fosters the development of student growth socially, emotionally, and ethically, will be utilized.

TYPES OF REFERRALS:

Specific Contracts
Initial Reporting of Bullying/Harassment
Temporary Placement Out of Class/Shop
Internal Suspension

REFERRAL PROCESS:

For students on contracts, there is a separate referral process.

For temporary placement out of class/shop, please send the student to the Office of the Dean of Students where the situation will be assessed therein.

For internal suspension, only administrators will determine such a placement.

STUDENT GUIDELINES FOR THE BRC:

The BRC Coordinator will address students individually regarding their behavioral issue.

All internal suspension students are required to have either academic or shop related work to occupy their time.

Magazines and/or other reading materials will be made available to students who complete their assignments.

Students assigned to internal suspension will have a designated lunch from 10:08 to 10:30.

No food or drink will be allowed in the BRC.

Students will sit quietly in their assigned seats; there will be no talking.

No headphones will be allowed unless they are required for a class assignment.

Sleeping, napping, and/or laying one's head on the desk/table will not be permitted.

While assigned to the BRC space, students will not be allowed to visit shop or academic areas, nor will passes be issued to use the phone. Students needing to use the lavatory facilities will be issued a pass to a designated lavatory.

SATURDAY SCHOOL

Saturday School will be utilized in lieu of in-house suspension in the event a student has not served office aftersessions and/or in cases in which a student has been truant from school.

CONDUCT OF STUDENTS

The primary role of this school is to educate its students. Poor conduct on a student's part not only affects the education of that student but in most cases adversely affects the educational process for other students. This will not be tolerated. Students will cooperate with school officials in all investigative matters concerning the safety and well-being of school students and staff.

The following regulations are established by the school to enhance the educational process.

Each student shall:

- 1) Attend school regularly.
- 2) Apply best efforts in studying and learning.
- 3) Behave in a nondisruptive manner with regards to the rights and privileges of others.
- 4) Follow all procedural regulations of this school.
- 5) Be held responsible and accountable for any action potentially dangerous and/or detrimental to individual health and well-being, either physical or emotional. Specifically, this includes but is not limited to, the following:
 - a) Smoking/Possession of tobacco products;
 - b) Improper use of school equipment;
 - c) Fighting;
 - d) Throwing dangerous objects;
 - e) Swearing and/or speaking obscenities;
 - f) Theft;
 - g) Class tardiness (repetitive);
 - h) School tardiness (repetitive);

- i) Class and school truancy;
- j) Failure to report to a teacher after school;
- k) Leaving school grounds without permission;
- l) Class disturbance;
- m) Corridor, cafeteria disturbance;
- n) Willful destruction of school property (vandalism);
- o) Violation of school safety rules affecting the student or others;
- p) Violation of bus regulations;
- q) Violation of parking regulations;
- r) Cheating and plagiarism
- s) Failure to return school materials or equipment;
- t) Drinking or possessing alcoholic beverages; possess, use, buy, or sell drugs or alcohol or drug paraphernalia. (In spite of the decriminalization of marijuana, the possession and/or use of marijuana is considered a major offense within the school behavioral code.) These regulations shall be adhered to while the student is on any portion of school property or in any school vehicle or on any school sponsored or approved activity. This includes arriving on school property or at a school function under the influence of drugs or alcohol;
- u) Possession of firearms or any other illegal weapons including laser light pens, paint guns, cigarette or butane lighters or any device which may be used to threaten or endanger the safety and well-being of students and staff;
- v) Misuse of a solvent as an inhalant and/or the buying, selling or distributing of same solvents for purposes of this school regulation, include but are not limited to, the following: cements, glues, paints,
- w) varnishes, brake fluid, gasoline, lacquers, products in aerosol cans.
- x) Being found out of an assigned area;
- y) Public Displays of Affection (PDA)—Public displays of affection are inappropriate on school property or during school activities.

A more extensive list of infractions can be found in the manual developed for staff entitled, *Your Guide to Progressive Discipline*. This guide, which is updated annually, is available for public perusal in the offices of the Superintendent and the

Assistant Superintendent/Principal.

The preceding are punishable by any one or the combination of the following:

- Written reprimand
- Aftersessions
- In-School suspension (Behavioral Resource Center)
- Suspension from school, from 1-10 days maximum

- Suspension for more than 10 days at the discretion of the principal.*

*see expulsion/exclusion

NOTE: Students suspended for misconduct at school sponsored extra-curricular activities will be banned from extra-curricular activities for one (1) calendar year.

STUDENT SHOP REGULATIONS

1. Safety glasses are to be clear glass only, and where required, must be worn at all times.
2. Safety shoes, where required, must be worn at all times and when passing to and from areas outside the shop.
3. Shop uniforms, if required in shop, must be worn at all times and placed in lockers each and every time they are removed. Uniforms must be brought home and cleaned each week.
4. No student may procure or purchase parts from local vendors during the school day. All such parts, when properly ordered, will be delivered.
5. All students will use appropriate tags for tools and other material. Students shall be personally responsible for willful damage and loss of tools.
6. Unless accompanied by a teacher for the purpose of lesson demonstrations, no students are permitted in shop during their academic week.
7. All students must obtain a "student request for work" form, issued by the shop instructor and approved by the coordinator, to have work or services performed in any shop.
8. No student will be allowed to work in or enter any shop area at any time without the presence of an instructor.
9. No student may park a personal vehicle in any shop area. Such vehicles will be towed at the student's expense.

10. Long hair must be tied back or covered with a net. Long hair must not cover the eyes.
11. The rules of wearing jewelry will differ from shop to shop, keeping in mind the safety of the students. Shops with jewelry and body piercing restrictions will give handouts to the students during the first and second week of school explaining the rules as applied to their respective shop. These rules will be adhered to or disciplinary action may be taken.

DAMAGE TO SCHOOL PROPERTY

Any student who has been found to cause physical damage to any school property will be held liable for the full cost of repairing the damage. If the payment is not received, the student will not be allowed to advance to the next grade or receive a diploma.

CHEATING AND PLAGIARISM

Cheating and Plagiarism are violations of the BVT Honor Code. The consequences for violations are as follows:

- First Offense: Zero on assignment, one aftersession, no make-up opportunity.
- Second Offense: Zero on assignment, two aftersessions or one Saturday School, no make-up opportunity.
- Third Offense: Zero on assignment, three day suspension, no make-up opportunity.
- Fourth Offense: No credit in the course, summer school mandatory to make up course.

NOTE: Offenses for cheating and plagiarism will be carried over to the following and subsequent school years as regards the disciplinary consequence for the new violations and will have a cumulative effect.

TOBACCO POLICY

State law (Chapter 611 of the Acts of 1987) and local Board of Health regulations prohibit the use of tobacco products in school buildings and on school property. BVT is committed to having a smoke and tobacco-free environment. The use of, or possession of, tobacco and tobacco products (including, but not limited to, cigarettes, cigars, smokeless tobacco, and dissolvable tobacco products, as well as smoke related items such as pipes, lighters, matches, cigarette holders and papers) on school property as well as in official school vehicles such as contracted buses and vans, and student driver vehicles is strictly prohibited.

Tobacco Education/Cessation Programs will be available for students who are trying to quit tobacco use.

Violations of the Tobacco Policy by students will be administered as follows:

CONSEQUENCES FOR THE USE OR POSSESSION OF TOBACCO AND

TOBACCO PRODUCTS

First offense:

- Choice of tobacco education program or suspension (3 day in-house)
- Parent notification
- Notification of coaches/extra-curricular activity advisors

Second offense:

- Suspension (3 day out of school)
- Notification of Parents
- Notification of coaches/extra-curricular activity advisors

CONSEQUENCES FOR POSSESSION OF SMOKING RELATED ITEMS:

First offense:

- Notification of parents

Second offense:

- Choice of tobacco education program or suspension (3 days out of school)
- Notification of parents
- Notification of coaches/extra-curricular activity advisors

Multiple offenses will be consequenced with up to 5 suspension days.

NOTE: Consequences for suspicion of tobacco use will be up to the discretion of the Administration. The BVT Tobacco Education/Cessation Program will be facilitated by a staff member and students trained as facilitators. Students who opt for the program in lieu of suspension must adhere to a contract.

EXPULSION/EXCLUSION

Only the Principal can exclude or expel a student from school. Exclusion is defined as removal from school for a definite period of time, exceeding ten (10) days.

A student can be excluded or expelled when it is determined that his/her actions are detrimental to the physical safety of others or to prevent substantial interference with the rights of others to pursue an education or because of the violations listed below:

- a. Possession or use of a weapon, or any object which can be construed as a weapon.
- b. Assault/attack on a teacher, staff member or fellow student.
- c. Malicious or willful damage to personal property of school staff with a monetary value of \$250 or more.
- d. Arson, bomb threat, false alarm.
- e. Extortion.
- f. Possession of, use of fireworks, firecracker, ammunition, or any explosive device.

- g. Continued and repeated serious disruptive or recalcitrant behavior which adversely affects the well-being and safety of students and staff.
- h. Hazing as defined in MGL Chapter 269, Sections 17 to 19.
- i. Harassment that is severe and repeated and/or leads to criminal harassment.
- j. Selling or distribution of alcohol or other drugs.

The Principal may also exclude students from school for an undetermined period of time, this being the time needed for a psychological examination, follow-up counseling and a recommendation of the psychologist that the student can return to school.

Students who find themselves in the above situations will be notified of their rights in accordance with Massachusetts General Law Chapter 71 sec. 37H.

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 or 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, 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 the grades nine to 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 consider policy changes at anytime.

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 knife; or a controlled substance as defined in chapter ninety-four C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school sponsored or school related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, the Principal may, at his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If the student does apply for admission to another school or school district, the superintendent of school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion. Added by St. 1972, c.467; amended by St.1973,c.430,s.5; St.1987, c.285; St. 1989, c.603; St.1992, c.133, s.430; St. 1993, c.71, s.36; St.1993, c.380,s.1;

FELONY COMPLAINT OR CONVICTION:

According to **Mass. General Laws (MGL) Chapter 71, Section 37H 1/2** a student may be suspended from school for a period of time deemed appropriate by the

principal if a student has been charged and/or convicted of a felony crime. The principal must determine that the student's continued presence in school will have a substantial detrimental effect on the school community. The student shall receive written notification of a hearing with the principal and, depending on the principal's decision, the student has the right to appeal the principal's decision to the Superintendent of Schools. The school will not be responsible for providing educational services for the period of suspension.

SCHOOL SECURITY

STUDENT IDENTIFICATION BADGES

All students will be issued an ID badge at the beginning of each school year. Badges are required to be visible at all times during the school day and during school sponsored field trips. Exceptions will be allowed within the shop setting only.

SCHOOL SECURITY PLAN

With the number of violent happenings in schools around the state, it is to our own advantage that we tighten up security. The following plan will be in effect:

Preliminary Plan:

- 1) All visitors will sign in at the Main Entrance.
- 2) All visitors will wear a visible visitor's pass.
- 3) Teachers will be notified if there is a visitor for them, and will be asked to meet the visitor at the office or send a student to escort same.
- 4) Any non-school personnel leaving a shop to pay a bill, should have an escort to the Business Office.
- 5) Any teacher seeing an unauthorized person in the building should dial 3041 or 3002 and report same.
- 6) In order to maintain safety and discipline within the school, the Principal or his/her designee reserves the right to conduct searches of book bags or any means or conveyance by which material is brought onto school grounds—this includes automobiles.
- 7) Failure to cooperate in any school investigation undertaken over concerns for safety will be considered a violation of school policy for appropriate student behavior and may result in severe disciplinary action.

Should a violent act occur during school hours, the following procedure should be followed:

- 1) A general announcement saying, "CODE BLUE," would be announced over the public address system.
- 2) Teachers in the classrooms and shops should quickly check the corridors for stray students take them in your class and shut the door until safety is announced. (Lock your door, if possible.)
- 3) In the cafeteria, students should be advised to get to the floor and stay there until safety is announced.

FIRE/EMERGENCY DRILL PROCEDURE

- All personnel – teachers, students and staff must leave the building.
- Teachers are to accompany students from their classes to designated assembly points outside of the building.
- Specific fire evacuation routes will be reviewed at the first class meeting.
- Students must follow exit routes and once evacuated from the building they must stay with their class.
- Teachers will take attendance and will report any missing students to the administrator in charge of their area.
- Everyone must remain outside until instructed they may return to the building.
- In case of stormy or cold weather, instructions will be given as to the procedure for taking students into designated sections of the building.
- Teachers not specifically assigned to supervising students at the time of an alarm are to report to the front of the building and assemble outside the main entrance for further instruction.

CODE BLUE

- **Everyone must leave the corridors and enter the nearest classroom, shop or office—immediately when a CODE BLUE is announced.**
- All doors exiting to a corridor must be locked immediately.
- Main Office must be notified of any emergencies or concerns immediately. (*Example: student gone to the lav and hasn't returned.*)
- **A CODE BLUE alarm supercedes all other alarms** (ex. Fire Alarms).
- All activity in shops and classrooms must stop and students are to sit in an area away from the windows.
- Everyone remains behind locked doors until CODE BLUE is cancelled—NO EXCEPTIONS. (Principal may ask specific staff member for help during

certain kinds of emergencies.)

CODE BLUE could be:

- ☞ A life threatening medical emergency
- ☞ A stray animal in the building displaying odd behavior
- ☞ An emotionally distraught person behaving in a bizarre manner in the corridor
- ☞ Someone with a weapon
- ☞ Certain police investigations involving the use of police dogs

**CODE BLUE IS SERIOUS BUSINESS
AND NEEDS TO BE ADHERED TO—100%**

BOMB THREAT PROCEDURE

- 1) All efforts will be coordinated from the Main Office telephone # 3041.
- 2) Assistant Director will notify Upton Police and Fire Departments.
 - 1. 3200-Police 3421-Fire**
- 3) All students and staff will be told to evacuate the building, the notice being made over the public address system.
- 4) Each staff in charge of students will remain with their group and take attendance outside the building.
- 5) All staff members not in charge of students will report to the main entrance of the building. Procedure revised.
- 6) Upton Police and Fire Department will direct the efforts to determine if there is a bomb and to return the school to a secure status.
- 7) The following plan will be available and ready if the Police and Fire Department deem it necessary.
 - a) The Curriculum Coordinator, along with 3 volunteers, will search and secure the gym area and the English wing.
 - b) The Vocational Curriculum Coordinator and 3 volunteers will search and secure the cafeteria area.
 - c) The Main Office secretary will have 2 padlock and 4 hall locker master keys accessible in the office.
 - d) Facilities manager will secure a bolt cutter if needed.
 - e) When the two areas (gym and cafeteria) are secured, students from the

100 wing will be brought to the cafeteria, while the rest of the student body will go to the gym. Teachers in charge of students will remain with those students unless otherwise directed.

- f) Volunteers will be asked to search lockers according to the following schedule:
 - 100 wing - Vocational Curriculum Coordinator
 - Main corridor - Curriculum Coordinator
 - 300 wing - Student Services Director
 - 400 wing - Dean of Students
 - g) Shop instructors will be asked to search and secure their respective shop areas.
 - h) When an area is considered secure, the Main Office should be notified at extension 3041.
 - i) Should any of the searchers happen onto a bomb, or any other suspicious item, they are not to touch it. They should evacuate the area and immediately notify the Main Office at extension 3041.
- 8) When the building is considered secure, students will be allowed to return to classes and shops.

ASBESTOS MANAGEMENT PLAN

Blackstone Valley Tech has in place an Asbestos Management Plan as required by the Massachusetts Division of Occupational Safety and the Asbestos Hazard Emergency Response Act (AHERA). These plans are available in the Facilities Office and Main Office for review by parents and/or students upon request.

TECHNOLOGY

STUDENT TECHNOLOGY ACCEPTABLE USE POLICY (AUP)

I. DEFINITIONS

The term inappropriate material is defined as material that is obscene, harmful to minors, intended to support illegal activity, sexually explicit, or otherwise inappropriate for educational uses.

The term computer resources includes but is not limited to: desktop computers, portable computers, servers, PDAs, printers, scanners, modems, and other peripheral equipment; network equipment and lines; all software and files; multimedia, video, laser, cable, TV, voicemail, telephone, and fax equipment; specialized technology

equipment in academic and vocational areas; Internet and e-mail accounts; and computer supplies such as blank disks and CD-ROMs, printer cartridges and toner.

The term user includes but is not limited to students, teachers, staff members, administrators, and anyone who may use the District's computer resources.

II. OVERVIEW

The Blackstone Valley Regional Vocational Technical School District provides computer resources to enhance the educational experiences of its students. The use of the District's computers is a privilege, not a right. All users are expected to exercise this privilege in a manner consistent with the educational objectives of the District. Any activity that is disruptive or offensive to others may be inappropriate.

All students must be accompanied by a supervising teacher, administrator, or other adult school staff member when accessing District computer equipment. No student is allowed to access District computer equipment when no supervising adult is present.

Anyone who uses school computers for unethical, illegal or mischievous purposes will be referred to the school's administrators for disciplinary action, and/or possible cancellation of computer privileges. The Principal or his/her designee may deny or suspend computer privileges at any time. If the suspension of computer privileges results in a student not being able to complete assignments in a course, the student may receive alternative assignments.

III. RIGHTS OF ACCESS AND REVIEW

Users should have no expectation of privacy using District computer resources or other equipment connected to the District's equipment. All material that is electronically stored by use of the school's computer equipment is the property of the Blackstone Valley Vocational Regional School District. This includes material stored using removable media such as floppy disks, writeable CD-ROMs, and zip drives, as well, as non-removable media. The school retains the right to access, review, edit, delete, and confiscate all user files and any material stored on any system provided by the District or connected to equipment belonging to the District. This right of access, review, deletion, and confiscation includes but is not limited to e-mail. School officials reserve the right to monitor all uses of the District's resources and other equipment connected to District computer resources as they are occurring in real-time; as well as to access all data stored using district property, or transported using district property, or stored in activity logs.

The Technology Director may suspend specific user access at any time pending review of circumstances by the Principal or his/her designee. The Blackstone Valley Vocational Regional School District is committed to providing secure and error-free computing and cannot be held responsible for any loss or damages resulting from

technical or other difficulties. Due to the serious threat to District resources and the security of District data posed by the use of computer resources not owned by the District, the District reserves the right to inspect any and all computer resources brought onto District premises and to take appropriate disciplinary and/or legal action the District deems warranted.

IV. USERS' RESPONSIBILITY TO REPORT ANY MISUSE OR ABUSE

Any user who observes another user abusing, inappropriately using, or failing to follow any of these guidelines shall report this to a teacher or an administrator as soon as is reasonably possible.

Any violation of school guidelines and rules may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. Law enforcement agencies may be involved when applicable.

If a user unintentionally accesses an inappropriate account, file, or Internet site, it is the user's responsibility to notify the supervising teacher or administrator immediately.

V. ACCOUNT USER IDS AND PASSWORDS

Each user will be assigned a unique user id and a password. Even the most secure computer network can be compromised by a user's accidental disclosure of a password, or IP address. Far more security problems are caused by carelessness and inattention than by malicious hacking. No account, username or password may be transferred or shared with anyone else. Each user is responsible for all activity conducted under their respective account or username. No user may attempt to access another user's account. Passwords must be safeguarded at all times.

Attempts to login as a system administrator will result in cancellation of user privileges.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

VI. CONNECTING EQUIPMENT (LAP TOPS, ETC.) TO THE SCHOOL'S NETWORK

Only the school's Technology staff under direction of the Technology Director shall perform the configuration and install computer equipment for use on the school's network. Connecting laptop or other devices to the District's network is prohibited whether these devices are owned by the District or not, except when done by the District's Technology staff. Anyone who attempts to connect equipment not unauthorized by the school's Technology Department to the school's network shall be liable for disciplinary and possible legal action.

VII. SOFTWARE COPYRIGHTS

The Blackstone Valley Vocational Regional School District does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the exclusive users' right to make a backup copy for archival purposes (Section 117). The law protects the rights of the copyright holder and does not give users the right to copy software unless the manufacturer does not provide a backup copy. Unauthorized duplication of software is a federal crime.

Any user who knowingly makes, acquires, or uses unauthorized copies of computer software licensed to Blackstone Valley Vocational Regional School District or who uses unauthorized software on Blackstone Valley Vocational Regional School District premises or equipment shall be subject to disciplinary action, up to and including expulsion.

The use of Blackstone Valley Tech computer resources for the illegal downloading or inappropriate use of copyrighted materials of any type including but not limited to graphic and music files is strictly prohibited. Users who illegally download copyrighted files or who use copyrighted files in illegal ways shall be subject to strict administrative disciplinary action. The District assumes no liability for such behavior since it has taken reasonable steps to adhere to all applicable copyright laws. All such liabilities rest solely with the abusing user.

The District shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users.

VIII. DISTRICT E-MAIL ACCOUNTS

The Blackstone Valley Vocational Regional School District does not provide e-mail accounts for students. In a case-by-case basis, an individual student may be given a school e-mail account if it is necessary to support the student's involvement in a special educational project or participation on a School Committee or advisory board.

IX. VANDALISM

Vandalism is defined as any malicious attempt to harm or destroy equipment or the data of another user or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing on-line materials without permission. Vandalism will result in cancellation of privileges in addition to actions as dictated by existing school policies and regulations.

X. WASTEFUL OR INAPPROPRIATE USE OF EDUCATIONAL RESOURCES

Using the District's computer equipment for such uses as game playing or participating in recreational Internet Relay Chats and Chat Rooms is a wasteful and unacceptable use of valuable resources intended for educational purposes. Game playing is often destructive to equipment.

Games other than those provided by the school and approved by a teacher for educational use related to a particular course or school activity are prohibited.

Student use of the school's computer equipment is a privilege, not a right. Inappropriate use may result in cancellation of those privileges and/or administrative disciplinary action. The Principal or designee will deem what is inappropriate use by students. The Principal or designee may deny or suspend access privileges. The school assumes no responsibility for a student's loss of computer access due to inappropriate use of computer resources. Loss of computer access may jeopardize the student's ability to perform class and vocational assignments.

All Users Shall Not:

- Use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Install any program on a school computer, either stand-alone or networked computer, without the written consent and authorization of the Technology Director or his designee.
- Use, alter, create, or distribute a password not specifically issued to them.
- Use school resources to engage in "hacking," other unlawful activities, or any attempts to otherwise compromise system security.
- Use school resources to engage in, plan, or encourage any unlawful or mischievous activity.
- Set up and/or run CD-ROMs other than those provided by the school or approved by the Technology Director or his designee.
- Use school computer resources to engage in commercial activity intended to generate personal financial gain.
- Engage in personal attacks, including prejudicial or discriminatory attacks.
- Knowingly or recklessly post false or defamatory information about a person or organization, or post information that could cause damage or disruption. This includes, but is not limited to, the posting of broadcast messages or other actions that cause congestion of the network or interfere with the work of others.

- Attempt to go beyond their authorized access, make deliberate attempts to disrupt system performance or destroy data (by spreading computer viruses or by any other means), or engage in other illegal activities.
- Use the network to access material that is profane or obscene (e.g., pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (e.g., hate literature).
- Disseminate passwords, codes, access telephone numbers, or account IDs to unauthorized persons. Visit Internet sites that contain obscene, hateful or other objectionable materials.
- Make or post indecent remarks, proposals, or materials on the Internet or on the school district's network.
- Store data or programs in network locations or local hard drives except those areas designated for their individual storage.
- Solicit e-mails that are unrelated to school activities or for personal gain.
- Send or receive any material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person.
- Upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the school district, or the school district itself.
- Trespass in other's folders, work or files or use another's password.
- Change in any way the configuration of a computer or network without permission of authorized staff.
- Reveal or publicize confidential information, which includes, but is not limited to student, or employee data.
- Attempt to configure computer equipment for connection to the school's network. Anyone who attempts to connect equipment not unauthorized by the school's Technology Department to the school's network shall be liable for disciplinary and possible legal action.
- Download any software or electronic files without implementing virus protection measures that have been approved by the district.
- Intentionally interfere with the normal operation of the network, including the propagation of computer viruses and sustained high volume network traffic that substantially hinders others in their use of the network.
- Waste time on non-school related business such as using school computer resources for personal transactions over the Internet.

- Examine, change, or use another person's files, output, or user name for which they do not have explicit authorization.
- Use computers, Internet, or other technology for any purpose that is inconsistent with the educational purpose intended.
- Perform any other inappropriate uses identified by the network administrator.
- Games other than those provided by the school and approved by a teacher for educational use related to a particular course or school activity are prohibited.

XI. DAMAGES

The user specifically agrees to reimburse the Blackstone Valley Vocational Regional School District and the system administrators for any losses, costs, or damages, including reasonable attorney's fees, incurred by The Blackstone Valley Vocational Regional School District and the system administrators relating to or arising out of any breach of this Acceptable Use Policy.

XII. NETWORK SECURITY IS EVERYBODY'S RESPONSIBILITY

In an effort to protect district computer resources, Blackstone Valley Tech uses virus-scanning software. All e-mail and outside connections will be scanned as a normal part of network security. Directly connecting a modem to an outside line without the explicit consent and participation of the Technology Department is a breach of security and therefore is prohibited.

XIII. INTERNET SAFETY GUIDELINES

The Blackstone Valley Vocational Regional School District provides Internet access to promote educational excellence by facilitating resource sharing, innovation and communication.

All computers in the Blackstone Valley Vocational Regional School District that have access to the Internet are equipped with filtering software designed to identify and prohibit access to sites that educators believe contain inappropriate material for educational users. It is important to remember, however, that no system is perfect. As a practical matter, it is not possible for the District to take responsibility for all information obtained through outside sources, including the Internet. Ultimately, all users must take responsibility for their own actions and take the necessary steps to safeguard themselves. Therefore, any user found repeatedly or intentionally visiting objectionable or inappropriate sites will have his or her Internet privileges revoked.

XIV. PROCEDURES & EXPECTATIONS

- A) Appropriate Use - Use of the Internet must be in support of education and

research, and consistent with the educational objectives of the Blackstone Valley Vocational Regional School District. Users shall not access inappropriate material. Transmission of material in violation of any state or federal regulation is prohibited. Use for commercial activities, product advertisement or political lobbying is prohibited.

- B) Privileges - USE OF THE INTERNET IS A PRIVILEGE, NOT A RIGHT, AND INAPPROPRIATE USE WILL RESULT IN A CANCELLATION OF THOSE PRIVILEGES. Any violation of school guidelines, policies, or rules may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.
- C) Precautions - Do not disclose personal information about yourself or others through use of the Internet chat rooms, instant messaging, or e-mail. Such information includes but is not limited to your name, school, home address, telephone number, credit card, and checking account numbers.
- D) ChatRooms, Instant Messaging, On-Line Journals, and Blogs (web logs)- Students shall not use instant messaging, chatrooms, on-line Internet journals or bogs except under the direct supervision of a teacher present during the entire session. These forms of communications shall only be used for specific school-related assignments approved by a teacher.
- E) Netiquette - All users are expected to abide by the generally accepted rules of network etiquette and safety. These include, but are not limited to the following:
 - (a) Be polite. Do not get abusive in your messages to others.
 - (b) Use appropriate language. Swearing, use of vulgarity or any other foul language is strictly prohibited.
 - (c) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - (d) Do not use the network in such a way that you would disrupt the use of the network by other users.
 - (e) All communications and information accessible via the Internet should be assumed to be copyrighted material unless otherwise indicated.
- F) Limits of Liability - The Blackstone Valley Vocational Regional School

District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages, such as loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via on-line services is at the user's risk. The Blackstone Valley Vocational Regional School District specifically denies any responsibility for the accuracy or quality of information obtained through these services.

- G) Report Any Misuse or Abuse-Any user seeing another user abusing ,inappropriately using, or failing to follow any of these guidelines shall report this to a teacher or administrator as soon as is reasonably possible.
- H) BVT network users are not allowed to use internet proxy sites or any other means to avoid restrictions imposed by the district's filtering software.

XV. USE OF E-MAIL

E-mail may be used to complement traditional methods of communications; i.e. face to face contact, the telephone, and written communications. E-mail is not intended as a replacement for other types of communications but rather as an additional media available for use when appropriate. Valley Tech will not issue or maintain e-mail accounts for individual students. At the discretion of the Principal, e-mail accounts may be provided for classes, clubs, and other school sponsored groups. There should be no expectation of privacy relative to e-mail. E-mail is considered to be the property of the District and is therefore subject to monitoring and review.

- Always remember that email, however confidential or damaging, may be required to be disclosed or used in legal proceedings.
- Disciplinary action will be taken against any student who sends inappropriate or offensive e-mail to a teacher, administrator or other school official.
- Disciplinary action will be taken against anyone who sends inappropriate or offensive e-mail using District computer equipment.
- Parental communications regarding absence from school, tardiness, or personal messages to students concerning scheduled appointments must be handled over the telephone. These correspondences will not be accepted via e-mail.
- E-mail is not to be used as a way for parents to communicate messages to their child.

DISTRICT WEB SITE POLICIES

PURPOSE

At Blackstone Valley Tech the Internet is viewed as a tool for both communication

and instruction. Web pages are used to extend communications and instruction to students, parents, and citizens within the thirteen towns comprising the District. Sharing information about our school is a source of pride for the students and staff. We seek opportunities to communicate in as many different ways as possible and as often as possible. We also recognize that our web-based communications extend beyond our community to the entire world.

Web Pages not only support our communication efforts externally; they compliment the development of our curriculum. Curriculum web pages are an effective, time-efficient way to direct students to appropriate ,content-rich Internet sites that support curriculum goals .In addition, parents can use the District Web site to direct their children to high quality Internet content and to gain access to school resources and information beyond the scope of traditional hours.

CONFIDENTIALITY

Blackstone Valley Tech is committed to providing a safe and respectful school community environment. Towards this goal, the publishing of students' e-mail address, phone number, and mailing address will be prohibited.

The publication of student pictures will only occur in the instance that parental permission has been obtained through the District's photo release form. Decisions on publishing student work are based on the supervising teacher and the webmaster's judgment, with written consent of both the student and a parent or legal guardian.

Only staff members' school e-mail addresses will be published on the District's Web pages.

WEB SITE STANDARDS AND PROCEDURES FOR APPROVAL

The Superintendent shall designate an individual(s) to be responsible to maintaining the official District Web site and monitoring all District Web page activity. The designated District webmaster maintains the school's site. Staff members and students submit their web pages to the school's webmaster. If the submitted work meets the standards listed within these guidelines, the school's webmaster will post pages to the school's web page. Creators of web pages need to familiarize themselves with, and adhere to, the following procedures and responsibilities.

CONTENT STANDARDS

All subject matter on web pages should relate to curriculum, instruction, school-authorized activities, general information supporting student safety, growth, and learning, or public information of interest to others. Staff or student work may be published only as it relates to a class project, course, or other school-related activity. Neither staff nor students may publish on the District server personal pages or pages for individuals or organizations not directly affiliated with the District. Parent

groups, partnerships, and municipal or educational cooperatives are considered affiliates of the District. No confidential information is to be published on or linked to a Web page.

The school webmaster is responsible for school web page approval. All web pages must be free of spelling and grammatical errors. Documents may not contain objectionable material or link directly to objectionable material.

Only those web pages maintained in accordance with Committee policy and established procedures shall be recognized as official representations of the District. All information on a District Web page must accurately reflect the mission, goals, policies, program ,and activities of the District. The Web pages must have a purpose that falls within at least one of three categories:

1. Support of curriculum and instruction - intended to provide links to Internet resources for students, parents and staff in the District.
2. Public information - intended to communicate information about the schools and District to students, staff, parents, community, and the world at large.
3. District technology support - intended to provide and respond to instructional and administrative technology needs of students and staff.

SUBJECT MATTER

Staff members and students should not include personal information in web sites linked to the school's web site. Staff or students may not publish personal home pages as part of a school or District web site.

Any staff member who creates a page that includes links to pages outside a District site must preview the outside pages for inappropriate or objectionable content. The District reserves the right to remove any pages with links to objectionable material or material not relating to the District's goals and missions at any time.

As with any instructional materials or publication used by or representing the school or District, the Principal and Superintendent are ultimately responsible for accuracy and appropriateness of the information made available at the Web site. Concern about the content of any page(s) created by students or staff should be directed to the Principal or to the Superintendent.

Web pages developed under contract for the District or within the scope of employment by the District employees are the property of the District.

TECHNICAL STANDARDS

Each page should contain certain consistent and appropriate design elements such as images, colors, and fonts. There should be appropriate links provided for users to

navigate the site. All pages must be given names that clearly identify them.

To ensure a pleasurable user experience, page load times should be no more than one minute with a 56K Internet connection and should be compatible with the most popular and current available web browsers.

All content must be used in compliance with national and international copyright laws. All content must conform to file formats currently approved by the District webmaster.

REVIEW AND APPROVAL OF DISTRICT WEB PAGES

A staff member or student who creates a web page shall edit and test the page for accuracy of links, and check for conformance with the standards outlined above. Final decisions regarding access to active web pages for editing, content, or organization shall rest with the District's designated webmaster. The webmaster is responsible for collecting and uploading web page materials. Staff members will be responsible for forwarding materials to the webmaster in finished form.

Staff members and students must have their web pages reviewed and approved by the District's webmaster. District web pages may only be published by the District's webmaster or the District's Technology Director. The District reserves the right to remove any files that exist on school servers or links to external servers at any time without notice.

REVIEW AND APPROVAL OF LINKS TO STAFF WEB PAGES

ON THE DISTRICT WEB SITE

Staff members, particularly teachers, may choose to create private web site and request a link be placed on the District's web site for use by students or staff members. The District webmaster may create such a link if the web site that is linked to meets all the standards required of web pages on the District's web site with the following exceptions: the District's and School's logo cannot be used on private web sites, private web sites can not contain the work or images of students, the private web site cannot be represented as owned or sponsored by the District. Links to student web pages cannot be placed on the District's web site. If students develop work appropriate for posting to the Internet which meets all other requirements for posting on the District's web site then it may be placed on the District's web site with the approval of the District's webmaster. Prior to posting, written consent must be obtained from the student and a parent or guardian of the student.

STUDENT ACTIVITIES

SCHOOL DANCE POLICY

A. All School Committee policies governing the student body are in effect. Only dances sponsored by a duly recognized school group will be permitted.

B. Specific Regulations:

1. Supervision

- a. The faculty advisor will be the direct supervisor of the activity.
- b. The advisor will be responsible for assignment and deployment of chaperones.
- c. All aspects of finances, contracts, security and clean up will be the responsibility of the advisor.
- d. The advisor will be at the school one (1) hour before the activity and should not leave until all students have departed the property.
- e. The advisor should report to the Assistant-Director/Principal any irregularities that occur.
- f. The advisor will arrange for two (2) police officers to be in attendance consisting of at least one (1) male and one (1) female.
- g. The number of chaperone will be determined by the school authorities-traditionally nine (9) chaperones have been sufficient. Those who volunteer are expected to be in attendance one half hour before the scheduled start of the dance and should stay until released by the advisor after the dance.
- h. All school rules and regulations regarding student conduct are in effect before, during and following the dance.

2. Advertisement

- a. Advertising is allowed on school property only.
- b. Posters must be confined to the appropriate areas.

3. Admission

- a. Only Valley Tech students in good standing will be allowed to attend dances.
- b. Middle school students are not permitted at high school dances.
- c. Students' guests who have reached the age of 21 or over are not permitted at high school dances.
- d. Valley Tech students may purchase one (1) extra ticket for a guest.
- e. No tickets will be sold at the door.
- f. No student will be admitted later than one (1) hour after the dance is scheduled to start.
- g. Guests must be accompanied by a Valley Tech student in order to be admitted.
- h. Students must have attended school on the day of the dance in order to be admitted unless prior valid notification is received by Assistant Superintendent-Director.

4. Time and Date

- a. Dances will be allowed on Friday nights or week nights before a day when school is not scheduled.
- b. Dances can start at 6:30 P.M. and end at 10:00 P.M. All students should arrange appropriate transportation within a reasonable time schedule.

5. Guest Registration

Students who wish to bring a guest to a dance who is not a Valley Tech student may do so by following these instructions:

1. Registering the guest in the Main Office
2. Submitting a completed guest registration form to the Principal.

Both of these must be completed and submitted 14 days prior to the dance. The guest registration form requires the guest to procure the endorsement of the administration of his/her school. Valley Tech students are responsible for the actions of their guests.

6. Specific Regulations

- a. There will be no smoking at the dance.
- b. NO ONE will be allowed to leave and re-enter the building.
- c. Any student found in possession of alcohol or drugs will be turned over to the police on duty.
- d. No student will be admitted if in the opinion of the chaperones at the door, they are under the influence of alcohol or drugs.
- e. Students will not be allowed to roam the building or go to their lockers.
- f. All school rules and regulations regarding student conduct are in effect before, during and following the dance.

7. Conditions

- a. Any student who violates any of these conditions for school sponsored dances will be subject to the penalties available to the school.
- b. Public Displays of Affection are not allowed at school functions.

EXTRACURRICULAR ACTIVITIES

The following are extracurricular activities available to students who are in good standing at Valley Tech:

a. S.E.A. – Students for Environmental Awareness

The SEA Club is a program designed to increase the awareness and sensitivity about our environment and to enjoy its recreational opportunities. Some of the activities the students participate in are: hiking up Mt. Wachusett, water testing, storm drain stenciling, pond sampling, and rock climbing.

b. SkillsUSA

SkillsUSA is a national organization serving high school and college students and their instructors enrolled in trade, technical, and skilled service instructional programs including allied health occupations. It is an applied method of preparing America's high performance workers in public career and technical programs providing quality educational experiences for students in leadership, teamwork, citizenship and character development. SkillsUSA programs include local, state and national competitions in which students demonstrate occupational and leadership skills. (www.skillsusa.org)

c. FBLA - Future Business Leaders of America

d. Yearbook

e. Class officers for grades 9, 10, 11, 12

** In order to run for election to a student office, a student must be considered in good standing. That is, must be passing all subjects, have "good" conduct marks and a good attendance record. Must be available to attend meetings after school hours. Good Conduct is defined as not more than a cumulative conduct score of 8 points in the required courses of math, science, social studies, English, related, and Shop.*

f. Student Government Day

Students are chosen to participate in the debate process in the Massachusetts State House. Each student assumes the role of a chosen representative or senator and carries out the responsibilities of that elected official for the day.

g. Student Advisory Counsel

h. Math Team

The Valley Team Math Team is a member of the Worcester County Mathematics League.

i. Drama

j. Robotics

Robotics is a national engineering contest which immerses high school students in the exciting world of engineering. Teaming up with engineers from business and universities, students get a hands-on, inside look at the engineering profession. The

team competes in a spirited, no-holds-barred tournament complete with referees, cheerleaders and time clocks.

k. Team Harmony

Team Harmony promotes awareness of diversity.

l. Student Council

m. Peer Meditation

n. Student Membership opportunities

Guidance Advisory Council, Health Advisory Council, School Advisory Council, Respect Committee

o. GSA- Gay Straight Alliance

p. The Leo Club

The Leo Club provides students with an opportunity to contribute to the community through leadership and community service activities.

q. DECA

r. Hakido

s. Fashion Club

t. Dance Club

NATIONAL HONOR SOCIETY REQUIREMENTS

1. To be eligible for the James S. Mullaney Chapter of the National Honor Society a student must:

Be a junior or senior and have been in attendance at Blackstone Valley Tech for a period of at least one trimester.

Have a cumulative grade average of at least 88 in his/her four major subjects and vocational area.

Have no more than 4 unexcused absences (3 tardies = 1 absence) each trimester.

Have no suspensions from school and may not have an excessive discipline record at Valley Tech; i.e., aftersessions, Incident Reports, etc.

Have no 4's in Conduct or Effort on any report card.

2. If a student meets the criteria listed above, he/she may then complete an extensive portfolio for review by the Faculty Council. The purpose of the portfolio is to demonstrate the student's service, leadership, and character, which are the bases for selection along with scholarship.

3. In order to maintain membership after selection a member must:

- a. Maintain a cumulative grade average of at least 88 in his/her four major subjects and vocational area.
- b. Attend twice monthly meetings which are held the first and third Tuesday of each month at 7:00 a.m.
- c. Continue to do community service and document 20 hours each summer and 10 hours each trimester throughout the year.
- d. Be involved in all group activities and fundraisers throughout the year.
- e. Maintain an exemplary discipline record at Valley Tech. Excessive afteressions, Incident Reports or a suspension from school will lead to immediate suspension from the National Honor Society and dismissal pending a hearing with the Faculty Council.

ATHLETICS

INTERSCHOLASTIC ATHLETICS

Blackstone Valley Tech is a member of the Colonial Athletic League. It is governed by the rules and regulations of the Massachusetts Interscholastic Athletic Association (MIAA.) Student must be in good standing in order to participate in the following sports:

- Cross Country (girls and boys)
- Soccer (girls and boys)
- Basketball (girls and boys)
- Baseball (boys)
- Softball (girls)
- Spring Track and Field (girls and boys)
- Volleyball (girls and boys)
- Lacrosse
- Golf
- Football
- Cheerleading

ATHLETIC ELIGIBILITY

Any member of a team representing this school is subject to all regulations of the Massachusetts Interscholastic Athletic Association, and Blackstone Valley Regional Vocational Technical High School. In general, candidates are reminded that to be eligible they must:

1. Be academically eligible according to MIAA and must be passing shop.
2. Be under the age of 19 before September 1.
3. A student shall be eligible for interscholastic competition for no more than 12 consecutive athletic seasons (defined below) beyond the 8th grade. In no case may a student be eligible to participate in more than four

of each of the seasons defined as follows:

“Fall” –coinciding with the dates of the fall season

“Winter” –coinciding with the dates of the winter season

“Spring” –coinciding with the dates of the spring season

4. Have a signed parent permission slip.
5. Obtain a physical examination; a record of which will be on file in the health office before participating or competing in any sport.
6. Payment of athletic fees for each sport in each season is due before participating or competing in any sport.
7. Be responsible for all athletic equipment issued; lost or stolen equipment must be paid for by the student.
8. Report all injuries to your coaches and fill out the necessary forms.
9. Adhere to the Athletic Code of Behavior and the training rules prescribed by the coaches.

The Athletic Code of Behavior form must be submitted prior to each sport season. These forms are available in the Athletic Director's Office. All student athletes are subject to the rules and regulations published in the BVT Athletic Handbook in addition to the BVT Student Handbook.

DISCLAIMER

The Student Handbook addresses those issues which parents, students, and school personnel question most during the school year. The Student Handbook, though, does not stand alone. The Blackstone Valley Vocational Regional School District Policy Manual and state laws and regulations factor into the governance and administration of the school district. These resources are available for public perusal in the offices of the Superintendent and the Assistant-Superintendent/Principal.

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