

# Blackstone Valley Regional Vocational Technical High School

## 2021-2022

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Dear Students and Families:

Welcome to another inspiring school year at Blackstone Valley Tech! Our District School Committee and a staff of talented, dedicated, and nurturing educators are excited to navigate students through their educational journey. Whether new or returning to Valley Tech, students and families are encouraged to review the important information contained within this Student Handbook, which serves as an invaluable resource throughout the school year.

The Student Handbook is developed and updated annually in support of our mission to prepare students for success in today's fast-paced global economy. The policies and procedures contained within are much more than regulations governing student behavior; they have been carefully designed, reviewed, and adapted to cultivate a school culture of respect, courtesy, and commitment. When followed exactly, students are empowered to develop the maturity and professionalism required within the modern workplace.

Maximizing the potential of a BVT education requires students to balance career-specific technical training, rigorous academics, and extracurricular activities, as well as family responsibilities, social engagements, and employment opportunities. The organizer/calendar comprising the latter portion of the Student Handbook has been crafted with student input to help students master time management and organizational skills. Students and families who use the organizer/calendar to chart their course through the days, weeks, and months ahead will soon find this Student Handbook to be an outline of success.

As we embark upon the new school year, we invite all to join us in a vigilant campaign of wellness and high esteem by all students. Additional information about our award-winning system, its regulations and policies, and numerous opportunities can be found on our website; [www.valleytech.k12.ma.us](http://www.valleytech.k12.ma.us).

Welcome aboard,

Dr. Michael F. Fitzpatrick  
Superintendent-Director

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## **TRANSLATION REQUEST**

If you would like a translation of this handbook, please contact the Main Office 508-529-7758, x3017.

### **SPANISH:**

Si usted desea una traducción de este folleto favor de comunicarse con la oficina del Principal al 508-529-7758, x3017.

### **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.3017.

**OTHER LANGUAGES:** BVT will arrange for copies to be translated into additional languages as needed and/or requested.

## **MISSION**

At Valley Tech we create a positive learning community that prepares students for personal and professional success in an internationally competitive society through a fusion of rigorous vocational, technical, and academic skills.

Adopted by the BVT School Committee June, 2011

## **PHILOSOPHY**

Education is the process of developing an individual's potential. To realize this goal, we create a powerful social network of supportive relationships that deliver a rigorous and relevant education. Over time, our students experience an increase in autonomy, a sense of belonging and commitment, along with opportunities to display competence in the performance of relevant work. All staff are committed to promoting life-long learning and career development in a safe environment.

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 complemented by a comprehensive competency-based career counseling program and a wide array of extracurricular activities. As a publicly supported institution, our approach fosters an atmosphere of tolerance, promoting equality 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.

Adopted by the BVT School Committee June, 2011

## **GOALS**

### **Education**

To fuse rigorous academic, vocational and career technical skills with enhanced proficiencies in communication, critical thinking, collaboration, and literacy in media, information, and technology, empowering students to be resilient participants in a fluid global economy

### **Rigor**

To promote a safe, respectful community of shared values acknowledging the cultural diversity of our thirteen towns while forging a partnership with our civic and business communities

### **Relationships**

To foster among staff a culture that embraces adaptability, reflection, mutual support, and ongoing professional development in the interest of continuous improvement

### **Relevance**

To nurture qualities of character, including self-esteem, introspection, accountability, leadership, and creativity as students become credentialed, contributing members of an evolving society

# NON-DISCRIMINATION

## NOTICE OF NON-DISCRIMINATION

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. BVT Regional School District will do its part. This commitment to the community is affirmed by the following statements that the BVT School Committee intends to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy or pregnancy related condition. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy or pregnancy related condition., their complaint should be registered with the Title IX compliance officer.

ASSISTANT SUPERINTENDENT-DIRECTOR/PRINCIPAL: Mr. Anthony E. Steele II  
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65 Pleasant Street  
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508-529-7758 ext. 3016

SUPERINTENDENT-DIRECTOR: Dr. Michael F. Fitzpatrick  
Same Address  
508-529-7758 ext. 3035

SCHOOL COMMITTEE: May be reached through Superintendent's Office.



## 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, gender identity, national origin, age, sexual orientation, pregnancy or pregnancy related condition, or disability, 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, gender identity, 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, gender identity, age, sexual orientation, pregnancy or pregnancy related condition, 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. 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 PREVENTION (M.G.L. C. 71, S. 370)

Translation Requests - If you would like a translation of the District's Bullying & Intervention Plan, please contact the Office of the Principal at 508-529-7758 x3063

Blackstone Valley Regional Vocational Technical High School (BVT) is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process. Central to the safe learning environment established at BVT is the understanding that it is everyone's responsibility to act respectfully, to model exemplary behaviors, and to challenge offensive behaviors when they occur. No student shall be subjected to harassment, intimidation, bullying or cyberbullying.

BVT has adapted the Model Bullying Prevention and Intervention Plan required under M.G.L. c. 71, s. 370 to create the BVT Bullying Prevention and Intervention Plan. The BVT Plan is available for public perusal on the BVT Website. In addition, BVT students, parents/guardians, staff, administration and the BVT School Committee receive a copy of the Plan at the start of each school year.

M.G.L. c. 71, § 370 defines **bullying** as the repeated use by one or more students or staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

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

**Cyberbullying** is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 370 for the complete legal definition of cyberbullying. Within the law and for the purposes of this policy, whenever the term bullying is used it is to denote either bullying, or cyberbullying.

The BVT Bullying Prevention and Intervention Plan addresses the vital issues needed to effectively and decisively address bullying within the BVT school community. Those issues, which are mandated by law and clearly delineated in the BVT Plan are: Training and Professional Development, Access to Resources and Services, Academic and Non-Academic Activities; Policies and Procedures for Reporting and Responding to Bullying and Retaliation; Collaboration with Families, Prohibition Against Bullying and Retaliation, the Pertinent Definitions and the Relationship of the Bullying Statute to Other Laws.

Included within the BVT Plan are the following reporting resources: A Bullying Prevention and Intervention Report/Response MAP, a Bullying Prevention and Intervention Incident Reporting Form, and a Bullying Prevention and Intervention Plan in a Nutshell.

The BVT Bullying Prevention and Intervention Plan is the BVT Bullying Prevention Policy, and as such it is subject to be reviewed and updated at least biennially, under the direction of the Assistant Superintendent-Director/Principal.

## DEFINITIONS PERTINENT TO THE BVT BULLYING INITIATIVE

Several of the following definitions are copied directly from M.G.L. c. 71, § 370, as noted below. BVT may have added specific language to these definitions to clarify them, but has not altered their meaning or scope. The BVT Plan also includes additional definitions that are aligned with BVT policies and procedures.

**Aggressor** is a student or staff who engages in bullying, cyberbullying, or retaliation.

**Bullying** (See definition above)

**Cyberbullying** (See definition above)

**Harassment** at BVT is synonymous with the definition of bullying from M.G.L. c. 71, §370 for the purposes of disciplinary action, with the exception of sexual and criminal harassment which are governed by state and federal law.

**Hostile environment**, as defined in M.G.L. c. 71, § 370, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

**Intimidating Behavior** at BVT is use by one or more students or staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at another student, that makes that student feel fearful and/or uncomfortable at school or that causes an interruption in the educational process. Intimidating behavior as a code within the BVT Code of Conduct is intended to identify behavior that goes beyond student on student disrespect and suggests that the behavior has the potential to fall into the category of bullying. For the purposes of the BVT Code of Conduct, three or more incidents of intimidating behavior equate to bullying as defined in M.G.L. c. 71, §370.

**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.

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

**Round table discussions** are gatherings of target(s), aggressor(s) and their parents/guardians with the principal and/or his designee, select school personnel, and the school resource officer to address bullying and cyberbullying incidents with the purpose of de-escalation of the situation and prevention of further incidents. Participation by target(s) is voluntary.

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

**Student on Student Disrespect** is a single incident of disrespect (e.g. name calling, using profanity, pushing/shoving) that occurs between two or more students. This type of incident does not create a consistently hostile environment or power imbalance in and of itself. Repeated incidents of student on student disrespect between the same students could be deemed as bullying.

**Target** is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

## FIGHTING, BULLYING, ABUSIVE BEHAVIOR OR DISCRIMINATION

Fights, bullying, and abusive or discriminatory behavior toward another student will result in an administrative response consistent with due process and the Guide to Progressive Discipline. Any behavior that has criminal implications will be reported to the Upton Police. Students may be disciplined for these behaviors that occur outside of school when the incident(s) adversely affects school order or if the behavior outside of school are such that it prevents students from accessing the curriculum or school offerings consistent with state and/or federal guidelines. Students who encourage or incite other students to engage in these behaviors may be subject to an administrative response consistent with due process and the Guide to Progressive Discipline.

## CRIMINAL HARASSMENT (M.G.L. C. 265, SECTION 43A)

- 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 any 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.



## **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 Title IX Coordinator. 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**

Teen Dating Violence Prevention (TDVP) is designed to de-escalate the incidents of interpersonal violence and harassment. Through education, sound implementation, and effecting swift and consistent resolutions, attitudes and behaviors can be changed. Ultimately, the pattern of coercive control, that one person exercises over another, can be broken.

### GUIDELINES (TDVP)

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 (TDVP)

Blackstone Valley Tech administration will decide upon the disciplinary action that is appropriate as defined in the Guide to Progressive Discipline

## **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.

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

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

## **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.

# 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. If a student is absent for medical reasons, a note must be provided from a licensed medical professional for each individual absence in order for the absence to be medically excused. If no note is provided, the absence will be considered an unexcused absence.
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 Attendance Review Committee. All Attendance problems will be reviewed by the Attendance Review Committee and the Assistant Superintendent-Director/Principal.
3. Appeals for exceptions due to illness or other valid reasons must be made to the Attendance 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 cumulative days should contact the Director of Student Services to request a Physician's Statement for Temporary Home or Hospitalization Education Form (603 CMR 28.03 (3) (c)). The Physician's Statement for Temporary Home or Hospitalization Education Form must be completed by a licensed physician or nurse practitioner, and provided to the District prior to receiving any tutoring services. Upon receipt of this completed form, tutoring will be considered by the District at no cost to the student. Completed forms must be specific to the individual student's medical needs so that the District can provide the appropriate services that will allow for the student to access the curriculum if they are confined to the home or hospital setting.
4. EARLY DISMISSAL: The request must be presented to the Behavioral Resource Center (BRC) prior to 8:30 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. Students who are dismissed during the school day may not return to school unless the note provided to Blackstone Valley Tech indicates that the dismissal is of a nature that returning to school is safe and/or appropriate. Students who are 18 years or older acting on their own behalf may only return to school after a dismissal if they provide written documentation that their dismissal was the result of a need to attend to legal, medical, religious, or other legitimate business that could not be attended to outside of the school day.
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 and #4 above. A parent/guardian will be notified of a student's decision prior to any dismissal, unless the 18-year-old student has filed an age of majority form limiting parent contact.
6. Students who are logged as being absent from school are not permitted to be on school grounds on that given day unless special arrangements have been made through the Assistant Superintendent-Director/Principal. (See School Attendance Hours for further clarification.)
7. A handbook entitled "Procedures for Students on Extended Leave" is available in School Counseling 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 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

Excused absences 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. Students are responsible for making up all missed work from excused absences.

## 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.

## COLLEGE VISITS/EMPLOYMENT VISITS

Students are permitted to attend up to five (5) college or employment visits per year. The student may determine the use of the visit (college or employment), but must provide documentation to the BRC Coordinator on the next school day following the absence. Students who surpass the allotted number of approved college/employment visits will be marked as unexcused. Students that provide all of the required paperwork for a college/employment visits will be listed as an excused absence for the day of visit. Travel days will be considered unexcused absences. For college visits, students must complete the official form for all college visits from their guidance counselors. All employment visits and job interviews must be scheduled through the Co-Op Office.

\*Parents and students should refer to the College Visit/Tour requirement letter located on the BVT website for more information specific to traveling out-of-state during a pandemic or Federal/State Emergency.

## **BEREAVEMENT**

### Death of a Family Member or Close Friend

Up to three days (3) days of bereavement leave is extended to students should the deceased be an immediate family member (mother, father, brother, sister, grandparent) or a close human friend. Parent/Guardian phone call followed by a note, written by the parent/guardian, is required upon return to school.

### 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.

NOTE: Bereavement excused absences are logged as absences for the purpose of DESE reportable attendance. Please refer to Clarification of Excused Time on page 10.

### COMMEMORATION:

Deceased members of the BVT school community (student or school employee) may be commemorated. The nature of the commemoration will be determined by the Principal with input from the BVT Crisis Team and a consultation with the deceased's family. All school based commemorative activities need to be approved by the Principal. The Crisis Team consists of the Principal, Assistant Principal, Director of School Student Services, School Counselors, School Psychologist, and the School Nurses.

## **MAKE-UP WORK PROCEDURE**

### DISCIPLINARY ABSENCES:

It is the expectation that any student suspended, out due to a disciplinary response, or out because of due process from Blackstone Valley Tech will fulfill all academic and vocational responsibilities missed during the suspension or removal period.

The student/parent/guardian is responsible for:

- Obtaining assignments and scheduling assessments with the teacher of record\*
- Arranging vocational lab make-up time with the teacher of record before the end of the suspension
- Schedule a re-entry meeting at least one day prior to the student's return to school.

*\*Missed assignments and assessments must be made up within 10 school days from the end of the suspension.*

*\*At the conclusion of a disciplinary hearing that warrants a suspension or removal for a period of time, the Grade Level Administrator will contact the custodial parents/Guardians for the student and provide them with the Suspension Protocol.*

### SHORT-TERM ABSENCES (four days or fewer):

The student/parent/guardian is responsible for obtaining assignments from teachers to include all necessary materials needed to complete assignments.

- Arrangements for making up missed assignments/vocational shop time shall be coordinated by the parent/guardian with the teacher within two weeks.

### EXTENDED ABSENCES (Health-related- 5 days or more):

- If a student has been out of school or will be out of school for 5 or more days, he/she must provide medical documentation (From a licensed medical professional) to their assigned school counselor.

As determined appropriate by the Director of Student Services, a student may be referred to the Extended Leave Program for assistance with collecting, coordinating, and management make-up work.

A re-entry meeting must be scheduled before or on the day of the student's return to school. The purpose of the meeting is to create a plan to support the student in his/her transition back to school.

### INJURY / EXTENDED ILLNESS

If a student is injured or will be out of school for any length of time due to injury or illness, a note from the student's primary care physician is needed to clear the student for shop and full participation in school. If full clearance cannot be granted by a medical professional, all limitations must be listed for shop, class, and extracurricular activities. Students will not be allowed to participate in shop without a medical note.

Students on extended leave will be provided with a manual from Student Services which details procedures for said students.

### PREGNANT STUDENT POLICY

Blackstone Valley Regional Vocational Technical High School wishes to preserve educational opportunities for those students who may become pregnant and/or take on parenting responsibilities.

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave.

Blackstone Valley Regional Vocational Technical High School does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school. Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction are offered; that return to school after leave is encouraged; and that every opportunity to complete high school is provided.



# TRANSPORTATION

## REGULATIONS FOR BUS STUDENTS

For bus students, the 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 on the school bus or at the bus stop while waiting for the bus.

Students will not engage in any behavior that distracts the driver

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 and may face suspension from the school bus.

Student's that are requesting a temporary bus pick up/drop off stop must provide a parent/guardian note in writing to the main office upon arrival to school.

BVT reserves the right to deny all requests for bus passes due to bus capacity and other potential factors.

Acceptable reasons to issue a temporary bus pick up/drop off stop include:

- going to work (Students will be required to provide BVT with proof of employment from employer on company letterhead)
- going to another Valley Tech student's home (This will require administrator's approval and will be based upon ridership numbers, and extenuating circumstances; going to a non-Valley Tech student's home is not acceptable)
- going to a parent's or relative's home that the student doesn't regularly reside in

Bus drivers do not have the authority to change bus routes or scheduled stop locations.

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.

In an effort to provide additional student safety measures, security cameras are installed on buses used to transport students to and from school, sporting events or other student activities.

**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, bus transportation will be provided for students who must stay after for teacher and/or office aftersessions, 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.

Bus transportation will be provided for students participating in an athletic team practice. These buses will leave at approximately 5:15 P.M. Departure times do change seasonally and are posted by the Athletic Department. The Late Athletic Bus is for the use of student athletes or members of other supervised programs only. These bus routes are not identical to the regular routes.

## BUS SUSPENSION

- If deemed necessary, the Principal or designee, or company representatives may suspend individual riding privileges to ensure the safety of other riders.
- In a situation where a student is suspended from riding the bus, the student will then be responsible for establishing alternate means of transportation to and from school.

\*During a pandemic or any Federal or State of Emergency, bus seating, student pick-up/drop-off, bus listings, and safety measures may be modified at the discretion of BVT Administration.

## **PARKING PERMITS**

Parking permits will be issued to a student as an individual conditional privilege (\* In order to be considered for a full or part-time parking permit, students must be in good standing.) Retention of the conditional privilege is dependent upon each student's complete and total adherence to school rules and regulations. Revocation may occur whenever rules pertaining to parking permits are violated in any way whatsoever. Any member of the administration may revoke a permit.

There is a fee assessed for the privilege of parking on school grounds. The fee will not be returned if a student's parking privilege is revoked, suspended, or when a student discontinues driving to school. Parking permits are \$40.00 for the 2021-2022 school year; this fee will not be prorated for a partial school year or part-time parking.

Parking spaces are subject to review, and the location of an assigned space can be changed by administration without the permission of the student parker or his/her designee. Students are not at liberty to allow other students the use of their assigned spaces without prior permission from administration.

Students will not be issued a parking permit until they have paid all outstanding fees.

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

Senior students should expect to be issued full-time parking permits; junior students may be issued part-time parking permits if parking spaces become available (this is contingent upon the number of senior students participating in the Co-Op program)

Students are responsible for providing BVT with correct vehicle registration information, and must alert the main office if they will be driving a different vehicle than previously registered.

\*Good standing means that students follow the behavioral expectations of BVT, and may not have three or more tardies per a trimester, Saturday School sessions listed on their individual discipline records, or any in or out of school suspensions in the prior and current trimester.

## **PARKING REGULATIONS**

- Only vehicles with a school issued identification tag shall be allowed in the student parking lots. Tags must be hung on the rearview mirror with the numbers facing outward.
- A Denver Boot may be utilized to address the problem of vehicles parked on school property without a valid permit or vehicles parked in unauthorized areas. If a vehicle is booted, then the driver must report to the facilities office. BVT cannot be held liable for any damages incurred to vehicles by the use of the Denver Boot.
- Parked vehicles must be locked at all times.
- Students may not congregate or loiter in the parking lots at any time.
- Upon arrival on campus, students are to enter the building immediately through an unlocked entrance.
- Attendance or behavioral concerns not related to driving or parking may result in a suspension or revocation of the parking permit.
- Citations issued by a Police Department driving to and from school may result in suspension or revocation of parking permit after an administrative review.
- All operators and passengers of motor vehicles are required to properly fasten safety belts while on school property.
- All operators are expected to adhere to the posted campus speed limit and the posted pattern of traffic.
- Cars parked on school property are subject to search at any time by the appropriate authorities if there is reasonable suspicion that a search is necessary
- Priority for student parking begins with licensed seniors. If space allows, then licensed juniors may be assigned part-time parking spaces. Sophomores will not be permitted to park on school grounds until the day after the seniors have graduated.
- Students may be issued a full-time or part-time parking permit based on the grade level of the applicant, the order in which the application was received, and physical availability of student parking spaces.
- Parking violations on campus will typically result in a warning for the first offense, week-long suspension of parking permit for the second offense, and a revocation of parking permit for the third offense.
- Driving violations on campus will typically result in a suspension of parking permit for the first offense and a revocation of parking permit for the second offense.
- Any on-campus motor vehicle accidents must be reported to the main office within 24 hours.
- Students are not allowed to go to their car during school hours without the express permission of a school administrator. If available, then an escort will accompany the student to the parking lot.
- If a student parking spot is vacant for ten consecutive school days, then that parking spot may be reassigned to another student. The original occupant of the parking spot will be able to re-apply for a new parking spot at no additional cost. Refunds for the original parking spot will not be granted.
- 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.

# COURSE REQUIREMENTS

## ACADEMIC COURSE REQUIREMENTS

Every student at Blackstone Valley Tech is required to enroll in four years of English, Mathematics, Science, Social Studies, Career Enrichment and Electives. The Career Enrichment courses deliver curriculum that aligns with Strands IV, V, & VI of the Massachusetts Career Vocational Technical Education (CVTE) frameworks. Elective courses are intended to supplement a student's core academic and technical studies and should be in concert with the student's four-year and post-secondary plan. In addition, all students are required to participate in Occupational Health / Physical Education each year in shop.

## SHOP HOURS

Shop and related hours will be monitored and recorded for all students. This data will be used in part to establish eligibility requirements for co-op, Job Shadowing/Internships, promotion/graduation, and licensure/certification.

## 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 11 and 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 postsecondary education readiness. The Student Portfolio Guidelines, along with detailed templates and instructions, are available to students, staff, and parents on the BVT website.

## 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 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, College Prep courses are rated at level three and conventional core courses are rated at level four. All other courses, including electives and enrichments, are rated at level five. 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 fifteen points, level three ratings elevate a grade average by ten points, level four rating elevates a grade average by five points and courses with a level five rating 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. All vocational courses calculate at face value.

## Reporting Of Class Rank

Class rank will only be reported as needed for college applications, scholarships, and other official needs. Students requesting their class rank data must provide evidence that the request is for college applications, scholarships, or other official needs. The District reserves the right to report class rank as it deems necessary and in the manner it deems appropriate.

## Valedictorian and Salutatorian Designations

These designations will be unofficially determined after term nine of twelve for awards ceremonies that occur in the autumn and winter of senior year. An official calculation will be done after term eleven of twelve for graduation and other official purposes.

## GRADING SYSTEM

<b>Grades</b>	
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)
W	Withdrew
WF	Withdrew Failed
<b>Conduct/Effort</b>	
Excellent	1
Very 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.

## INCOMPLETE GRADES

An "I" (incomplete) appearing on a report card in any given subject will indicate that a student 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 other arrangements are made with school officials. 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:

- A student must maintain a grade point average of 88% or above (no incompletes) in each technical, related and all academic courses.
- A student must maintain an effort and conduct grade average of 2 or better in all technical, related, and academic courses.
- 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.
- A student may receive no more than three (3) aftersessions and zero (0) suspensions during the trimester.

## PROMOTION / GRADUATION MINIMUM CREDIT AND PORTFOLIO REQUIREMENTS

Under the provision of the Massachusetts Department of Elementary and Secondary Education and the 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 and vocational certificate a student must fulfill the following minimum requirements:

**All students must** enroll in a Math, English, Science, Social Studies, Vocational Technical program and Related course each year.

***As a minimum requirement all students must pass the courses listed below by earning a final average of 60 or greater. Additionally, all junior and senior students must submit a Vocational Portfolio that meets the requirements established by BVT.***

• 4 years of Vocational Technical program	32 credits
• 2 years of Related	2 credits
• 4 years of English	8 credits
• 4 years of Math (Commences with the Class of 2015)	8 credits
• 3 years of Science (including 1 lab science)	6 credits
• 3 years of Social Studies	6 credits
• Additional Electives	3 credits
• Enrichment Courses	3 credits

- No student will be promoted if he/she fails English or Math during any school year, although summer school is an option to remedy the failing grade.
- 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 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 electives to graduate.
- Students must obtain three (3) credits from enrichments to graduate.
- All students must submit a passing Career Portfolio annually to be eligible for promotion/graduation.
- All students must successfully complete all requirements for MCAS Competency determination.
- 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.
- Students must obtain an OSHA 10 General Industry or OSHA Construction certification to graduate.

## 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. A late bus is provided for students who stay after school for extra help on designated days.



## **SUMMER SCHOOL**

All summer school placements must be pre-approved by the Academic Curriculum Coordinator.

Guidelines:

- A maximum of two (2) core courses (academic) may be taken during summer school.
- Vocational courses cannot be made up in summer school.
- Approved lists of local summer school opportunities are available in the School Counseling Office.
- A student must achieve a minimum grade of 75% in summer school to receive credit and a recordable grade of 60% on his/her transcript.
- The original failing grade will still appear on the student's transcript.
- All summer school grades are due to the School Counseling Office prior to the first day of the new school year. Failure to do so may result in retention.

Please Note:

- A student will not be allowed to make up a core course (academic) via online distance learning.
- A student will not be allowed to make up a core course (academic) in summer school if he/she received a combination of "I" and failing numerical grades in that subject for all three trimesters.

## **GRADUATION PARTICIPATION**

Senior students will be allowed to participate in graduation ceremonies only if all requirements of attendance, course completion, grade 12 promotion credits, and student obligations, including fiscal responsibilities, are successfully met prior to the graduation date. Additionally, attendance at graduation rehearsal is mandatory, and absence could affect the students' ability to participate in the graduation ceremony. Please note that students must adhere to the graduation ceremony dress code. Any exceptions or special requests are at the discretion of the Assistant Superintendent-Director/Principal.

## **ACADEMIC COURSE "ADD/DROP" PROTOCOL**

### OVERVIEW

BVT students are encouraged to make thoughtful choices by reviewing course offerings in the Program of Studies, discussing their options with parents and teachers, and reviewing/revising their choices with their school counselor prior to submitting their final requests. Students register for their courses in January/February of each year for the following school year during their Career Enrichment class. There is a school counselor present during the registration session to address any questions that may arise.

BVT encourages students to finalize any course request adjustments (with their school counselor) within four weeks of their registration session. We acknowledge that there may be unforeseen circumstances that necessitate a course change at the start of the new school year. If a late course change is approved, the student will be placed in the most appropriate class that has the most available seats.

Students are not allowed to change course or course section due to teacher preference.

### SPECIFICS

When a student makes a section or level change within the same department, the grades from the first course will be included in the grade calculation of the subsequent course.

- Unless there are extenuating circumstances, commencing with the opening of school in August, students must complete two cycles before any consideration will be given to changing their academic course selection.
- All Course Add/Drop requests require completion of the Add/Drop form which is available in the School Counseling office. Incomplete forms will not be processed.
- All beginning of the year Add/Drops must be finalized prior to October 1st.
- Please note that approval for a course Add/Drop after October 1st is extremely rare.
- After October 1st, Add/Drops will be considered only for extraordinary situations as determined by the School Counselor, Academic Curriculum Coordinator and/or Director of Student Support Services and the Team Leader and also requires parent/guardian consent. If approved, the course change will take effect at the beginning of the next school term.
- Course changes after October 1st will be reflected on the student's transcript.

## **ADVANCED PLACEMENT "ADD/DROP" PROTOCOL**

Students interested in Adding/Dropping any Advanced Placement course must do so no later than July 31st, prior to the official start of the school year. The July 31st deadline is vital to allow time to reassess the master schedule regarding seat availability in alternative levels of the course.

- After the July 31st deadline, Advanced Placement Add/Drops will be considered only for extenuating circumstances as determined by the School Counselor, the Academic Curriculum Coordinator and the Team Leader. If approved, the course change will take effect at the beginning of the next school term.

- Students and parents should be aware that their ability to change course levels after the July 31st deadline may not be possible due to classroom capacity limitations.
- Add/Drop forms are available in the School Counseling office. Incomplete forms will not be processed.

## **COOPERATIVE EDUCATION PROGRAM**

**NO PERSON SHALL BE EXCLUDED FROM OR DISCRIMINATED AGAINST IN ADMISSION TO A PUBLIC SCHOOL OF ANY TOWN OR IN OBTAINING THE ADVANTAGES, PRIVILEGES, AND COURSES OF STUDY OF SUCH PUBLIC SCHOOL ON ACCOUNT OF RACE, COLOR, SEX, GENDER IDENTITY, RELIGION, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, PREGNANCY OR PREGNANCY RELATED CONDITION.**

### **COOPERATIVE EDUCATION PROGRAM AND PROCEDURES**

The Cooperative Education at Blackstone Valley Tech is a program designed to give exemplary students the opportunity to participate in a paid apprenticeship or training program. This program recognizes the quality and educational advantages of industry designed training and apprenticeship programs. These programs can offer a pathway into higher skill higher wage options. The program takes place on an alternate-week basis during the regularly scheduled vocational-technical week for juniors and seniors.

A placement must meet strict standards for learning competencies. Examples would include formal union or non-union apprenticeship programs or in house training (OJT) opportunities at the place of business. All placement opportunities will be reviewed by the Co-op Placement Team to determine if they meet the safety, competency, and learning standards necessary to qualify for this program.

### **JUNIOR CO-OP ELIGIBILITY REQUIREMENTS**

THIRD TRIMESTER JUNIOR eligibility is based on the following requirements being met during the first two trimesters of junior year:

- Completion of at least two years in the vocational technical program of study
- Completion of OSHA 10; general industry or construction
- Completion of employability portfolio
- Must meet advanced shop competency requirements
- Junior year curriculum completed
- Must be recommended by vocational-technical department team leader
- Minimum grade point average of 85% in shop and related
- Minimum grade point average of 75% for all other subjects
- All effort and conduct grades must be 1 (excellent) or 2 (good)
- Maximum six unexcused absences during first two trimesters
- Maximum of two after sessions • Student Suspensions: Students must wait 1 trimester or 12 school weeks (From the date of the reported incident) to become eligible for Junior Co-Op

#### **Please Note:**

Students who have completed their junior year, and are interested in Co-Op placement during the summer prior to senior year, must satisfy the same eligibility requirements as first trimester seniors.

### **SENIOR CO-OP ELIGIBILITY REQUIREMENTS**

**FIRST TRIMESTER SENIOR** eligibility for the Cooperative Education Program is met during the junior year and is based on the following criteria:

- Completion of at least two years in the vocational technical program of study
- Completion of OSHA 10; general industry or construction
- Completion of employability portfolio
- Must meet advanced shop competency requirements
- Must be recommended by vocational-technical department team leader
- Junior year final grade point average of 70% or higher in all courses
- No individual course grade lower than 60% during the third trimester of junior year
- No suspensions in the current or previous trimester
- No more than two (2) after sessions in the current or previous trimester
- All effort and conduct grades must be 1 (excellent) or 2 (good)
- Maximum of nine unexcused absences during the junior year

**SECOND TRIMESTER SENIOR** eligibility is based on the following requirements during the first trimester of 12th grade:

- Completion of at least two years in the vocational technical program of study
- Completion of OSHA 10; general industry or construction
- Completion of employability portfolio
- Must be recommended by vocational-technical department team leader
- Must meet advanced shop competency requirements
- A minimum grade point average of 70% during the 1st trimester in all courses
- All effort and conduct grades must be 1 (excellent) or 2 (good)
- Student Suspensions: Students must wait 1 trimester or 12 school weeks (From the date of the reported incident) to become eligible for Senior Co-Op
- No more than two (2) aftersessions in the current or previous trimester
- Maximum three days absent during the 1st trimester
- At the time of the application if midterm grades have been posted, midterm grades must meet grade requirements for Co-Op outlined previously.

### **APPLICATION PROCESS FOR STUDENT**

Before a student begins looking for a Co-op job, they should stop by the Co-op Office to check their eligibility. If the student is eligible, they can begin looking for a job. Once a job is offered, the student must advise the Co-op Office in order to receive access to apply online. After the online submission of their application, there are obligations that need to be met by themselves, their instructor, and the employer. The student will receive a portfolio check and then a Co-op Training meeting on how to utilize the online platform. The instructor will perform an initial site visit to ensure the employer's company is OSHA compliant. Lastly, the employer will need to apply online and provide appropriate insurance along with a CORI check.

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.

### **RESPONSIBILITIES OF STUDENT WHILE ON CO-OP**

Meet and maintain eligibility requirements

- Abide by school and employer policies
- Report all absences to employer and school at the start of the school day
- Understand and be aware of labor laws, health and safety regulations, and workplace harassment policies and abide by them
- Report to employer, teacher and the Co-op Office any violation of the Co-op agreement
- Provide his/her own transportation
- The student will not post photos of themselves at their place of employment on any social media account without previous written consent from the employer

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

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

- Be on time
- Adhere to the policies and guidelines set forth by their employer
- Have an open line of communication with their employer
- Read, write, listen, speak, and use mathematics and computational skills
- Be able to problem-solve, reason, and act professionally on the job
- Function as a member of a team
- Meet the standards and the expectations set for a successful cooperative education experience

#### **Weekly Responsibilities**

Students are responsible to submit their time card, competencies and their student journal entries **WEEKLY**. This must be submitted on the first day returning to school from a Co-Op cycle. Form submission should take place during homeroom to the shop on the Monday following a shop week.

Students who are not upholding their responsibility of submitting time cards, will not be permitted to return to work until all time cards are submitted. Students who are missing weekly time sheets, or submit late sheets on more than two occasions will be placed on probation with the Co-Op office. Students will be notified by the Co-op office of the probationary period. A student is only permitted to be on probation once, therefore if it occurs again, the student will be pulled off the Co-op program and cannot reapply.

### **Attendance Responsibilities**

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, a club related activity, a sports related activity, an assigned P.E. class, and/or they have the express permission of the Assistant Superintendent-Director/Principal or his/her designee.

If a student returns to school while he or she is on Co-op, they must do the following (in order):

- **NOTIFY** their shop teacher and the Co-op Office the day before prior to 2:00pm
- **PARK** in spots designated for Co-Op students as explained by the Co-Op office.
- **CHECK IN** at the BRC

Please note that anytime a student is supposed to be at work and they are not, they should report their work absence to the Co-op Office immediately.

### **RESPONSIBILITIES OF EMPLOYERS OF STUDENTS ON CO-OP**

Employers must meet and maintain eligibility requirements

- All employers regardless of business type must complete a CORI check
- Complete a work site inspection with a BVT staff member
- Sign a Cooperative Education Agreement outlining the type of training the student will receive
- Provide a proof of Worker's Compensation Coverage
- Pay the student wages comparable to those of other employees doing similar tasks
- Agree to follow BVT's non-discrimination policy
- Provide Co-Op students with tasks of a productive nature that serve as an extension of the student's Career Vocational Technical Training
- Evaluate student's weekly performance on the student time sheets
- Provide periodic assessments on student's overall progress

### **GRADING**

The student's shop grade consists of three components – the employability grade from their employer (50 points), the student journal entry grade from their instructor (30 points), and a shop effort grade from their instructor (20 points).

All students will be evaluated/assessed by their employer based on an employability scoring rubric. Employers must evaluate the student weekly and submit the student's grade through the BVT Co-op grading system and procedures. If the student works during a split work week or a double-block work-weeks, two grades must be submitted; one for each work week. The grade submission process provides the employer an opportunity to give input on the student's skills progress and employability skills.

Teachers in the respective Vocational-Technical areas will review the employer's grade and comments. The instructor will score the student's student journal entry and assess their shop effort. The instructor enters the student's overall weekly grades for each trimester that the student is on Co-op into the Student Information System based on the grading rubrics.

### **STUDENT JOURNAL ENTRY**

A Student Journal Entry consists of the student's self-evaluation of their competencies, a reflective entry about their experience, and a time card submission that all are submitted on one form. The Student Journal Entry is submitted on a weekly basis.

The student's competency assessment should consist of selecting between three to five high level skills. The reflective entry should consist of the writing prompts indicated on the scoring rubric.

At the end of each year, employers are to complete a similar survey assessing their student's progression throughout their tenure at the employer's company. That data is submitted and available for the student's instructor to retrieve. The assessment data is then inputted into the school's student tracking system that is reported to the state.

### **STUDENT HOUR REQUIREMENTS**

As part of the Student Journal Entry, the student must submit the hours they worked for that week. There is a minimum weekly hour requirement of 30 hours. In the case of a split Co-op work week and a double block Co-op work week, a student must submit a Student Journal Entry for each work week. For example, for the split work week, the student would submit a time card for Wednesday, Thursday, and Friday (18 hours minimum) and then another time card for the Monday and Tuesday (12- hour minimum). In the case of a split cycle week, the student is only required to have six hours for each day in the cycle. Work schedules must be consistent with child labor laws.

## **REMOVAL FROM PARTICIPATION IN THE COOPERATIVE EDUCATION PROGRAM**

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

- A student receives a failing trimester grade in any class during the Co-Op employment period.
- A student receives a trimester conduct grade average of 3 (fair) or 4 (unsatisfactory) in any class during the Co-op employment period
- The student is absent more than three (3) days in a trimester without an acceptable excuse validated by written documentation from the appropriate authority.
- A student fails to submit time card, competency, and journal entry in a timely manner.
- A student submits a forged time card
- A student participates in behavior leading to disciplinary suspension from school.
- Employer dissatisfaction with student performance.
- A student exhibits behaviors unbecoming of a professional within the workplace or school environment (this includes all school sponsored events).
  - Student Suspensions: Students must wait 1 trimester or 12 school weeks (From the date of the reported incident) to become eligible for Junior Co-Op

For information regarding work study at Blackstone Valley Tech please refer to the Work Study subsection in the Student Services section on following pages.

## **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. Students and employers interested in internships or job shadowing will follow the same procedures outlined in the Cooperative Education Program section.

# **STUDENT SERVICES**

## **SERVICES FOR STUDENTS WITH DISABILITIES:**

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

## **ENGLISH LANGUAGE EDUCATION**

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

Copies of Blackstone Valley Tech’s “English Language Education Procedure Manual” are available through the Office of English Language Education; contact the Main Office for connection to the Office of English Language Education.

## **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 and employers interested in work study must complete the same paperwork and follow the same procedures outlined in the Cooperative Education Program section of the handbook prior to the student working at the job site, but the eligibility requirements are different. The student will receive a portfolio check and then a training on how to utilize the Work Study/Co-op system. The instructor will perform an initial site visit to ensure the employer’s company is OSHA compliant. The employer will need to apply online and provide appropriate insurance along with a CORI check.

Once the student is placed, they are expected to uphold the responsibilities that Co-Op students must follow. (Refer to Co-Op Responsibilities above). Students on work study are expected to be at their job site. Students on work study 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 Director of Student Services, 504 Coordinator, and / or Vocational Office.

Removal from the Work Study Program will be based on compliance with existing Co-Op obligations of the student and/or the recommendation of the student’s IEP or 504 Team following Special Education or section 504 due process.

## ALTERNATIVES FOR STUDENTS 16-21 YEARS OF AGE

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:

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

\*See below for agencies that have information about the G.E.D. Test.

School 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:

Mass Rehabilitation Commission 100 Medway Road #102 Milford, MA 01757 508.478.0700	Youth Opportunities Upheld Inc. 81 Plantation Street Worcester, MA 01608 508.849-5600
Department of Children and Families 185 Church Street Whitinsville, MA 01588 508.929-1000	
<b>GED Phone Numbers:</b>	
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	508.751.7926
Mass Adult Literacy Hotline	800.447.8844

## HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

To the practical extent, and as required by law, the District will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided District services for which they are eligible, including vocational and technical education programs and school nutrition programs.

\*Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

- Sharing the housing of other persons due to loss of housing or economic hardship.
- Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations.
- Living in emergency or transitional shelters.
- Being abandoned in hospitals.
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
- Migratory children living in conditions described in the previous examples.

# **SCHOOL COUNSELING**

## **SCHOOL COUNSELING OFFICE PROCEDURES**

Students may make an appointment to see a school counselor electronically through the Remind App, via email, or by checking counselor availability in the Student Services Office. Students are required to show their teacher of record the Remind message with the scheduled appointment and should not be permitted to leave class without a pass. In an emergency, a teacher should call the Student Services 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 been accepted to Valley Tech but have not yet enrolled may apply for permission to visit the school by completing the Student Shadow application. 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.

## **STUDENT REVIEW TEAM:**

The Student Review Team consists of the Director of Student Services, school counselors, school adjustment counselors, school psychologist, a representative from the School Based Health Center, the referring academic or vocational teacher, school nurses, and additional administrators as needed.

The Student Review Team supports students who may be having trouble through collaboration with the student, parents, and staff. For example, staff may begin the student review process if they are concerned about a student's:

- Time out of class
- Focus and/or perceived effort
- Social skills, interactions, and relationships
- Academic/vocational performance
- Mood, personality, and/or behavior
- Physical health, appearance, and/or hygiene

Staff begins the student review process by contacting the student's parent (s)/guardians and school counselor and suggesting supports available to all students, such as attending extra help sessions, on Tuesdays and Thursdays after school, receiving organizational support from the Learning Lab, District Accommodation Plan (DCAP) accommodations, and/or scheduling an appointment with the school counselor or the school nurse.

If the referring staff reports that the concern is persisting, the following will occur:

- The Student Review Team (SRT) will continue to track the student's progress at regularly scheduled SRT meetings, and will assist the student's counselor in establishing interventions and supports to address the reported issue with the student, parent, referring staff member, and additional faculty members as needed.
- SRT Progress Meetings may be scheduled for students being followed by the Student Review Team. These meetings include the student, parent/guardian (s), counselor, referring staff member, and additional faculty member as needed in order to facilitate continued collaboration in addressing the referring staff's concern. In addition, the counselor may provide feedback from the school nurses and the student's other teachers during these meetings to aid in ascertaining a complete picture of the student.

## **HEALTH**

Current district policies related to drug and alcohol use are available on the District's website in compliance with Section 96 of Opioid Bill H.4056

## **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.

## ADMINISTERING MEDICATION IN SCHOOL

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.

- **Signed Emergency Form** – 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, cough drops, antacids, bacitracin ointment or hydrocortisone cream (1%). If Benadryl is administered for an allergic reaction, the student will 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 without parental permission or a written order from a licensed provider. Generic substitutions for these medications are acceptable.
- **Doctors order for Prescribed and Over the Counter Medications** - A medication order needs to be completed by a licensed prescriber (your physician, nurse practitioner, etc.) This is for any medication taken daily at school, for example to treat ADHD. Also, for medications that treat specific conditions such as Asthma, Migraine headaches, anxiety, lactose intolerance, etc. The medication order needs to include the name of the medication, dosage to be given, frequency of medication, and route of administration. 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. (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 Nurses' Office. Exceptions to this rule must be reviewed and approved by the Principal and/or the Principal designee.

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 with them if their provider allows through a written order. Student's carrying these medications will review their use with the school nurse.

Diabetes:

In order to best take care of our diabetic students, parents play a vital role in initiating the process of notifying the school nurses and making sure that everything the student may need is in the health suite. For this reason, we require that any student attending BVT, who is a diabetic, must have all supplies and doctor's orders brought into the school nurse, where they will be stored for the first day of school.

Doctor's orders must include daily insulin requirements, glucagon, hypoglycemia, and hyperglycemia care. Supplies will include insulin, glucagon, snacks, glucose tablets, glucometer, batteries, and supplies to change sites. If as a Team it is decided that the student does not need to see the nurse prior to lunch to check blood sugar levels, then they do need to see the school nurse for hyper, or hypoglycemia or if symptomatic.

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. Instructors have discretion to ban these drinks from classrooms or shops. 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.

## ATHLETIC CONCUSSION POLICY

The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities<sup>1</sup> including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation. In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; employees or volunteers; and students who participate in an extracurricular activity and their parents.

Upon the adoption of this policy by the School Committee, the Superintendent shall ensure that DPH receives an 8.5 at a minimum, until the student graduates, unless state or federal law requires a longer retention period:

Verifications of completion of annual training and receipt of materials; DPH Pre-participation forms and receipt of materials; DPH Report of Head Injury Forms, or school based equivalents; DPH Medical Clearance and Authorization Forms, or school based equivalents; and Graduated reentry plans for return to full academic and extracurricular athletic activities.

<sup>1</sup> Extracurricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school-instructional hours under the direction of a coach, athletic director, advisor, etc. All interscholastic athletics are deemed to be extracurricular athletic activities.



This policy also applies to volunteers who assist with extracurricular athletic activities. Such volunteers shall not be liable for civil damages arising out of any act or omission relating to the requirements of law, unless such volunteer is willfully or intentionally negligent in his act or omission.

Most student athletes who sustain a concussion can fully recover as long as their brain has time to heal before sustaining another hit; however, relying only on an athlete's self-report of symptoms to determine injury recovery is inadequate as many high school athletes are not aware of the signs and symptoms or the severity concussive injuries pose, or they may feel pressure from coaches, parents, and/or teammates to return to play as quickly as possible. One or more of these factors will likely result in under-diagnosing the injury and a premature return to play. Massachusetts General Laws and Department of Public Health regulations make it imperative to accurately assess and treat student athletes when concussions are suspected.

Student athletes who receive concussions may appear to be "fine" on the outside, when in actuality they have a brain injury and are not able to return to play. Incurring a second concussion can prove to be devastating to a student athlete. Research has shown that young concussed athletes who return to play before their brain has healed are highly vulnerable to more prolonged post-concussion syndrome or, in rare cases, a catastrophic neurological injury known as Second Impact Syndrome.

The following protocol will discuss and outline what a concussion is, the mechanism of injury, signs and symptoms, management and return to play requirements, as well as information on Second Impact Syndrome and past concussion syndrome. Lastly, this policy will discuss the importance of education for our athletes, coaches and parents and other persons required by law.

This protocol should be reviewed on a yearly basis with all staff to discuss the procedures to be followed to manage sports-related concussions. This protocol will also be reviewed on a yearly basis by the athletic department as well as by nursing staff. Any changes in this document will be approved by the school committee and given to athletic staff, including coaches and other school personnel in writing. An accurate synopsis of this policy shall be placed in the student and faculty handbooks.

LEGAL REFS: M.G.L. 111:222; 105 CMR 201.000

## **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. Blackstone Valley Tech offers a nut-free table in the cafeteria during all student lunches.

Parents play a vital role in initiating the process and in making the child's needs known. 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. 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.

## **BMI SCREENING**

Pursuant to the 2009 Massachusetts BMI screening regulation, BVT has developed a Body Mass Index Screening Program for all grade 10 students. 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 School Counseling/Student Services 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 School Counseling 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 school 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 offered 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 a counselor or designee, to address ongoing concerns about their son/daughter's substance use.

## **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.

## **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.

## **SUICIDE PREVENTION**

Protecting the health and well-being of all students is of utmost importance to Blackstone Valley Tech.

1. BVT will utilize a school-based curriculum designed to increase adolescents' awareness and knowledge about depression and suicide. The curriculum is designed to enhance students' ability to recognize signs and symptoms of depression and suicide, as well as increase their coping strategies and ability to seek out resources for support.
2. The School Counseling Team Leader is designated as the suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, they will be assessed by a School Counselor who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as:
  - \* The National Suicide Prevention Lifeline – 1.800.273.8255 (TALK), [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
  - \* The Trevor Lifeline – 1.866.488.7386, [www.thetrevorproject.org](http://www.thetrevorproject.org)
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or are in need of help.
6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

## **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 and Blackstone Valley Tech. 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. The SBHC is also available for health related questions/concerns or support services if needed. The Health Center will not replace a student'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, two (2) Riverside Counselors, and an Office Coordinator.

### **SCHOOL BASED HEALTH CENTER DIRECTORY**

(508) 529-7758 EXT. 3702

Nurse Practitioner	Ext 3711
Nutritionist	Ext 3710
Office Coordinator	Ext 3702

# ROUTINE INFORMATION

## STUDENT INFORMATION

- Parents must notify the Main Office regarding all changes of address, home telephone numbers, work telephone numbers, and emergency telephone numbers. In-district moves require three new proofs of residency to include, but not limited to, lease or mortgage agreements, utility bills, or driver's license.
- 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 RECORDS

BVT maintains student records in accordance with the latest state regulations. Parents and/or students who would like to review the student's records should contact BVT 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 Superintendent-Director / Principal or designee. Students have NO expectations of privacy relating to the use of lockers. Students are cautioned not to place valuable items in school lockers, but if students must place valuable items in school lockers students are encouraged to ensure that the locker is locked. BVT cannot be held responsible for property that is left unattended or placed in unsecured lockers. Only a school issued lock may be used on student shop lockers. All other locks will be removed from lockers.

## STUDENT FEES

BVT 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. Failure to pay outstanding fees may impact a student's ability to participate in athletics or other school sponsored events.

## 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:

- A promise of a job.
- A completed application form. This form requires the signature of the employer and a physical examination, if 14 or 15, signed by family doctor.
- The student must personally present himself/herself to the office.
- Proof of age required (if not on file in the office).
- 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.
- The employment permit must be signed by the parent/guardian as well as the student.

## SCHOOL CANCELLATION ANNOUNCEMENTS

In case of severe weather warranting the discontinuance of school bus service, the school will close. No-school announcements will be available in multiple formats: local radio and television 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)	WSRS (96.1 FM)	WXLO (104.5 FM)	WMRC (1490 AM) (101.3 FM)	WBZ (1030 AM)
RI Broadcasters include RI TV and Radio		TV Channels: Channel 4, 5, 7, 10, 56, Fox 25		New England Cable News
Websites: WBZTV.com, TheBostonChannel.com, WHDH.com, NECN.com and wmrddailynews.com				

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:

- Provide students with an educational or training experience which is not available at the school;
- Enrich or reinforce on-going learning activities provided by the school; and/or
- 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 nutritious 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. The cafeteria features a hot lunch line, a deli station, (soup/sandwich/salad), and a specialty selection (i.e. pizza, buffalo chicken, etc.) All meals are designed and packaged as a nutritious, qualifying meal (i.e. containing three of five required nutritional components.) Any additional items will be available at a-la-carte pricing. Payment for lunches may be accomplished in the following ways:

- Cash or check deposits "on-account" to be used for lunch, breakfast and other a-la-carte items such as snacks.
- Payments may be made online via the BVT website ([www.valleytech.k12.ma.us](http://www.valleytech.k12.ma.us)), or in person in the Cafeteria before school (7:00-7:40) or in the Business Office afterschool (2:10-3:00).
- An electronic application for Free and Reduced Price School Meals is available at <http://www.ValleyTech.SchoolLunchApp.com>. Applications completed online will be processed more timely and eligibility results are available within 24-48 hours, and are environmentally friendly. If you are unable to complete an online application, paper forms are available in the Business Office.

To ensure adequate time for lunch break, payments will not be accepted during the actual lunch period. Parents and/or students have the following four (4) payment options available:

- On-line payments through NutriKids / MySchoolBucks – these payments are downloaded directly to the student's account (additional fees are charged by NutriKids / MySchoolBucks)
- On-line payments through Unibank's Secure Server – these payments are downloaded and keyed directly to the student's account (there is a \$.25 fee on ACH [bank to bank] transactions; however, and 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 in the cafeteria prior to the start school between the hours of 7:00am and 7:40 am.

Students who do not have sufficient funds to cover the current amount due 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:

	<b>Full Pay</b>	<b>Reduced</b>	<b>Free</b>
<b>Daily Limit</b>	<b>\$3.15</b>	<b>\$ .40</b>	<b>N/A</b>
<b>Maximum Limit</b>	<b>\$9.45</b>	<b>\$1.20</b>	<b>N/A</b>

**Seniors will NOT be allowed to charge after the conclusion of April vacation.**

If a student has reached their maximum charges, they will be given a choice of an appropriate qualifying meal that included an entrée, milk or juice, and a piece of fruit.

Food Service Management Staff, in conjunction with the Business Office management staff, are responsible for monitoring negative balances. Parents/Guardians will be contacted in order to make arrangements to bring balances current. Any charges arising from the substitute meal will be given to the Business Manager for disposition.

### **CAFETERIA PROCEDURES**

All students must use the cafeteria facilities during the entire lunch period. Roaming about the building and grounds will not be permitted. In addition, visits to shop instructors and/or academic teachers during the lunch period are not allowed.

Food deliveries from outside establishments are not permitted during school lunch periods. Each student is responsible for clearing the table after eating. He/she is to dispose of waste materials from the table and floor and place materials in the proper containers provided for this purpose.

Students are to conduct themselves in an orderly manner in passing to and from the cafeteria.

All students will enter the cafeteria through the designated entrance. Each student will proceed through the cafeteria and 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. Students must remain seated until each table is dismissed by a Campus Safety Officer, or lunchroom monitor.

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

Students are not permitted to leave the cafeteria unless permission from a supervising adult is granted.

### **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 Lost and Found located in the Main Office.

### **DIGITAL LEARNING COMMONS**

The teaching staff is responsible for scheduling students into the Digital Learning Commons. The Digital Learning Commons will be open from 7:45 A.M. to 3:00 P.M. Students using the Digital Learning Commons must be supervised at all times.

Students who do not return books by the due date will be subject to disciplinary action. Students are responsible for the costs of lost or damaged books.

### **FILM AND VIDEO IN CLASS**

Blackstone Valley Tech's curriculum may include film or video 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**

Students shall have a completed corridor pass when out of their designated area. Students found to be out of their designated area without proper permission are subject to disciplinary action.

### **PROPER DRESS**

Students at all times will wear clothing styles that meet standards of professionalism (Business Casual) and safety for school and the workplace. Student's clothing shall not disrupt the school's educational process. While in school, students will wear clothing that meets the following standards:

- No image altering or deceiving garments
- No tank tops, muscle shirts, or strap shirts meant to be athletic or beach wear
- 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
- Pants with rips or holes for fashion purposes are allowed if the rips and/or holes are not above the point on a student's leg where the student's finger tips touch when standing upright with the student's arms down at their side

- No bustiers, corsets or garter belts worn as outer wear
- Leggings or yoga pants need to be opaque
- Tops that accompany leggings or yoga pants must be at least as long as the point on a student's leg where the student's finger tips touch when standing upright with the student's arms down at their side
- The length of shorts and skirts must be no shorter than the point on a student's leg where the student's finger tips touch when standing upright with the student's arms down at their side
- 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
- Hooded sweatshirts or other tops are allowed if the hood remains down
- Shoes or other devices, etc. with wheels are not allowed. During shop cycles, students must have a clean uniform and/or a change of clean clothes
- Each shop has its own uniform or clothing policy

**Students who are in violation of any of the above standards will be given the options of:**

- Calling a parent/guardian to bring a change of clothes to school
- Change into clothing made available by BVT, or
- Spend the day in the Behavioral Resource Center (BRC). The Assistant Superintendent Director/Principal or designee has discretion to render judgments regarding what is and what is not a violation, and may, if necessary, waive these policy restrictions in religious and/or medical situations.

## **BEHAVIOR MANAGEMENT**

### **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.*

### **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:

- Attend school regularly.
- Apply best efforts in studying and learning.
- Behave in a respectful and professional, non-disruptive manner with regards to the rights and privileges of others.
- Follow all procedural regulations of this school.
- Be held responsible and accountable for any action potentially dangerous and/or detrimental to individual health and well-being, either physical or emotional.

Disciplinary infractions are punishable by, but not limited to, one or a combination of the following:

- Written or verbal reprimand
- Aftersessions
- Saturday School
- Therapeutic or Situational Interventions
- In-School suspension (Behavioral Resource Center)
- Suspension from school, from 1-10 days\*

**\*Suspension for more than 10 days at the discretion of the Principal**

## **DISCLOSURE OF DISCIPLINE**

Blackstone Valley Tech holds a responsibility of trust with regard to reporting disciplinary incidents to colleges, universities, and the armed services. This responsibility of trust requires BVT to disclose certain disciplinary records when requested. When colleges, universities, or the armed services make such an inquiry, prior to releasing disciplinary records BVT shall abide by the provisions of the state student record regulations. Once written permission from the parent or legal guardian has been obtained, BVT shall release only those disciplinary incidents that resulted in an external suspension.

## **OVERVIEW OF THE DISCIPLINE SYSTEM**

### **PROGRESSIVE DISCIPLINE DEFINED**

Progressive discipline is a behavioral management approach which utilizes a system of levels of predetermined infractions and 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.

It is the student's responsibility to act respectfully, to model professional behaviors, and to challenge offensive behaviors when they occur.

### **LEVELS OF INFRACTIONS**

**Level One infractions** are infractions that warrant a warning as a first response, an aftersession and parent contact after as a response to a second occurrence, and an incident report to administration for each subsequent occurrence.

**Level Two infractions** are infractions that warrant an aftersession and parent contact as a first response, and an incident report to administration for each subsequent occurrence.

**Level Three infractions** are infractions that warrant an incident report to administration as a first response in addition to an appropriate disciplinary response through the Guide to Progressive Discipline.

**Level Four infractions** are infractions that require immediate administrative notification; level four infractions involve behaviors that could potentially trigger criminal complaints. Once the responding administrator has confirmed behavior that is consistent with a Level Four offense, the responding administrator is required to notify the Upton Police Department through the School Resource Officer, or in the absence of the SRO, through the Upton PD Dispatch. All Level Four offenses require annual reporting to the Department of Elementary and Secondary Education (DESE).

A more extensive list of infractions with suggested consequences (specific codes and levels) can be found in *the Guide to Progressive Discipline*. *The Guide to Progressive Discipline* is a manual which was developed for staff use. This guide, which is updated annually, is available for public perusal in the Office of the Assistant Superintendent/Principal.

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 an Assistant Principal, with a brief explanation. This can be done by calling the Main Office or calling an Assistant Principal directly.

### **AFTERSESSIONS EXPLAINED**

Teacher Aftersessions are assigned at the teacher's discretion. Teacher Aftersessions are served with the teacher making the assignment. After the student has served the Teacher Aftersession, the Teacher Aftersession is entered into the Student Information System for tracking purposes.

Students are responsible for serving their assigned Teacher Aftersession within two weeks, or a time negotiated with the assigning teacher. If a student fails to serve a Teacher Aftersession within the negotiated time period, it is then referred to the BRC Coordinator and students will be issued an Office Aftersession.

If a student does not serve an Office Aftersession on the date assigned by the BRC Coordinator, then the student will receive a Saturday School assignment from an Assistant Principal.

Students who have accrued two or more Teacher and/or Office Aftersessions during a trimester may be subject to serve a Saturday School or suspension.

### **INCIDENT REPORTS EXPLAINED**

When a teacher files an incident report, an Assistant Principal or designee will follow due process and investigate the matter. The administrator will follow investigation due process and determine the appropriate consequence after the conclusion of the investigation; consequences resulting from incident reports are determined by the investigatory findings rather than the report itself.

## **BEHAVIORAL RESOURCE CENTER**

The BRC will provide a space and services designed to address the behavioral needs of BVT 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.

### **TYPES OF REFERRALS:**

- Initial Reporting of Bullying/Harassment
- Temporary Placement Out of Class/Shop
- In-School Suspension

BVT 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 BRC will be used for said purpose and, in addition, may be used by the Principal/Designee for any student who is momentarily causing a disruption of school activities.

### **STUDENT GUIDELINES FOR THE BRC:**

The Behavioral Resource Center Coordinator will address students individually regarding their behavioral issue.

Students who have been temporarily assigned to the BRC for behavioral purposes are expected to:

- Sit quietly in their assigned seats; there will be no talking, and no cell phones or headphones will be allowed unless they are required for a class assignment.
- Refrain from sleeping, and/or laying one's head on the desk/table
- Remain in the BRC room. Students will not be allowed to visit shop or academic areas. Students needing to use the lavatory facilities will be issued a pass to the lavatory closest to the BRC

Upon Administrator, teacher or BRC Coordinator's discretion, students may return to academic or vocational classes when deemed appropriate, but student may be required to remain in the BRC until school dismissal.

Students who are serving and In-School suspension are expected to:

- Sit quietly in their assigned seats; there will be no talking, and no cell phones or headphones will be allowed unless they are required for a class assignment.
- Refrain from sleeping, and/or laying one's head on the desk/table
- Have either academic or shop related work to occupy their time.
- Remain in the BRC room. Students will not be allowed to visit shop or academic areas. Students needing to use the lavatory facilities will be issued a pass to the lavatory closest to the BRC.

Students serving an In-School suspension will have a designated lunch from 10:08 to 10:30.

## **SATURDAY SCHOOL**

Saturday School will be utilized: 1) in the event a student has not served Office Aftersessions; 2) as a consequence at the discretion of a school administrator, 3) in cases in which a student has been truant from school, and/or 4) as a means to redeem excess absences or address attendance issues.

If Students are assigned a Saturday School, they will:

- Report to the Digital Learning Commons (Or identified location) promptly at 8:00 am on the scheduled date.
- Give cell phones to the supervising teacher for the duration of the Saturday school assignment.
- Leave all electronic devices at home or they will be confiscated during the session.
- Students will be provided a school issued laptop to complete work (as requested by student).
- Be responsible for completing assigned classwork during the time period (students must bring in their own work)
- Be respectful to the supervising teacher

Students may not bring food into the session. Students may bring water. Doors will be locked at 8:15 am

Additional Saturday school time will be added if:

- Students do not attend assigned sessions
- Students are later than 15 minutes (8:15 am)
- Student fail to comply with Saturday School expectations

Notification of Saturday School assignments will be provided verbally and in writing to students, parents or guardians by BVT administration.



## **STUDENT SHOP REGULATIONS**

- Students are responsible for following District-wide and shop-specific safety guidelines at all times
- Safety glasses are to be clear glass only, and where required, must be worn at all times.
- Safety shoes, where required, must be worn at all times and when passing to and from areas outside the shop.
- Shop uniforms, if required in shop, during the school day must be worn at all times. Uniforms must be cleaned each week.
- No student may procure or purchase parts from local vendors during the school day.
- All students will use appropriate tags and/or following departmental procedures for tools and other materials. Students shall be personally responsible for willful damage and loss of tools.
- Unless accompanied by a teacher for the purpose of lesson demonstrations, no students are permitted in shop during their academic week.
- 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.
- No student will be allowed to work in or enter any shop area at any time without the presence of an instructor.
- No student may park a personal vehicle in any shop area without permission from the shop teacher. Such vehicles will be towed at the student’s expense.
- Long hair must be tied back or covered with a net. Long hair must not cover the eyes.
- The rules of wearing jewelry will differ from 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.
- Shop specific clothing requirements must be adhered to at all times for safety purposes.

## **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 damage is not paid for then the District will follow the procedure established under “Student Fees” sections of the handbook.

## **CONFISCATED PROPERTY**

Property confiscated from a student because it is disruptive to the school program or against school rules will be destroyed immediately.

This procedure does not apply to properties taken according to the Search and Seizure policy. Property which threatens the safety of any member of the school community or is in violation of the law will be retained by BVT administration in concert with the Upton Police Department indefinitely.

## **CHEATING AND PLAGIARISM**

Cheating and Plagiarism are violations of the BVT’s Guide to Progressive Discipline. If an accusation of cheating or plagiarism occurs and is reported to the administration, due process will be followed and an investigation will be completed as needed, and the students will be informed of the results in writing by BVT administration. All forms of cheating and plagiarism are subject to disciplinary action, including the following:

First Offense:	Zero on assignment, one Saturday School session, no make-up opportunity, and parents will be notified.
Second Offense:	Zero on assignment, two Saturday School sessions, no make-up opportunity, and parents will be notified.
Third offense:	After conferring with the student’s teachers, the administration will assign an appropriate disciplinary response, and parents will be notified.

NOTE: Administration reserves the right to make the final determination of the disciplinary action. The progressive nature of the consequential impact of their actions will be reviewed with students. 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.

## **ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED**

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

## **TOBACCO PRODUCTS ON SCHOOL PREMISES PROHIBITED**

Use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization, within the school buildings, school facilities, on school grounds or school buses, or at school sponsored events by any individual, including school personnel and students, is prohibited at all times. A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the Guide to Progressive Discipline. Signs shall be posted in all school buildings informing the general public of the District policy and requirements of state law.

## **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 August of the following school year, but may consider policy changes at any time.

The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

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

- a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or 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. Any student suspended or expelled under Section 37H shall have the opportunity to make academic progress and receive educational services during the period of suspension or expulsion, in accordance with M.G.L, chapter 76, section 21. If the student moves to another district during the period of suspension or expulsion, the new district shall either admit the student to its schools or provide educational services to the student in accordance with M.G.L, chapter 76, section 21.

## **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 the student's actions are detrimental to the physical safety of others or to prevent substantial interference with the rights of others to pursue an education, as in violations including, but not limited to the following:

- Possession or use of a weapon, or any object which can be construed as a weapon.
- Assault/attack on a teacher, staff member or fellow student.
- Malicious or willful damage to personal property of school staff with a monetary value of \$250 or more.
- Arson, bomb threat, false alarm.
- Extortion.
- Possession of, use of fireworks, firecracker, ammunition, or any explosive device.
- Continued and repeated serious disruptive or recalcitrant behavior which adversely affects the well-being and safety of students and staff.
- Hazing as defined in MGL Chapter 269, Sections 17 to 19.
- Harassment that is severe and repeated and/or leads to criminal harassment.
- Selling or distribution of alcohol or other drugs.

## **FELONY COMPLAINT OR CONVICTION:**

### MASSACHUSETTS GENERAL LAW (MGL) CHAPTER 71, SECTION 37H1/2:

M.G.L., chapter 71, section 37H1/2 allows the principal to suspend a student who is charged with a felony for any period of time determined appropriate by said principal, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension. The student shall also receive written notification of his right to appeal and the process for appealing such suspension to the superintendent. The suspension shall remain in effect pending appeal to the superintendent.

If a student is convicted of a felony, or there is an adjudication or admission in court of guilt with respect to such a felony, the principal may expel said student, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

Any request for an appeal to the superintendent under 37H ½ must be made, in writing, no later than five calendar days following the effective date of the suspension or expulsion. The superintendent shall then convene a hearing with the student and the student's parent or guardian. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel at his/her expense. The superintendent shall have the authority to overturn or alter the decision of the principal and shall render a written decision following the appeal.

Any student suspended or expelled under Section 37H1/2 shall have the opportunity to make academic progress and receive educational services during the period of suspension or expulsion, in accordance with M.G.L, chapter 76, section 21. If the student moves to another district during the period of suspension or expulsion, the new district shall either admit the student to its schools or provide educational services to the student in accordance with M.G.L, chapter 76, section 21.

### MASSACHUSETTS GENERAL LAW (MGL) CHAPTER 71, SECTION 37H3/4:

Section 37H3/4. (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

- (a) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.
- (b) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.
- (c) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.
- (d) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony,

cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

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

## **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 educational 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 at the Massachusetts Bureau of Special Education Appeals (BSEA).

ABSEA 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.

## **SCHOOL SECURITY**

### **STUDENT IDENTIFICATION BADGES**

All students will be issued an ID badge and lanyard with an updated photograph at the beginning of each school year; costumes, disguises, props, or other image altering items are prohibited in ID photos. ID badges are required to be visible at all times during the school day and must be worn appropriately around the neck area. Students that are on a shop cycle are permitted to remove their student identification badges for safety purposes (this also applies for when students are doing "outside jobs" around the building.) Upon students leaving the shop, students are required to wear ID badges in all common areas. On school field trips, the use of student badges is at the discretion of the field trip organizers and chaperones.

Badges include the badge itself and whatever means is provided for wearing the badge. Exceptions will be allowed within the shop setting only. Consequences for students who forget their badges will be consistent with the Guide to Progressive Discipline.

### **PHYSICAL RESTRAINT OF STUDENTS**

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

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

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

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

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

The Superintendent-Director will develop procedures identifying:

Appropriate responses to student behavior that may require immediate intervention;

- To ensure appropriate responses BVT has a clear and defined Guide to Progressive Discipline edited and published each school year
- To ensure appropriate responses BVT includes students and staff each year in the editing of the student handbook
- To ensure appropriate responses BVT has numerous staff members trained in WELLE including two (2) in-house trainers with over one hundred (100) hours each of WELLE training.

Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;

- To prevent these behaviors BVT conducts Depression Screening on an annual basis
- To prevent these behaviors BVT has a defined code of conduct with clear specific consequences
- To prevent these behaviors BVT has a school-based health center on campus that connect students to both physical and mental health professionals if needed
- To prevent these behaviors BVT has a Student Review Team process that connects counselors, teachers, and administrators together for the purpose of supporting students
- To prevent these behaviors BVT has a Crisis Team of counselors, nurses, administrators, and other staff
- To prevent these behaviors BVT has five (5) guidance counselors, two (2) adjustment counselors, and an extended leave liaison
- To prevent these behaviors BVT has an Extended Leave program
- To prevent these behaviors BVT has a School Resource Officer and a Memorandum of Agreement with the Upton Police Department
- To prevent these behaviors BVT has two retired police officers on staff serving as Campus Safety Officers
- To prevent escalation of behaviors BVT has numerous staff members trained in WELLE, including two (2) in-house trainers with over one hundred (100) hours each of WELLE training

Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;

- BVT utilizes Non-Abusive Psychological & Physical Interventions (WELLE) for restraint prevention and conduction if necessary
- Within WELLE are fifteen (15) verbal de-escalation modules designed to de-escalate behavior prior to reaching a level that would require physical restraint. Those modules range include, but aren't limited to, "Keeping a Conversation on Track", "Praise Scale", and "Diffusing Techniques"
- WELLE teaches non-abusive, minimal impact physical restraints to be used only in dangerous or emergency situations WELLE teaches three (3) self-protection skills along with eight (8) restraints designed for responding to behavior that is dangerous or assaultive

Descriptions of the school's training and procedures to comply with reporting requirements including, but not limited to making reasonable efforts to orally notify a parent of the use of restraint within 24 hours of its imposition;

- All staff complete an online training module each school year of employment; new staff hired after the start of the school year have thirty (30) days to complete their trainings upon hiring
- Included in that online training is the totality of the regulations, including oral notification to parents within twenty-four (24) hours of a restraint
- The Assistant Principal and Academic Curriculum Coordinator are WELLE certified trainers. They attended a forty (40) hour initial certification course and attend a sixteen-hour recertification program each year
- Staff who are already WELLE certified attend one (1) full day training each school year to recertify conducted by the Assistant Principal and Academic Curriculum Coordinator Staff who are newly WELLE certified attend a two (2) day certification course conducted by the Assistant Principal and Academic Curriculum Coordinator
- It is mandatory that reasonable efforts are made to orally notify a parent of physical restraint within twenty-four (24) hours of its imposition

Procedures for receiving and investigating complaints;

- Complaints may be received by any staff member
- Complaints received by a staff member will be communicated to an administrator for investigation
- The responding administrator will investigate by meeting with the alleged victim and following up with the family or representatives
- The responding administrator will investigate by meeting with witnesses provided by the alleged victim and following up with the families or representatives
- The responding administrator will investigate by meeting with the alleged aggressor or perpetrator and following up with the family or representatives
- Responses are determined by the results of the investigation

Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;

- Parents shall review the student handbook each school year and sign off that they reviewed the student handbook. Within the student handbook includes the statement that restraint is solely used as an emergency procedure along with all the services and plans in place to prevent behavior that Would result in the use of restraint

A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00;

- 603 CMR 46.00- Medication, mechanical, and prone restraints are prohibited
- Seclusion is prohibited
- The Use of physical restraint in a manner inconsistent with state regulations is prohibited
- Please see either Assistant Principal or the Academic Curriculum Coordinator for more information

A process for obtaining Principal approval for a time out exceeding 30 minutes.

- To obtain approval from the Principal for a time out exceeding thirty (30) minutes staff should call the emergency line in the main office x2222 and tell staff who answers that YOU need the principal to approve a time out that may exceed thirty (30) minutes
- If the Principal is not available, then ask for an Assistant Principal
- If an Assistant Principal is not available, then ask for any other available administrator

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

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

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

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

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

Legal Ref: 603 CMR 46.00

## **SCHOOL SAFETY**

To ensure the safety of all students, faculty, staff and community members, BVT will adhere to the following visitor procedures:

- All visitors will sign in and out at the Security Office at the main entrance.
- All visitors will present valid government issued identification to be scanned at the Security Office at the main entrance.
- All visitors will wear a visible visitor's pass.
- Visitor's ID's grant access only to the location stated upon entry.
- Visitors must return to the Security Office for permission to go elsewhere in the building.
- Teachers will be notified if there is a visitor for them, and will be asked to meet the visitor at the Security Office or send a student to escort same.
- Any school personnel seeing an unauthorized person in the building should ask if they need assistance, direct them to the Security Office or dial 3211 and report same.
- The use of video surveillance is in effect; however, no other video, photographs, or other methods of capturing images, or audio of staff and/or students is permitted by visitors.

## **FIRE/EMERGENCY DRILL PROCEDURE**

- All personnel – teachers, students and staff must leave the building and report to their designated exterior rally point.
- Teachers are to accompany students from their classes to designated rally points outside of the building.
- Specific fire evacuation routes will be reviewed at regular intervals throughout the school year.
- 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 Zone Captain in charge of the assigned rally point.
- 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 or to the alternate designated meeting area.
- Teachers not specifically assigned to supervising students at the time of an alarm are to report to their assigned rally point based on their current location in the building.

## **LOCKDOWN (HIDE)**

- **Everyone must leave the corridors and enter the nearest classroom, shop or office—immediately when a LOCKDOWN is announced.**
- All doors exiting to a corridor must be locked immediately and window shades drawn.
- **A LOCKDOWN supersedes all other alarms (ex. Fire Alarms).**
- All activity in shops and classrooms must stop and students are to sit in an area designated by the BVT Safety First Emblem.

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

- A general announcement saying, "LOCKDOWN," would be announced over the public address system.
- Teachers in the classrooms and shops should quickly check the corridors for stray students take them in their class and shut the door.
- Teachers or students in the hallways should locate the nearest open classroom or shop that locks or evacuate the building to one of the off campus safe zones.
- In the cafeteria, students will evacuate to the nearest off campus safe zone.

LOCKDOWN 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

### **BOMB THREAT PROCEDURE**

- All efforts will be coordinated from the Main Office emergency telephone # **2222**.
- Utilize the District's Bomb Threat Assessment form.
- The First Responder will notify Upton Police and Fire Departments.
- A search of the building or premises should be conducted under the direction of the senior officer present from either protective department. All officers, firefighters and Emergency support staff should assist in the search.
- Circumstances will dictate whether any strange or foreign objects should be removed immediately, or left for removal by a qualified person.
- After a thorough search has been conducted, the Assistant Superintendent –Director/Principal should be notified by the senior member of the local protective department that re-entry will be permitted.
- Investigation of the incident should be made by the local police department assisted by the State Fire Marshall's office, if requested, and in compliance with pertinent laws and regulations.

Any decision concerning dismissal of school pupils and subsequent action after the above procedures have been followed is the responsibility of the Assistant Superintendent –Director/Principal. As appropriate and possible, the Assistant Superintendent –Director/Principal will keep the Chairman of the School Committee informed about the situation and his/her decisions to the situation.

### **ASBESTOS MANAGEMENT PLAN**

A copy of our district's Asbestos Management Plan is available in the Office and the Facilities Office during regular school hours. The district continues to update and improve the AHERA Asbestos Management Plans. Any inquiries regarding the management of asbestos containing materials in our schools should be directed to the Director of Construction Management and Facilities.

## **TECHNOLOGY**

### **EMPOWERED DIGITAL USE AND RESPONSIBILITY GUIDELINES**

BVT recognizes the need for students to be prepared to contribute and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways. These are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively while promoting student engagement and preparation for competing in a global environment. The following are guidelines and procedures to support empowered digital use and access to digital resources.

### **RESPONSIBILITIES OF USERS**

**User** includes anyone who uses the District's computer resources at any time. Students will be supervised by a staff member when accessing District technology resources on site.

- All digital devices, software, and networks shall be used for educational purposes and activities. The use of student-owned personal technology equipment shall be at the discretion of supervising staff members. Users shall report inappropriate or wasteful use of technology immediately.
- Users will respect themselves and others when using technology.
- Users shall give acknowledgement to others for their ideas and work. Plagiarism and inappropriate use of copyrighted material, illegal downloading of any type including but not limited to graphic and music files is strictly prohibited. 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.
- Users are required to have written permission from the Assistant Superintendent-Director/Principal or his/her designee and all students or staff involved in order to post or share work, images, and/or videos created on BVT property or at an off-site BVT-sponsored event.
- Users are expected to abide by all District policies when using District resources whether working at BVT or at an off-site location.



## **PRIVACY**

- An individual's personal information (including home/mobile phone numbers, mailing addresses, and passwords) and that of others shall be kept private. Student/Staff data will be protected and shared only with authorized personnel.
- Users should have no expectation of privacy using district technology resources or personal equipment connected to the district's network. The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All material that is electronically stored by use of the school's computer equipment is the property of the BVT School District.
- BVT reserves the right to monitor and respond to all uses identified by the network administration.

## **EMAIL**

- Student and employee District e-mail accounts are intended for use school-related activities. Employees and students should only use their District e-mail account for school-related communications.
- Users should have no expectation of privacy relative to e-mail. E-mail is considered to be the property of the District and is therefore subject to periodic monitoring and review. District email is a matter of public record; always remember that District e-mail may be required to be disclosed or used in investigative or legal proceedings.

## **RESTRICTIONS AND GUIDELINES**

The following actions are prohibited, will be reported to school administration, and may result in disciplinary or possible legal action:

- Using the school's logo, likeness or any school photographs or other property that belongs to the school on a web site, social networking site, personal site or other public venue, without expressed permission from the Superintendent-Director or his/her designee.
- Configuring of computer equipment for wired or wireless connection to the school's network by means other than the school's wireless guest network. Physically connecting personal devices (hard-wired) to the BVT network is strictly prohibited.
- Using personal resources to establish a hot spot providing internet access bypassing the district's firewall filtering capabilities.
- Going beyond authorized access, making deliberate attempts to disrupt system performance or destroy data (by spreading computer viruses or by any other means), bypassing BVT's firewall, installing any software on school computers or engaging in other illegal activities.
- The making of any video or audio recording of students or staff without the prior expressed permission of the supervising staff member. This includes but is not restricted to copying tests or other protected, sensitive or secure material. Unauthorized recordings are forbidden on campus and at off-site school-sponsored activities.
- Using school resources, including BVT wireless access on personal equipment, for unethical, harmful, obscene, illegal, or mischievous purposes, or for actions that disrupt the learning environment or orderly operation of the school.

## **LIMITS OF LIABILITY**

The BVT 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 BVT Regional School District specifically denies any responsibility for the accuracy or quality of information obtained through these services.

## **STUDENT ACTIVITIES**

In an attempt to protect staff and students from unintentional violations of public finance laws and regulations, clubs, teams, and other groups affiliated with Blackstone Valley Tech are prohibited from using the district's name in any form for internet-mediated registries such as Go Fund Me to crowdfund BVT affiliated endeavors. Any crowdfunding request from a BVT affiliated club, team, or group that appears online is not approved by the Blackstone Valley Vocational School District, nor is it sanctioned by Blackstone Valley Tech administration. As such students are prohibited from using or associating the District's name in any form with any such activities.

## **EVENT POLICY**

- All School Committee policies governing the student body are in effect. Only dances sponsored by a duly recognized school group will be permitted.
- Specific Regulations:
  - Supervision- The faculty advisor will be the direct supervisor of the activity.
  - The advisor will be responsible for assignment and deployment of chaperones.
  - All aspects of finances, contracts, security and clean-up will be the responsibility of the advisor.
  - The advisor will be at the school one (1) hour before the activity and should not leave until all students have departed the property.
  - The advisor should report to the Assistant-Director/Principal any irregularities that occur.
  - The advisor will arrange for police officer coverage as deemed necessary by the school Principal or designee.
  - 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.
  - All school rules and regulations regarding student conduct are in effect before, during and following the event.

- Advertisement
  - Advertising is allowed on school property only.
  - All advertisements MUST be approved by a BVT Administrator.
  - Posters must be confined to the appropriate areas.
  - Approved advertisements will not be posted on any glass surfaces. Failure to comply may result in a fee.
- Admission
  - Only Valley Tech students in good standing will be allowed to attend events.
  - Middle school students are not permitted at high school dances.
  - Students' guests who have reached the age of 21 or over are not permitted at high school dances. The Assistant-Director/Principal or designee reserves the right to consider exceptions under special circumstances.
  - Valley Tech students may purchase one (1) extra ticket for a guest (if available).
  - No tickets will be sold at the door.
  - No student will be admitted later than one (1) hour after the dance is scheduled to start.
  - Guests must be accompanied by a Valley Tech student in order to be admitted.
  - 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.
- Time and Date
  - Dances will be allowed on Friday nights or week nights before a day when school is not scheduled.
  - Dances generally start at 6:30 P.M. and end at 10:00 P.M. All students should arrange appropriate transportation within a reasonable time schedule.
- 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:
    - Registering the guest in the Main Office
    - Submitting a completed guest registration form to the Assistant Principals
    - 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 the guest students' school. Guests who are not current high school students will be required to meet with a Valley Tech administrator to be approved to attend the Valley Tech event. Valley Tech students are responsible for the actions of their guests (extenuating circumstances will be subject to BVT Administration approval.)
    - If a guest of a Valley Tech student is asked to leave a scheduled event, then the Valley Tech student that brought the guest will also be asked to leave the event.
- Specific Regulations
  - There will be no smoking at the dance.
  - NO ONE will be allowed to leave and re-enter the building.
  - Any student found in possession of alcohol or drugs will be turned over to the police on duty.
  - No student will be admitted if in the opinion of the chaperones at the door, they are under the influence of alcohol or drugs.
  - Students will not be allowed to roam the building or go to their lockers.
  - All school rules and regulations regarding student conduct are in effect before, during, and following the dance.
  - Public Displays of Affection are not allowed at school functions.
  - Bumping and grinding and other sexually suggestive forms of dance are disallowed and failure to comply by students may result in the removal of the offending students. If the behavior is egregious, then parents will be notified that the dance is being discontinued.
- Conditions
  - Any student who violates any of these conditions for school sponsored dances will be subject to the penalties available to the school.

## **EXTRACURRICULAR ACTIVITIES**

### **NOTICE OF NON-DISCRIMINATION**

No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy or pregnancy related condition. **Translation Requests** - If you would like a translation of extracurricular or athletic information, please contact the Athletic Director at 508-529-7758 x3041

For a list of all BVT's current and active extra-curricular clubs, refer to the BVT website under the activities heading.

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

### **NATIONAL HONOR SOCIETY REQUIREMENTS (PLEASE NOTE THAT AN OPPORTUNITY TO APPLY FOR NHS DOES NOT GUARENTEE MEMBERSHIP)**

- 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 weighted career grade average of 96 or above.
  - Have no more than 6 unexcused absences in a school year (3 tardies/dismissals= 1 absence).
  - Have no suspensions from school nor any 3 or 4 disciplinary infractions. Applicant also may not have an excessive discipline record at Valley Tech per the Faculty Council discretion (i.e., aftersessions incident reports, etc.).
  - Not have any Conduct or Effort grade of 3 or 4 on any report card.
- If a student meets the criteria listed above, the student will receive an invitation to apply to the society (ies) and must then must complete an extensive portfolio to be reviewed by the Faculty Council. The purpose of the portfolio is to demonstrate the student's service, leadership, and character, which are the basis for selection (in conjunction with scholarship, represented by the GPA). There are seven (7) members of the Faculty Council and a minimum of five (5) Faculty Council members must approve a student portfolio for acceptance into the society. Advisors will also seek information about the applicant's character and classroom behavior from academic and vocational instructors.
- In order to maintain membership of the James S. Mullaney Chapter of the National Honor Society after selection a member must:
  - Maintain a weighted career grade average of 96 or above.
  - Have no more than 2 unexcused absences per trimester (3 tardies/dismissals=1 absence)
  - Attend all society meetings which are held on Tuesdays of each B Cycle Week at 7:30 am in the Competition Center. After two (2) unexcused absences from meetings, a member is placed on probation.
  - Complete all required community service hours (see chart below).
  - Be involved in at least one group community service activity each year.
  - Participate in a mandatory group fundraiser.
  - Maintain an exemplary discipline record at Valley Tech. Excessive aftersessions, any level 3 or 4 discipline infractions and/or Incident Reports will lead to immediate suspension from the National Honor Society and dismissal pending a hearing with the Faculty Council.
- A suspension from school will result in immediate dismissal from the society.
  - If any BVT staff member completes a Member Violation Form about any member of the society(ies), the student will be subject to a discipline hearing with the Faculty Council.

### **NATIONAL TECHNICAL HONOR SOCIETY REQUIREMENTS (PLEASE NOTE THAT AN OPPORTUNITY TO APPLY TO NTHS DOES NOT GUARENTEE MEMBERSHIP)**

- To be eligible for the Paul Sullivan Chapter of the National Technical 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.
  - Be within the top 20% of his/her shop based on the previous year's average of shop and related grades.
  - Have no more than 6 unexcused absences in a school year (3 tardies/dismissals = 1 absence).
  - Have no suspensions from school nor any Level 3 or 4 disciplinary infractions. Applicants may not have an excessive discipline record at Valley Tech per the Faculty Council discretion (i.e., aftersessions, Incident Reports, etc.)
  - Not have any Conduct or Effort grades of 3 or 4 on any report card.

- If a student meets the criteria listed above, the student will receive an invitation to apply and must then complete an extensive portfolio for review by the Faculty Council. The purpose of the portfolio is to demonstrate the student's skill, honesty, service, responsibility, scholarship, citizenship and leadership which are the basis for selection (in conjunction with their career technical grades). There are seven (7) members of the Faculty Council and a minimum of five (5) Faculty Council members must approve the portfolio for acceptance into the society. Advisors will also seek information about the applicant's character and classroom behavior from academic and vocational instructors.
- In order to maintain membership of the Paul Sullivan Chapter of the National Technical Honor Society after selection a member must:
  - Maintain a shop grade that does not fall more than 5 points below the grade held when invited to apply.
  - Have no more than 2 unexcused absences per trimester (3 tardies/dismissals=1 absence)
  - Attend all society meetings which are held on Tuesdays of each B Cycle Week at 7:30 am in the Competition Center. After two (2) unexcused absences from meetings a member is placed on probation
  - Complete all required community service hours (see chart below).
  - Be involved in at least **one** group community service activity each year.
  - Participate in mandatory group fundraiser.
  - Maintain an exemplary discipline record at Valley Tech. Excessive aftersessions, any level 3 or 4 discipline infractions, and/or Incident Reports will lead to immediate suspension from the National Technical Honor Society and dismissal pending a hearing with the Faculty Council.
    - A suspension from school will result in immediate dismissal from the society.
    - If any BVT staff member completes a Member Violation Form about any member of the society (ies), the student will be subject to a discipline hearing with the Faculty Council.

Members of NHS and/or NTHS must complete a certain number of community service hours, in accordance with this chart:

**NHS AND NTHS COMMUNITY SERVICE REQUIRED HOURS:**

	Summer hours	Hours per trimester
<b>NHS</b>	20 hours	10 hours
<b>NTHS</b>	16 hours (related to your trade)	8 hours (related to your trade)
<b>Both Societies</b>	13-hours community service 12 hours of service related to your trade <b>(25 hours total)</b>	8-hours community service 8 hours of service related to your trade <b>(16 hours total)</b>

**Please be aware of the BVT NHS/NTHS definition of community service:** Community Service is the act of providing voluntary work to a non –profit organization without pay *or* to a particular person or persons in need due to medical, physical or financial hardship. This means that all service acts must benefit the greater community or a person(s) in need, *not* an entrepreneur or for-profit business. The Faculty Council reserves the right to deem activities as acceptable or unacceptable community service.

- Doing chores or favors for a friend or family members is *not* considered community service.
- NHS/NTHS community service hours must be completed *outside* of school time. Any work completed during your regularly scheduled school day is considered a curricular requirement and therefore cannot be considered community service.
- The Faculty Council reserves the right to make any final decisions on whether or not a particular activity is considered community service.
- If you are unsure if any activity that you plan to complete will be considered community service under our definition, *you must* contact an advisor *before* completing the activity to insure that it will be accepted by the Faculty Council.
- When logging hours online, you must receive approval by the activity supervisor. Members *may not* ask their parent(s) to sign off on service activities unless the parent is the direct supervisor for said activity.
- Four (4) community service hours *maximum* per trimester can take place in your shop. This means if you choose to fulfill community service hours by helping in your shop with cleaning, organizing, etc., when logging service hours, you may *only* apply 4 hours to work completed in your shop per trimester. All other services hours must take place outside of BVT. (Limitations and exceptions to this policy are at the discretion of the Faculty Council.)

The full version of BVT's NHS/NTHS Constitution and by-laws, including information about appeals, can be found on the District's website at: <https://www.valleytech.k12.ma.us/Page/756>.

# ATHLETICS

## 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, gender identity, sexual orientation, pregnancy or pregnancy related condition, or disability in its educational policies as required by Title VI, Title IX, Section 504 and Chapter 622.

**Translation Requests** - If you would like a translation of extracurricular or athletic information, please contact the Athletic Director at 508-529-7758 x3041

## 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:

- Cheerleading (fall and winter)
- 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 (girls and boys)
- Golf
- Ice Hockey
- Alpine Ski Team
- Football
- Field Hockey

\*Athletic fees are due to the Business Office prior to the start of all athletic seasons. Fees will be refunded if students do not make prospective teams. Failure to pay athletic fees may result in a student athlete being unable to play or otherwise participate.

## 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:

- Be academically eligible according to MIAA and must be passing shop.
- Be under the age of 19 before September 1.
- 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
- Have a signed parent permission slip.
- Obtain a physical examination; a record of which will be on file in the health office before participating or competing in any sport.
- Payment of athletic fees for each sport in each season is due before participating or competing in any sport.
- Be responsible for all athletic equipment issued; lost or stolen equipment must be paid for by the student.
- Report all injuries to your coaches and fill out the necessary forms.
- 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, state laws and regulations, and the Guide to Progressive Discipline factor into the governance and administration of the school district. These resources are available for public perusal in the offices of the Superintendent and the Assistant-Superintendent/Principal.

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.

**\*The BVRVTHS School District reserves the right to modify or amend the Student Handbook specific to District Policy EBC-S (Policy on Covid-Related Issues), or for any Federal or State of Emergency.**

