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Portuguese

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Spanish

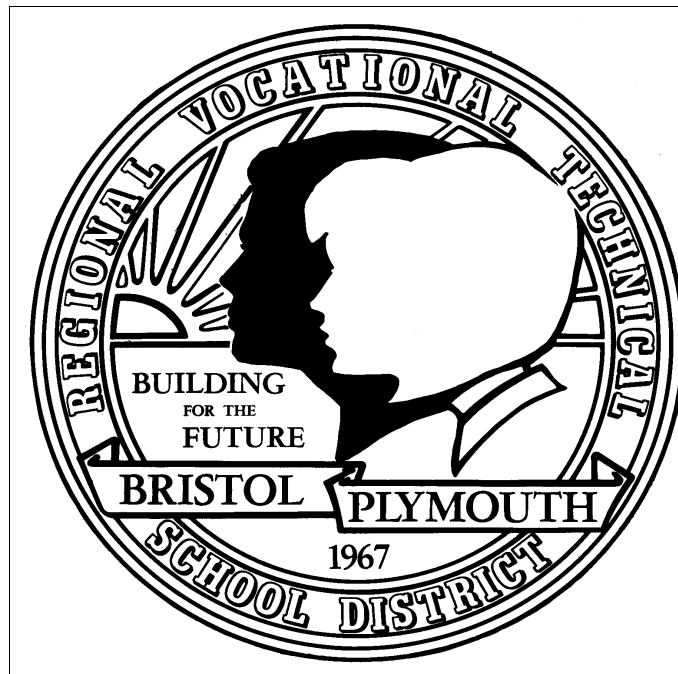
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French

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

BRISTOL-PLYMOUTH REGIONAL TECHNICAL SCHOOL

Student-Parent Handbook



2010--2011

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INTRODUCTION

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

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

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

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

The Bristol-Plymouth Regional Technical School does not discriminate on the basis of race, color, national origin, age, sex, disability, sexual orientation, economic or housing status or handicap in admission to, treatment or employment in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Karen Barrar, Pupil Services Administrator, Bristol-Plymouth Regional Technical School, 940 County Street, Taunton, MA 02780, (508) 823-5151.

Inquiries concerning the application of non-discriminating policies may also be referred to the Regional Director, Office for Civil Rights, U. S. Department of Education, J. W. McCormack Building, Room 222, Boston, MA 02109-4557. New address: 33 Arch Street, Suite 900, Boston, MA 02110-1491.

If you have any questions concerning your rights and/or privileges stated in this handbook, please feel free to call your local student service center, Student Service Center, Massachusetts Department of Elementary and Secondary Education, 350 Main Street, Malden, MA 02148, (781) 338-3300. Other numbers for information: MA Commission Against Discrimination—Boston (617) 727-3990; Equal Opportunity Commission—Boston (617) 565-3200.

STATEMENT OF PHILOSOPHY

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

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

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

The partnership of our technical curriculum, academic curriculum, up-to-date technologies and extra-curricular programs provides for increased success of all students. All students can produce quality work when they learn to use technology, especially in the areas of communication and research. Technology helps to close the gap that now exists between the performance of our most challenged and our most capable students. Through professional development, technological advancements and curricular modifications, we are committed to meet the constantly changing needs of our society and workplace.

Additionally, the staff and administration recognize their shared obligation with the family, the regional community and local industry to prepare students for success in school and in a competitive workplace. By actively seeking involvement of the family, by effectively utilizing the advisory committees of each technical area, and by developing post-secondary educational linkages, and various school-to-work partnerships, the educational preparation of each student is enhanced.

Ultimately, it is our expectation that graduates of Bristol-Plymouth will become productive and successful citizens equipped with the critical and creative thinking skills needed to meet the challenges of a changing, competitive global society.

ADMINISTRATIVE STAFF

Superintendent	Dr. Richard W. Gross
Asst. Director/Principal	Carolyn Pearson
School Business Administrator.....	Nadine Rose
Program Administrator.....	Alexandre Magalhaes
Pupil Services Administrator.....	Karen Barrar
Coordinator of Nursing Programs	Lynne Sullivan
Special Education Coordinator.....	Amy Carpenter
Guidance and Career Center Coordinator.....	Naomi Davis
Academic Coordinator.....	Martin O'Brien
Technical Coordinator	James Aldoupolis

FOR INFORMATION ON:

Academic and Technical Programs – Mr. Magalhaes
Athletics – ext. 311
LPN and Community Health Programs – Mrs. Sullivan
Student Services/Placement/Co-op/Career Services – Mrs. Barrar
Special Education / Title I / E.L.L. - Ms. Carpenter
Section 504, Career Center – Ms. Davis

Bristol-Plymouth website: www.bptech.org

SCHOOL VISITORS

All visitors to the school must check in at the main office. Visitors traveling within the building will be escorted by a guide.

COMMUNICATION WITH PARENTS/STUDENTS

Bristol-Plymouth utilizes the One Call Now System. A phone call will be placed to each student's home during emergency situations (when safe to do so), in the case of a delay or cancellation, and whenever there is an important announcement. Parents should notify the Student Services Office whenever there is a change in telephone numbers.

BELL SCHEDULE

7:30	Teachers at their stations
7:40	Homeroom warning bell
7:45	Homeroom begins
7:50	Pass to period 1
7:53	Begin period 1
8:35	Pass to period 2
8:38	Begin period 2
9:20	Pass to period 3
9:23	Begin period 3
10:05	Pass to period 4
10:08	Begin period 4
10:27	Pass to first lunch
10:30	Begin first lunch
10:49	Pass to period 5A, begin second lunch
10:53	Begin period 5A
11:14	Pass to period 5B, begin third lunch
11:18	Begin period 5B
11:35	Begin fourth lunch
11:39	Late bell for students returning from third lunch
11:59	Pass to period 6
12:03	Begin period 6
12:45	Pass to period 7
12:48	Begin period 7
1:30	Pass to period 8
1:33	Begin period 8
2:15	Dismissal

TWO HOUR LATE START SCHEDULE

9:30	Teachers at their stations
9:40	Homeroom warning bell
9:45	Homeroom begin
9:50	Pass to period 1
9:53	Begin period 1
10:10	Pass to period 2
10:13	Begin period 2
10:27	Pass to first lunch; Pass to Period 3
10:30	Begin first lunch; Begin Period 3
10:49	Pass to period 5A, begin second lunch
10:53	Begin period 5A
11:14	Pass to period 5B, begin third lunch
11:18	Begin period 5B
11:35	Begin fourth lunch
11:39	Late bell for students returning from third lunch
12:00	Pass to period 4, end fourth lunch
12:03	Begin period 4
12:34	Pass to period 6
12:37	Begin period 6
1:08	Pass to period 7
1:11	Begin period 7
1:42	Pass to period 8
1:45	Begin period 8
2:15	Dismissal

**BRISTOL-PLYMOUTH REGIONAL TECHNICAL SCHOOL
2010--2011 SCHOOL CALENDAR**

SEPTEMBER -- 20 Days

M	T	W	T	F
		1	2	3
X	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

6 – Labor Day
1 - Teachers Report
2– All Students Report

OCTOBER -- 20 Days

M	T	W	T	F
				1
4	5	6	7	8
X	12	13	14	15
18	19	20	21	22
25	26	27	28	29

11 –Columbus Day
23 –Open House

NOVEMBER -- 18 Days

M	T	W	T	F
1	2	3	4	5
8	9	10	X	X
15	16	17	18	19
22	23	24	X	X
29	30			

11/12-Veteran's Day
Observed
24 –11:00 a.m. dismissal
25/26 –Thanksgiving

DECEMBER -- 17 Days

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	X
X	X	X	X	X

Dec.27 – Jan. 2
Holiday Recess

JANUARY -- 20 Days

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
X	18	19	20	21
24	25	26	27	28
31				

17 –Martin Luther King
Day

FEBRUARY -- 15 Days

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
X	X	X	X	X
28				

21 – 25 Winter Recess

MARCH -- 23 Days

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

APRIL -- 16 Days

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
X	X	X	X	X
25	26	27	28	29

22 – Good Friday
18 - 22 Spring Recess

MAY -- 21 Days

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
X	31			

30 – Memorial Day

JUNE -- 10 Days

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24

4 – Graduation, 11 a.m.
14 –Student's Last Day
15 –Teacher's Last Day

June - Possible snow days
16, 17, 20, 21, 22

Approved by School
Committee on 3/9/10

SCHOOL COUNCIL

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

STUDENT COUNCIL, CLASS OFFICERS & ADVISORY COUNCIL 2010-2011

Student Council

President	TBA
Vice President	TBA
Secretary	TBA
Treasurer	TBA

Student Advisory Council

Class of 2011

President	TBA
Vice President	TBA
Secretary	TBA
Treasurer	TBA

Class of 2012

President	TBA
Vice President	TBA
Secretary	TBA
Treasurer	TBA

Class of 2013

President	TBA
Vice President	TBA
Secretary	TBA
Treasurer	TBA

Class of 2014

President	TBA
Vice President	TBA
Secretary	TBA
Treasurer	TBA

ATTENDANCE

Regular student attendance is essential in order for a student to maximize his or her success. Bristol-Plymouth expects its students to maintain good attendance and to be absent from school only when absolutely necessary. **Vacations are not condoned during school time and any vacation taken during school time shall be subject to the school's attendance policy. (See below)** Parents must call the main office at ext. 100 in the morning to notify the school that their student will be absent. **A student who has been absent for five or more consecutive days cannot return to school without a doctor's note.**

To be in compliance with guidance directives from the Commissioner of Education regarding our attendance policy and MCAS appeals qualifications, a 95% attendance record must be maintained. In addition to receiving a passing grade, in order for a student to receive appropriate credit for classes each semester, this 95% attendance rate must be maintained. The attendance policy includes shop and academic classes. In the event a student is absent more than 5% of the time during a semester, the student will receive incomplete grades for that semester. Time lost due to tardiness and dismissals will impact attendance rate.

A parent must submit to the Pupil Services Administrator a request to have their child's academic absences reviewed within five (5) working days of being informed that the student has exceeded 4-1/2 days of academic absences during either the first or second semester.

The Pupil Services Administrator, within five days of receipt of the parents' written request, will review all appropriate information. If the appeal is granted, both the student and parent will be informed that the academic absences can be made up by attending an approved make-up program at Bristol-Plymouth Regional Technical School.

The student will be required to make-up each day absent beyond the 4-1/2 days allowed per semester. Upon completion of the made-up days, a grade will be issued to the student.

Although teachers and counselors will try to notify students who are in danger of not qualifying for credit due to absenteeism beyond the 5% limit, **it is each student's responsibility to keep a record of his/her class attendance.** Any student who violates the attendance policy is subject to receiving no credit for any courses that semester in which he/she exceeded the 5% guideline. Exception to this policy will be granted only through appeal to an administrative review team chaired by the high school principal or his/her designee. It is the student's responsibility to submit an attendance appeal for review to the administrative review team. In the case of an appeal, all absences must be accounted for and documented. The decisions of the review team and the conditions and/or stipulations they associate with the terms of a successful or unsuccessful appeal will be final. Information concerning the appeal procedure is available through the Student Services Department.

Attendance (continued)

Appeal Process for Academic Absences

Students wishing to appeal their absences should apply in writing to the Pupil Services Administrator. After determination is made, if the appeal is granted, the credits in need of recovery will occur during an approved make-up program.

Technical Attendance

Credits are awarded for completing 250 technical hours in grade 9 and 500 technical hours in grade 10, 11 and 12. Hours must be earned within one technical area to earn technical certificate.

Shop hours are awarded to students who have successfully completed all graduation requirements. Partial hours are not awarded to students who have not graduated.

In order to receive a vocational/technical certificate and a high school diploma, a student must earn 20 credits/year in grades 10, 11 and 12. Therefore, no shop changes will be allowed after term one of the sophomore year (Unless approved by the principal, due to extreme circumstances, or in the case of severe hardships).

- A student who is absent (for any reason) will receive no shop hours for the day.
- A student who is suspended on a technical day will receive no credit for the day.

Students not maintaining the minimum number of shop hours per year risk not being promoted. As a reminder, shop absences and academic week absences are combined when calculating the required minimum 95% attendance rate. Those students who accumulate greater than seven (7) shop absences per year in grades 10, 11, 12 or four (4) absences in grade 9 after final placement will be required to attend a shop make-up program (which may occur in the summer) in order to qualify for promotion to the next grade level. Diplomas will not be presented until all hours are made up in a program approved by the principal and/or her designee. Students wishing to participate in graduation ceremonies must have met shop hour requirements one week prior to the scheduled graduation ceremony.

- **Students who are absent from shop are entitled to make up work for a grade; however, this does not affect the need to make up shop hours missed.**
- **Students will be sent home if the school determines that they pose a danger to themselves or others. A note from a health care professional (medical doctor, psychologist, psychiatrist, etc.) may be required before the student can return to school.**

TARDINESS

Any student who is not in his/her homeroom, at his/her designated place when the bell rings at 7:45 a.m., will be considered tardy.

Attendance (continued)

The discipline for tardiness to school or class is:

- Three times tardy will result in one detention.
- For each subsequent tardy during a marking term a student will be assigned a detention.
- At seven tardies: a student's parking privilege will be revoked for a period of two weeks. If the tardy problem persists, a student may lose parking privileges for the remainder of the school year.
- If a student brings a vehicle on school premises after having a parking privilege revoked, the student will be suspended.
- Any student with ten (10) tardies will be issued a day of dropout prevention.
- Tardiness, which exceeds fifteen occurrences in a given term, will result in one day suspension.

DISMISSAL FROM SCHOOL

When the nurse determines that a student is too ill to remain at school, parents/guardians will be contacted. Parents must enter the building and sign students out from the Disciplinarian's Office. If a student drives himself/herself to school, the student must sign out at the Disciplinarian's Office before leaving the building.

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

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

- The high school administration reserves the right to determine the legitimacy of a dismissal request, and to approve or deny the request.
- In cases of emergency, please call the school office so appropriate arrangements to have your child ready for dismissal can be made.
- No student will be released from school on the basis of a phone call, unless the person calling can be identified.
- Children will not be dismissed to another adult, including a non-custodial parent, without the written permission of the custodial parent or guardian.

Dismissal from school (continued)

- Court documents such as restraining orders and custody agreements must also be on file in the school office.
- Any adult, including parents, will be asked to present proof of identification when picking up a student.

ATHLETICS

Athletics are governed by MIAA regulations. At Bristol-Plymouth, all athletes, including but not limited to, baseball, basketball, cheerleading, cross-country, football, golf, soccer, softball, track, volleyball, and wrestling, will meet the MIAA regulations.

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

INTERSCHOLASTIC ATHLETIC ELIGIBILITY

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

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

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

Incomplete grades may not be counted toward eligibility ***until they are made up following school policy.***

A student cannot count for eligibility any subject taken during the summer vacation, unless that subject has been previously pursued and failed.

A student receiving services under IDEA whose individualized education plans is a 502.4 or more restrictive prototype may be declared academically eligible by the principal provided that all other eligibility requirements are met.

ATHLETIC POLICY FOR ATHLETES MISSING PRACTICES OR GAMES

Excused Absences for Missing Practice

1. SICKNESS – must have a note from parents or this absence is unexcused.

Athletic Policy for Athletes missing practice or games (continued)

2. DOCTOR/DENTIST APPOINTMENT – Unexcused until coach receives note from the doctor or the dentist.
3. LICENSE APPOINTMENT.
4. SPECIAL CIRCUMSTANCES – note from parents.

Examples of Unexcused Absences

1. WORK
2. DRIVER'S EDUCATION

Penalties for Missing Practice

- 1st offense – Next game suspension.
2nd offense – Suspended for next two (2) games.
3rd offense – Dismissal from the team.

Excused Absences for Missing a Game

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

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

CHEMICAL HEALTH / ALCOHOL/DRUGS / TOBACCO POLICY

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

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

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

Chemical Health/Alcohol/Drugs/Tobacco Policy (continued)

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

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

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

Good Citizen Rule:

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

POLICY FOR UNRETURNED SPORTS EQUIPMENT

Sports equipment is the property of the school district and students are responsible for its care. Students who do not return sports equipment at the end of the season will be subject to detention and restitution. Students returning sports equipment which has been damaged must pay for repairs. Students who do not return sports equipment must pay for the item or items. A student cannot participate in another sport until all equipment is turned in from previous sports.

JEWELRY IN ATHLETICS

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

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

DISCIPLINE

The issue of student discipline is paramount in creating an atmosphere for learning and maintaining order and safety in school. The Supreme Judicial Court has clearly indicated its intent to uphold the necessary and proper latitude given the school committee in matters of student discipline. On the following pages are the written rules and disciplinary philosophy of Bristol-Plymouth Regional Technical School as required by Massachusetts General Laws, Chapter 71. Where a written rule does not cover specific conduct which is clearly wrongful and deleteriously affects the school community, the school administration as designated by the Bristol-Plymouth Regional School District Committee will take action.

Bristol-Plymouth is a place of business – that business being LEARNING – and students are expected to conduct themselves accordingly. Students are to show due respect for administrators, teachers and staff members and obey directions given them. Showing disrespect for administrators, teachers and staff members is a serious disregard for school rules and will be subject to disciplinary action. Public displays of affection are prohibited. Students who persist in this practice will be considered insubordinate.

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

Offense	Disciplinary Action
Academic/Technical Dishonesty.....	Detention to Suspension
Assault.....	Suspension to Expulsion
Battery	Suspension to Expulsion
Bomb Threat.....	Suspension to Expulsion
(Notification to police and fire officials. This violation can result in a fine or imprisonment or both.)	
Cafeteria Disturbance.....	Detention to Suspension
Cell Phones (See Electronic Devices, p.32)	Confiscation to Detention to Suspension
Cheating	Detention to Suspension
Class Disturbance	Detention to Suspension
Continued Safety Violation	Suspension to Expulsion
Cutting Class	Detention to Suspension
Eating or Drinking Outside of the Cafeteria	Detention
Excessive Noise in Hallways	Detention
Extortion/Coercion.....	Suspension to Expulsion
Failure to Identify Oneself to a Faculty or Staff Member	Detention to Suspension
Failure to Obey Driving and Parking Regulations.....	Detention to Suspension
Failure to Return Borrowed Safety Glasses	Detention to Restitution
Failure to Return Sports Equipment/Uniforms	Detention to Restitution
Fighting.....	Suspension
Forgery	Detention to Suspension
Gambling.....	Suspension
Harassment.....	Suspension to Expulsion
Horseplay in the Corridor.....	Detention to Suspension
Horseplay in Shop	Detention to Suspension
Improper School Dress.....	Change to Appropriate Clothes/Detention

Discipline Offenses (continued)

Inhalant Abuse (See Inhalant Abuse Policy, p. 23)	Suspension to Expulsion
Improper Use of Passes	Detention to Suspension
Insubordination.....	Suspension
Issuing Threats.....	Suspension to Expulsion
Leaving School Without Permission	Suspension
Lewd or Lascivious Behavior	Suspension to Expulsion
Littering Corridor.....	Detention
Major Classroom Disturbance	Suspension
Malicious Damage to Property	Suspension to Expulsion & Restitution
Misconduct on Bus (See Transportation, p. 67)	Detention to Suspension to Expulsion
.....	Suspension of Bus Privilege
No Pass in Corridor	Detention
No Physical Education Clothes	Detention
No Safety Glasses.....	Detention
No Shop Clothes	Detention
No I.D. Card	Detention
Not in Assigned Area of the School.....	Detention to Suspension
Overdue Library Material.....	Detention
Parking on School Grounds Without Permission.....	Detention to Suspension
Possession of Controlled Substance (See Educational Reform Act, p. 19),	Suspension to Expulsion
(See Drug Policy, p. 22)	Suspension to Expulsion
Possession of Fireworks.....	Suspension
Possession of Noise-Making Pagers & Radios	Detention to Suspension
Possession of Pornographic Materials	Suspension to Expulsion
Possession and/or Selling Stolen Property on School Grounds.....	Suspension to Expulsion
Possession of Weapon or Weapon Facsimilies (See Educational Reform Act p.19.....	Suspension to Expulsion
Running in Corridor	Detention
Shop Safety Violation	Detention to Suspension
Skipping Detention (per term)	
1 st Offense Detention	2 Detentions
2 nd and Subsequent Offenses.....	Suspension
Smoking or Possession of Smoking Materials (including smokeless tobacco)	
1 st Offense Detention	Detention to Suspension
2 nd and Subsequent Offenses.....	Suspension
Sounding False Alarm/Tampering with Alarms.....	Suspension to Expulsion
(Notification to police and fire officials. This violation can result in a fine, imprisonment or both.)	
Spitting	Student Clean-Up and Suspension
Stealing	Suspension
Teacher Abuse	Suspension
Throwing Object	Suspension
Truancy	Suspension
Unacceptable Language.....	Detention to Suspension
Violation of videotaping and/or oral Communications Policy	Detention to Expulsion

Discipline Code (continued)

Violation of Cafetorium Food & Beverage Regulation Detention to Suspension
Violation of Computer Use Policy - Loss of computer/network privileges and/or Detention to
(See Computer/Internet Policy, p. 33)Suspension to Expulsion
Wearing a Hat in Class..... Detention

If detention is cancelled for any reason on a given day, the student is to report for detention on the next day detention is held.

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

While on suspension it is understood that students are to remain at home during school hours and are not to participate in any school function or be on school grounds for any reason, unless authorized by the principal.

Students who are assigned Dropout Prevention are to immediately leave the building at the close of school and are not to participate in any after school function or activities on the day or days of suspension.

STUDENT SUSPENSION AND EXPULSION POLICY

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

PROCEDURE FOR SUSPENSION AND/OR EXPULSION

SUSPENSION (up to ten days)

Student will be referred to the disciplinarian or the appropriate administrator. If the situation merits suspension, the student will be informed verbally that he/she is suspended for a specified number of days. That student will be asked to return to school with a parent or guardian. The principal or his designee will make every effort to notify the parent or guardian of the suspension by phone. A letter will also be sent on that same day to the parent or guardian indicating:

1. Reason for suspension.
2. Number of days suspension is in effect.
3. Request for parent to return on specified day to discuss student's re-entry to Bristol-Plymouth.

(Over 10 days)

In the event the student is to be suspended for more than ten days or expelled, the principal will send a registered letter to the parent or guardian including the following information:

1. Statement of the charges.
2. Notice of hearing.

Discipline (continued)

3. Student's right to be represented and the opportunity to present evidence and witnesses at said hearing before the principal.

Procedure for Suspension of Special Education Students (M.G.L. c76, sections 16-17 and 34CPR 300.530 – 537)

General Requirements: Procedures for suspension up to 10 days and after 10 days

Any eligible student may be suspended up to 10 days in any school year without implementation of the following procedures. After a student in special education has been suspended for 10 days in any school year, during any subsequent removal from school, Bristol-Plymouth will provide sufficient services for the student to continue to receive a free and appropriate public education.

Bristol-Plymouth provides additional procedural safeguards for students with disabilities prior to any suspension beyond 10 consecutive days or more than 10 cumulative days (if there is a pattern of suspension) in any school year, as listed below.

Procedures for suspension of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days

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

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

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

Interim alternative educational setting. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the team) for up to 45 school days on its own authority if the behavior involves weapons or

Discipline (continued)

illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is “substantially likely” to injure him/herself or others.

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

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

Procedural requirements applied to students not yet determined to be eligible for special education

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

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

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

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

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

CRIMINAL BEHAVIOR PROTOCOL

If a student engages in criminal behavior on school premises or at a school sponsored or school related event, including athletic games, school personnel may request police to respond, after which issuance of a criminal complaint may occur.

Within five days of the reported incident a report shall be submitted by the investigating police officer to the principal of the school.

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

WEAPONS, CONTROLLED SUBSTANCES, ASSAULTS

(Legally mandated responses in accordance with the Education Reform Act: MGL Chapter 71, Section 37H)

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; of a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, administrator, teacher, teacher's aide or any staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten (10) days from the date of expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- (e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If the student does **apply** for admission to another school or school district, the superintendent of school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

Felony Complaint or Conviction of Student; Suspension; Expulsion; Right to Appeal
(In accordance with Chapter 71, Section 37H-1/2 of the General Laws of Massachusetts)

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

Criminal Behavior Protocol (continued)

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

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

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

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

Criminal Behavior Protocol

be the final decision of the city, town, or regional school district with regard to the expulsion.

Upon expulsion of such student, no school or school district shall be required to provide educational services to the student.

PHYSICAL OBJECTS ON SCHOOL PROPERTIES (CITY OF TAUNTON ORDINANCE)

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

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

AUTHORITY TO ARREST: A police officer shall have the authority to arrest without a warrant any person he has probable cause to believe has violated any provision of this article.

FIREARMS

Chapter 269, Section 10:

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

AGGRESSIVE ASSAULTIVE BEHAVIOR

Students in the act of fighting who do not respond to verbal attempts to break them apart and cease, will be disciplined for aggressive assaultive behavior. In addition to the fighting penalties outlined in the Discipline Code students displaying aggressive assaultive behavior will be subject to a suspension of not less than five (5) days for the first offense. A second offense may result in expulsion.

DRUG POLICY

The use, sale, possession or distribution of drugs, marijuana and/or drug paraphernalia in the school building or on the school premises is strictly prohibited and is subject to punishment by law. At the discretion of the administration, law enforcement officials with canine units may enter the school to search for illegal substances.

Students apprehended and found guilty by school authorities of the use or possession of a controlled substance (drugs), and drug paraphernalia or narcotics as mentioned above will be subject to an immediate suspension for a minimum of five (5) days. The student may also be subject to expulsion from school. The incident will be referred to the appropriate law enforcement agency.

The following steps will be taken:

- a. Notify parents.
- b. Notify appropriate authorities.
- c. Re-entry following first offense is conditional upon contact with one of the following:
 1. Guidance Office.
 2. Psychologist.
 3. Outreach Agency.

Second Offense:

Students will be subject to an immediate suspension for a period of ten (10) days to a maximum punishment of expulsion.

The following steps will be taken:

- a. Notify parents.
- b. Notify appropriate authorities.

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

Such notice will contain:

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

POSSESSION OR USE OF ALCOHOLIC BEVERAGES

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

Students found guilty by school authorities of the use, sale, possession or distribution of alcoholic beverages will be subject to an immediate suspension of not less than five (5) days.

Drug Policy (continued)

Students found guilty by school authorities of a second offense for the use, sale, possession or distribution of alcoholic beverages will be subject to an immediate suspension of ten (10) days to a maximum punishment of expulsion.

Offenders who are considered a detrimental influence to the moral well being of the student body may be expelled from the school.

**INHALANT ABUSE POLICY
MASSACHUSETTS LAW ABOUT INHALANT ABUSE**

MASSACHUSETTS GENERAL LAWS, CHAPTER 270,
Crimes Against Public Health

Section 18. Substance having property of releasing toxic vapors.

No person shall intentionally smell or inhale the fumes of any substance having the property of releasing toxic vapors for the purpose of causing a condition of intoxication, euphoria, excitement, exhilaration, stupefaction, or dulled senses or nervous system, nor possess, buy or sell any such substance for the purpose of violating or aiding another to violate this section. This section shall not apply to the inhalation of anesthesia for medical or dental purposes. Whoever violates the provisions of this section shall be punished by a fine of not more than two hundred dollars (\$200) or by imprisonment for not more than six (6) months, or both. Any person who is discovered by a police officer or special police officer in the act of violating this section may be arrested without a warrant by such police officer or special police officer, and held in custody, in jail, or otherwise, until a complaint is made against him for such offense which complaint shall be made as soon as practicable and in any case within twenty-four (24) hours, Sundays and legal holidays excepted.

Students found guilty of violating the Inhalant Abuse Policy will be subject to an immediate suspension of five (5) days to a maximum of ten (10) days. The second offense will be subject to a ten (10) day suspension to a maximum punishment of expulsion.

**PERSONAL SEARCH OF STUDENTS
CONDUCTED BY PUBLIC SCHOOL OFFICIALS AND EMPLOYEES**

On January 15, 1985, the United States Supreme Court decided the case of New Jersey v. T.L.O. The decision established the following:

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

HARASSMENT POLICY

It is the policy of the Bristol-Plymouth Regional School Committee to promote a learning environment and workplace that is professional and which treats all of those who learn and work here with dignity and respect. All forms of harassment, as defined below, are unlawful and will not be tolerated at Bristol-Plymouth Regional Technical School. Because the Bristol-Plymouth School Committee takes allegations of harassment seriously, all complaints of harassment will be responded to promptly and, if found to have occurred, disciplinary action as described below may be taken.

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

Definitions

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

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

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

Marital Status Harassment. Harassment on the basis of marital status is unwelcome verbal, written or physical conduct directed at the characteristics of a person's marital status, such as comments regarding pregnancy or being an unwed mother or father.

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

Harassment Policy (continued)

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

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

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

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

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

Retaliation

It is unlawful to retaliate against any person who reports alleged harassment or against any person who files or makes a complaint of harassment, testifies, assists or participates in an investigation, proceeding or hearing relating to such harassment. An alleged harasser may be found to have violated this anti-retaliation provision even if the underlying complaint of harassment is not found to be a violation of this policy. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment and may be redressed through application of the same reporting, investigation, and enforcement procedures as for harassment.

STUDENT COMPLAINT PROCEDURE FOR HARASSMENT

1. Any student who believes he/she has been harassed by another student should report the incident to the principal, Student Services Department or any staff member. In the case of student-to-student harassment, it is the belief of Bristol-Plymouth Regional Technical School that education is the first step in resolving harassment complaints.
2. Any student who believes that he/she has been a victim of harassment by a member of the school staff should make a report to Pupil Services Administrator Services, 508-823-5151 ext. 137, or the appropriate guidance counselor, 508-823-5151 ext. 115. Harassment Complaint Forms are available in the Student Services Department.

Student-to-Student Education Procedure

The complainant meets with the Pupil Services Administrator and/or guidance counselor. The student is given the opportunity to meet with the alleged harasser face-to-face or, if that is not desirable or possible, to write a letter to the alleged harasser. The conversation or the letter should include the following:

1. An exact description of the behavior, including when and where it occurred;
2. A description of how the behavior made the victim feel – embarrassed, intimidated, angry, etc.;
3. A request that the behavior stop because it is harassment and is against the law; and
4. An agreement that if the behavior stops, nothing further will be said and no further action will be taken.

The Pupil Services Administrator and/or the guidance counselor will meet with the accused to discuss and resolve the issue either with the complainant or by going over the letter. A statement of resolution will be signed. The Pupil Services Administrator and/or the guidance counselor will document the complaint, the meeting and the resolution. This documentation shall be kept in the Pupil Services Administrator's office. Within a reasonable time following this meeting, the Pupil Services Administrator or guidance counselor will meet with the complainant to confirm resolution of the situation.

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

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

Student Complaint Procedure for Harassment (continued)

Complaint Procedure

When harassment reports are filed with the Pupil Services Administrator or guidance counselor:

Step 1

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

Step 2

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

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

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

The investigation will be completed as soon as practicable, but no later than fourteen (14) calendar days from the complaint or report. The Pupil Services Administrator shall make a written report to the school principal upon completion of the investigation. The report shall include a statement of investigatory steps taken and determination as to whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

Student Complaint Procedure for Harassment (continued)

Step 3

Following the investigation, the Pupil Services Administrator shall recommend to the School Principal what action, if any, is required. Bristol-Plymouth shall take appropriate action in all cases where the Pupil Services Administrator concludes that this policy has been violated. Any person who is determined to have violated this policy shall be subject to action including, but not limited to, warning, exclusion, suspension, expulsion, or any other remedial action including, but not limited to, training, education, or counseling. School Committee policy, state and federal law including, but not limited to, the due process protections for students with disabilities will apply.

Step 4

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

Confidentiality

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

NON-DISCRIMINATION

Bristol-Plymouth Regional Technical School does not discriminate on the basis of age, sex, disability, economic or housing status, race, color, religious creed, national origin, sexual orientation, ancestry or disability in its admission or access to its programs or activities.

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

It is the policy of the Bristol-Plymouth School Committee to oppose and prohibit, without qualification, unlawful discrimination and harassment based on race, color, religion, national origin, marital status, sex, sexual orientation, economic or housing status or disability. Any unlawful discrimination or harassment of any student of the BRISTOL-PLYMOUTH school community is a violation of this policy.

Discrimination

Discrimination consists of actions taken against another which treat them unequally because of race, religion, national origin, disability, sexual orientation, economic or housing status or gender bias. Every student is entitled to equal educational opportunities. A student may not be denied the same rights as others or subjected to discipline because of his or her race, religion, national origin, disability, sexual orientation or gender.

Discrimination (continued)

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

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

Complaint Procedure for Discrimination

Any student or staff member who feels he or she has been a victim of discrimination because of race, religion, national origin, disability, sexual orientation, economic or housing status or gender bias, should make a report to the Director of Student Services, 508-823-5151 ext. 137 or the appropriate guidance counselor, 508-823-5151 ext.115.

Alternative Complaint Procedures

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

Regulations for Title IX and Chapter 622

Regulations relating to Title IX of the Education Amendments of 1972 (Federal legislation) and Chapter 622 of the Acts of 1971 (State legislation) are currently in effect in the Bristol-Plymouth Regional Technical School.

Both laws concern themselves with discrimination. Title IX prohibits discrimination on the basis of sex in all educational activities and programs operated by the public schools, while Chapter 622 prohibits discrimination on the basis of race, color, national origin, and religion as well as sex.

Inquiries regarding compliance with Title IX or Chapter 622 may be directed to:

Title IX and Chapter 622 Coordinator
Pupil Services Administrator
Bristol-Plymouth Regional Technical School
940 County Street
Taunton, Massachusetts 02780
Phone: 508-823-5151 ext. 137 or 115

In addition, the following grievance procedure has been established for alleged discriminations relating to Title IX and Chapter 622:

Discrimination (continued)

Level I

The student allegedly discriminated against will meet with the Pupil Services Administrator to discuss the alleged discrimination.

Level II

If the alleged discrimination is not resolved satisfactorily, the matter will move to Level II, a meeting with the school principal, who will attempt to provide a solution to the problem.

Non-discrimination (continued)

Level III

If the alleged discrimination is not resolved satisfactorily, the matter will move to Level II, a meeting with the Superintendent of Schools who will attempt to provide a solution to the problem

If a resolution cannot be reached locally, or if the grievant wishes to bypass the local procedure, the Bureau of Equal Educational Opportunity (Chapter 622) or the Office of Civil Rights (Title IX) may become involved.

**AN ACT PROHIBITING THE PRACTICE OF HAZING
MASSACHUSETTS GENERAL LAWS, CHAPTER 269,**

SECTIONS 17 AND 18:

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 (\$3,000) or by imprisonment in a house of correction for not more than one (1) year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections 17 and 18, shall mean any conduct or method of initiation into any student organization whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects each student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18. Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such crime, to the extent that such person can do so without danger or peril to himself or others, should report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine.

DRESS CODE

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

- Hats, hoods, caps, sweatbands, bandannas and sunglasses must be removed upon entering the school building. They, along with backpacks, stringbags, bookbags, and any oversized bags (including purses) are to be immediately placed in student lockers. A bag is considered oversized if it is larger than 9" x 11". Coats, jackets, hooded sweatshirts which are lined and heavier than are considered light indoor wear must be placed in student lockers and remain there until the end of school (2:15 p.m.).
- Undergarments must be covered at all times.
- Any clothing which is disruptive or distracting to the educational process is forbidden. Distracting or disruptive clothing includes, but is not limited to jeans that are cut or ripped, tight fitting clothing, transparent clothing or clothing that reveals cleavage, upper and lower back, midriff, and upper thigh. Tops must be long enough to cover the mid-section when arms are raised above the head.
- Shoulder strap width must be a minimum of 2" (i.e. tank tops, sleeveless muscle shirts, and off-the-shoulder styles are not allowed).
- Skirts, skorts and short length or slits in skirts must not be higher than 3 inches from the bend in the back of the knee. Any person wearing a skirt (with or without a slit) higher than 3 inches is required to wear leggings.
- No skirt, shirt or tunic worn with leggings will be more than six inches above the knee.
- Hairbands must be no more than ½" in width and must be placed above the hairline. Hairbands of the correct width placed below the hairline will be considered sweatbands that violate the dress code.
- No novelty headgear.
- There will be no obscenities, vulgarities, or any other objectionable reference to drugs, alcohol, weapons, sex, race, tobacco or violence visible on any student including but not limited to clothing, jewelry, visible body parts or possessions.
- Wallet, belt and other chains or any ornamentation that could be used as a potential weapon or a safety hazard are forbidden.
- Any clothing which is or resembles pajamas (tops or bottoms) or bedroom slippers
- Footwear with wheels is forbidden.
- Protective footwear (i.e. work shoes or boots) shall be worn by all students in all shops where there is a danger of foot injuries.
- No piercing jewelry is allowed that is pointed, jagged or otherwise deemed dangerous or potentially harmful.
- Gloves of any kind are not allowed and are to be removed upon entering the building.
- No adornments will be worn which are sharp, pointed, jagged or could in anyway be a safety hazard, e.g. safety pins.
- Necklines of shirts must be within four finger widths of collar bone level.

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

Dress Code (continued)

- 1st offense: correct clothing and/or one (1) detention.
- 2nd offense: correct clothing, call to home and two (2) detentions.
- 3rd offense: same as above with possible one (1) to three (3) day suspension.

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

Special uniforms are required in the Culinary Arts, Community Health and Early Childhood Education programs.

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

ELECTRONIC DEVICES

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

Cellular phone use after 2:15 p.m. is limited to common areas such as the lobby and the hallways. No students are to use cell phones while participating in classes or activities.

VIDEO TAPING AND INTERCEPTION OF WIRE AND/OR ORAL COMMUNICATIONS

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

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

COMPUTER AND INTERNET ACCEPTABLE USAGE POLICY

Terms of Usage

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

The Internet

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

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

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

Please take the time to discuss this issue with your son or daughter. There are several informational sites available to parents that offer suggestions on how you might better protect your children. Three sites that we often see referenced are:

<http://www.wiredsafety.org/>;
<http://www.wiredkids.org/>; and
<http://stopcyberbullying.org/>.

Rights and Privileges

The student user has full rights (within the limits of these guidelines, responsibilities and prohibitions) to the instructional-networked resources provided by Bristol-Plymouth. The student's network account may provide for personal storage space on Bristol-Plymouth

Computer and Internet Acceptable Usage Policy (continued)

network, which should be treated as a student locker and should be cleared periodically. It is important that the students keep passwords secure and private.

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

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

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

Disclaimers

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

School Computer and Internet Usage

Not all of the information freely available on the Internet is reliable or helpful. Students must evaluate the source of the information, as well as the information itself, to determine its appropriateness and usefulness.

Computer and Internet Acceptable Usage Policy (continued)

In addition to providing information, the Internet is capable of providing the means to communicate directly with others via “instant or private messaging” programs, video conferencing programs, and other means. Also, there are many places and software technologies that will allow for the free exchange of files between computers over the Internet, such as email. Not all of these methodologies are appropriate for an educational environment as outlined in this document.

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

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

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

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

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

ACCOUNT USER IDS AND PASSWORDS

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

Computer and Internet Acceptable Usage Policy (continued)

Hardware

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

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

Plagiarism

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

Contact

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

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

Summary

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

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

Computer and Internet Acceptable Usage Policy (continued)

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

Computer and Internet Acceptable Usage Policy (continued)

- Use proxies or other means to bypass the content filtering systems in place and or defeat any settings that prevent the access of material deemed and flagged as inappropriate by the blocking devices.
- Use remote accessing software, hardware or web based services to take control of any network attached device or workstation located either inside or outside the school network.
- Use computers, Internet, or other technology for any purpose that is inconsistent with the educational purpose intended.
- Remove any License decals or inventory control tags attached to the systems.

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

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

PROCEDURES & EXPECTATIONS

- 1) **Appropriate Use** - Use of the Internet must be in support of education and research, and consistent with the educational objectives of the Bristol-Plymouth Regional Technical School District. Users shall not access inappropriate material. Transmission of material in violation of any state or federal regulation is prohibited. Use for commercial activities, product advertisement or political lobbying is prohibited.
- 2) **Privileges** - **USE OF THE INTERNET IS A PRIVILEGE, NOT A RIGHT, AND INAPPROPRIATE USE WILL RESULT IN A CANCELLATION OF THOSE PRIVILEGES.** The Assistant Director/Principal or his/her designee will deem what is inappropriate use and their decision is final. The Assistant Director/Principal or his/her designee may deny or suspend access privileges at any time. The Technology Director may temporarily suspend specific user access at any time pending review of circumstances by the Assistant Director/Principal or his/her designee.

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

- 3) **Precautions** - Do not disclose personal information about yourself or others through use of the Internet chat rooms, instant messaging, or e-mail. Such information includes but is not limited to your name, school, home address, telephone number, credit card, and checking account numbers.
- 4) **Chat Rooms, Instant Messaging, On-Line Journals, and Blogs (web logs)** - Students

Computer and Internet Acceptable Usage Policy (continued)

shall not use chat rooms, and other forms of direct electronic communications (i.e. instant messaging services) except under the direct supervision of a teacher present during the entire session. These forms of communications shall only be used for specific school-related assignments approved by a teacher.

Any user identified as a security risk by the principal or his/her designee may be denied access to the network. Damage caused by the intentional misuse or vandalism of equipment will be charged to the person who committed the act.

Consequences

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

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

The principal or his/her designee may close an account at any time as required. The administration, faculty and staff of Bristol-Plymouth may make a request to the Principal or his/her designee to deny, revoke or suspend specific user accounts based upon violations of this policy.

GRADES

PROMOTION REQUIREMENTS

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

Grade	Class of 2014	Class of 2013	Class of 2012	Class of 2011
9	40	40	40	40
10	80	80	80	80
11	120	120	120	120
12	160	160	160	160

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

Scheduled block classes = 2.5 credits / semester

Scheduled period classes = 1.25 credits / semester

Shop = 20 credits / year

SPECIAL NOTE:

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

GRADUATION REQUIREMENTS

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

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

Students who have met all of our local requirements and have passed the required state assessments (MCAS) will be granted our traditional high school diploma. Students who have fulfilled all of our local requirements and have not passed the requisite state assessments at the time of graduation will be granted a Certificate of Attainment. It is our recommendation that both groups of students participate in the graduation ceremonies with no implied or stated distinction made between the two categories of graduates. If, after

Grades (continued)

graduation, we receive passing MCAS scores for students who heretofore received Certificates of Attainment, those students will be issued High School Diplomas as soon as the favorable test results are received. We believe this process to be fair and equitable especially when considering that MCAS retest results are not expected to be available until after the traditional graduation ceremonies have commenced.

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

Criteria

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

All requirements for graduation must be made prior to the end of the school year in order for the student to participate in the exercises.

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

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

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

GRADING SYSTEM

The marking system is as follows:

Letter Grade/Grade Points

A+ = 4.50	C = 2.25
A = 4.25	C- = 2.00
A- = 4.00	D+ = 1.50
B+ = 3.50	D = 1.00
B = 3.25	F = 0.00
B- = 3.00	NC = No Credit (0.00)*
C+ = 2.50	I = Incomplete
	M = Medical

Grades (continued)

*NC—Indicates that the student has made little effort and/or no progress in completing the required curriculum objectives. Any student receiving a NC receives no credit for that semester and must make up that credit before promotion to the next grade.

Weighted grading policy for School Year 2010 / 2011.

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

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

HONOR ROLL

To qualify for the Honor Roll a student must:

1. Earn a “B” or above in shop.
2. Earn a ‘B’ or above in every academic class.
3. Earn at least a pass-not recommend in Grade 9 Exploratory.
4. Maintain satisfactory conduct and effort.

ACADEMIC / TECHNICAL HONESTY

The faculty and administration urge all Bristol-Plymouth students to commit themselves to a high standard of academic honesty and integrity. Students shall strive to personally avoid cheating, allowing others to cheat from them, participating in acts of plagiarism and any other behaviors that could be construed as dishonest.

A student will receive no credit if it is determined that the student’s work is not his/her own (cheating).

MEDICAL EXCUSES

Students who receive a medical excuse (M) for a marking period or periods are required to complete all academic and shop work missed during their absence (except in Physical Education). Because of the extenuating circumstances and length of the absence, make up time arrangements must be made with teachers and supervisors involved and approved by the principal.

MAKE-UP POLICY FOR MISSED ASSIGNMENTS

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

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

INCOMPLETE TERM GRADES

If a student earns an incomplete as a term grade, it is the student's responsibility to complete the work in order to earn a letter grade. Incomplete term grades not changed within the 10-day allowance will automatically become an "F".

SILENT READING PROGRAM

In many academic classes, students spend the first 10 minutes of their block-long class reading silently. The purpose of this activity is to build reading fluency and comprehension as well as instill the habit of reading. Reading across the curriculum is an important support for a student's academic success. High stakes exams like MCAS challenge a student's reading skills even when they test math or science. The ability to read fluently, the ability to read difficult texts, knowing how to use fix-up strategies, and other literacy competencies are good predictors for high performance on such exams.

STUDENT LIFE

CAFETERIA REGULATIONS

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

1. Each student is responsible for cleaning the table after eating. Students must remove trays, dishes and utensils from the table before leaving the cafeteria. Students observed leaving trays or trash on tables in the cafeteria will face disciplinary action.
2. Students should not wander around the cafeteria during lunch period.
3. Students who cannot conduct themselves in accordance with the above regulation will be assigned a special seating area for lunch.
4. Students are to conduct themselves in an orderly manner in passing to and from the cafeteria and while in the cafeteria. Running in the corridor is not allowed.
5. No student is allowed in the corridors during their lunch period except by special permission.
6. Food (including candy and gum) and beverages are not to be consumed on school property at any time during school hours other than in the cafeteria. NO food or beverage is to be taken out of the cafeteria. No take-out food is allowed to be delivered to the school.

STUDENT ACTIVITIES

In order to be eligible to be elected to office or to maintain a position of leadership, students shall, at all times, maintain the requirements as consistent with Interscholastic Athletics Eligibility section.

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

Incomplete grades may not be counted toward eligibility ***until they are made up following school policy.***

A student cannot count for eligibility any subject taken during the summer vacation, unless that subject has been previously pursued and failed.

A student receiving services under IDEA whose individualized education plan indicates a placement level of "high" may be declared academically eligible by the principal provided that all other eligibility requirements are met.

Student Life (continued)

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

Students returning to school after a lengthy absence for reasons including but not limited to illness, suspension, or safety concerns will be required to be accompanied by a parent or guardian at a re-entry meeting.

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

DRIVING REGULATIONS/PARKING PERMITS/REGULATIONS

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

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

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

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

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

Improper or careless driving on the part of a student will result in suspension or revocation of parking privileges and may include additional disciplinary action. **The speed limit on school grounds is 10 MPH at all times.** Students must park in the white lined spaces in the designated student parking areas only. No angle parking is allowed.

Upon arrival to school in the morning, students should immediately enter the building. After exiting the buses or cars, students must enter the building and not return to the parking lot. After the close of school, students are to leave the parking lot immediately.

Student Life (continued)

Serious motor vehicle violations will be reported to the Registry of Motor Vehicles and/or the local police department.

High school students are not allowed to park automobiles, motorcycles or motor scooters on school property unless they have been issued a parking permit. The driver of any vehicle parked in an unauthorized place or without proper authorization will be subject to disciplinary action. **Students must apply for a parking permit from the Discipline Office by the end of the second week of school. Students applying for new permits during the school year must apply for the permit before bringing their vehicle on school grounds. Parking permits can be obtained during lunches or after school in the Disciplinarian's office.**

Permits are issued to licensed drivers. Before a permit is issued, the student must have parental permission.

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

Students who fail to conform to Massachusetts rules of the road will be considered driving recklessly and be referred for disciplinary action which may result in loss of driving privileges.

ENTERING AND EXITING THE BUILDING

Students should not enter the building prior to 7:30 a.m. Any student who enters the building prior to 7:30 a.m. must report directly to the cafeteria. Any student waiting for transportation after 3:30 p.m. must wait in the gym link.

FIELD TRIPS

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

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

HOMEWORK

Study periods are not provided in the daily class schedule, so parents should be aware that homework responsibilities can only be accomplished at home. Students should be aware that it is suggested that all teachers assign approximately twenty (20) minutes of homework

Student Life (continued)

every night and that homework grades comprise a significant percentage of each student's final term grade.

AGENDA BOOKS

Agenda books are utilized at Bristol-Plymouth for multiple purposes. Students are to write assignments in their agenda books to help them to develop organizational skills and to keep track of assignments and their due dates. Agenda books also serve as a means of communication between school and home, as a review of the agenda book will keep parents informed of all assignments. Agenda books are also hallway passes. All students leaving a shop or class must have their agenda book signed by the instructor with the date, time and destination clearly documented. Students are given one agenda book per year and if lost, the student is responsible for purchasing a replacement. Students are only allowed to use their own agenda book.

LOCKERS

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

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

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

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

UNDER NO CIRCUMSTANCES SHOULD BOOK BAGS, BACKPACKS, STRINGBAGS, OVERSIZED BAGS OF ANY KIND (greater in size than 9" x 11"), GYM BAGS, OUTER CLOTHING OR LUNCHES BE TAKEN INTO THE CLASSROOM OR LEFT IN THE CORRIDOR.

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

Student Life (continued)

interference with school purposes or an education function, or which are forbidden by state law or school rules.

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

MOTOR VOTER LAW

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

NATIONAL HONOR SOCIETY

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

Candidates must have a cumulative scholastic average of at least 'B'. Scholastically eligible candidates will be invited to complete a student information form once a year.

Any student who wishes to be considered for membership into the National Honor Society should see the National Honor Society Advisor to get information and the required forms.

SCHOOL DANCE POLICY

1. All dances must first be approved by the principal. A Student Activity report must be filled out.
2. All dances will begin after 6:00 p.m. and end at or before 11:00 p.m. unless authorized by the principal. No one will be admitted to the dance more than two hours after it begins.
3. A police officer will be in attendance.
4. The particular club or organization sponsoring the dance must provide six adult chaperones.
5. Students leaving the building must immediately leave the school premises and cannot return to the dance.
6. Any person attending a dance must be a Bristol-Plymouth student, or the guest of a Bristol-Plymouth student. All students and guests must sign-in at the door and present a clear photo I.D. Any person that is not a Bristol-Plymouth student, and is not on the guest

Student Life (continued)

list will not be admitted. All BRISTOL-PLYMOUTH students MUST register their guests with the appropriate advisor before the day of the dance. (An approved Guest Request Form must be on file in the Disciplinarian's office at least one week prior to the dance. (See Appendix A)

7. BRISTOL-PLYMOUTH students are responsible for the behavior of their guests.
8. In accordance with state law no smoking is allowed.
9. Students are bound by the Discipline Code at all school functions, including dances.

STUDENT IDENTIFICATION CARDS

Each student will be issued a student identification card upon entering as a new student. The student must have their I.D. card with them during the school day. This student I.D. card is used to obtain/purchase a full price, reduced price or free lunch each day. The student must present their I.D. card upon request by administration, teaching staff or other appropriate staff to assist with the security of the facility.

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

STUDENT PASSES

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

STUDENT VISITATION

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

SMOKING

The Bristol-Plymouth Regional Technical School is smoke free. This applies to the school building, the school grounds and the school buses. The use of smokeless tobacco is also prohibited.

SCHOOL DELAY / CANCELLATION

In case of severe weather which necessitates cancelling or delaying the start of the school day, the One Call Now System will be utilized. A message will be sent to each student's home. For those students without telephone service a "no school" or "delay start" notice will be broadcast on WBZ-TV – Channel 4, radio and the B-P website: www.bptech.org.
Student Life (continued)

Radio Station **WSAR 1480 AM**

TV Channels **WBZ (4)**

SCHEDULE AFTER SCHOOL CANCELLATION

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

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

TELEPHONE CALLS

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

TEXTBOOKS

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

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

STUDENT SERVICES DEPARTMENT

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

The Student Services Department provides information, services and materials for students and parents. Information available includes school and college catalogues, employment and occupational information, scholarship and financial aid booklets; armed services brochures, and College Board test information.

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

All grade 9 students: **Mr. Glenn Lopes**

Grade 10-12

1. Carpentry, CIT, Electricity, Machine Tool Tech, CNT, Early Childhood Education:
Ms. Tina Bennett
2. Collision Tech, Auto Tech, Community Health, Culinary Arts, Dental Assisting, Graphic Arts: **Ms. Megan McGraw**
3. Commercial Art, CAD/CAM, Drafting, HVAC, Metal Fab, Cosmetology, Plumbing:
Mrs. Marjorie Magny-Black

Section 504 School Accommodation Plan

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

Change of Student Information

Please notify the Student Services Department immediately of any change in student information, for example: change of guardian, address or cell, home or work telephone number, If you are moving outside of the regional school district, you must come to the Student Services Department for completion and signature of both the *Records Release* and *School Leaver* forms.

Course Changes

Please note that teachers, counselors and parents are all involved in the initial course selection process prior to the start of each school year. Due to the fact that course selections are based upon careful consideration and recommendations that reflect a student's past achievement, course changes require a series of approvals.

The procedure for dropping or adding subjects is as follows:

1. The student should make an appointment to discuss the proposed change and obtain a course change request form from his/her counselor.
2. The counselor will consult with the teacher and academic coordinator upon receiving the course change request form.
3. Administrative approval and parent approval are required for changing the level of a course.
4. Students must follow their current course schedule until a course change request form is completed and a new schedule is issued.
5. Unless teacher-initiated, students may not change a course after the mid-term date.
6. Requests for course changes based on teacher preference will not be considered.

College Testing Programs

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

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

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

Currently, Bristol-Plymouth is not a testing center for the SAT or the SAT Subject tests. The Guidance Office, however, provides all necessary forms and practice booklets for these tests. Students may elect to take these tests at a convenient test center on designated Saturdays throughout the school year. Places and dates for these tests are provided through the Guidance office. Registering to take these tests is typically done on-line at www.collegeboard.com. Some colleges may prefer the ACT offered by the American College Testing program. More information on the ACT can be found by going to www.act.org. Students with questions about college admission tests should contact their guidance counselor.

Child Abuse/Neglect

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

The Mandated Reporter Statute C.119 S51A. Injured Children, Reporters

Any physician, medical intern, hospital personnel engaged in the examination, care or treatment of persons, medical examiner, psychologist, emergency medical technician, dentist, nurse, chiropractor, podiatrist, osteopath, **public or private school teacher, educational administrator, guidance or family counselor, priest or clergy, day care worker** or any personnel paid to care for or work with a child in any public or private facility, or home or program funded by the Commonwealth or licensed pursuant to the provisions of chapter twenty-eight A, which provides day care or residential services to children or which provides the services of child care resources and referral agencies, voucher management agencies, family day care systems and child care food programs, probation officer, clerk/magistrate of the district courts, parole officer, social worker, foster parent, firefighter or policeman, office for children licenser, school attendance officer, allied mental health and human services professional as licensed pursuant to the provisions of section one hundred and sixty-five of chapter one hundred and twelve, drug and alcoholism counselor, psychiatrist and clinical social worker, who, in his/her professional capacity shall have reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse inflicted upon him/her including sexual abuse, or neglect, including malnutrition, or who is determined to be physically dependent upon addictive drug at birth, shall immediately report such a condition to the department by oral communication and by making a written report with-in forty-eight hours after such oral communication: provided, however, that whenever such person so required to report is a member of the staff of a medical or other public or private institution, school or facility, she/he shall immediately either notify the department or notify the person in charge of such institution, school or facility, or that person's designated agent, whereupon such person in charge or his/her said agent shall then become responsible to make the report in the manner required by this section. Any such person so required to make such oral and written reports who fails to do so shall be punished by a fine or not more than one thousand dollars. Any person who knowingly files a report of child abuse that is frivolous shall be punished by a fine of not more than one thousand dollars.

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

- Report the situation to the Pupil Services Administrator.
- The Pupil Services Administrator will work with the reporter to clarify the information and further establish cause for filing a report.

Student Services Department (continued)

- The Pupil Services Administrator or guidance personnel will assist the reporter in completing and filing the required form with the Department of Social Services.
- The parent(s)/guardian(s) may be informed that a child abuse/neglect report is being filed with the Department of Social Services, except in cases where a child's life might be endangered.

Recruiting Information (Armed Forces Recruiter Access to Students)

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

Registering for the Draft

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

Eighteen-Year-Olds

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

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

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

M.G.L. Ch. 71 Sec. 34 E Inspection of student records; persons authorized

Each school committee shall, at the request of a parent or guardian of a student, allow such parent/guardian to inspect academic, scholastic, or any other records concerning such student that are kept or required to be kept regardless of the age of the student. Each school committee shall, at the request of a student eighteen years of age or older, allow such student complete access to all school records relative to him or her.

Rights of Non-Custodial Parents

The rights of non-custodial parents to information concerning their children is governed by Massachusetts General Laws, Chapter 71, Section 34H. A non-custodial parent is eligible to receive information (report cards, progress reports, meeting notices, referral to special education for evaluation notification, attendance issues, suspension and expulsions and other information not specified) unless said parent has been denied visitation or who has been ordered to supervised visitation. Another denial of access issue is the existence of temporary or permanent protective order (restraining order).

A non-custodial parent eligible to receive information must submit a written request to the school principal. The initial request should include: certified copy of Probate Court's order or judgment relative to custody and indicating the requesting parent has not sought and been denied shared legal custody.

Upon receipt for information, the principal shall immediately notify the custodial parent of receipt of the request. Notification must be in English and the native language and sent by registered first class mail. The notification shall inform the custodial parent that the information requested shall be provided to the requesting parent after 21 days unless the custodial parent provides to the principal documentation of any court order prohibiting contact with the child or the distribution of information on the child.

In subsequent years if the non-custodial eligible parent requests information, the principal must immediately notify the custodial parent of the request.

Publication of Names and Photographs

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

Special Education Services

The goal of special education services at Bristol-Plymouth is to provide an instructional program that will minimize the student's disability and maximize his/her learning opportunities. The purpose of the program is to provide individualized instruction to meet the needs of eligible students and to develop academic, social/emotional and career technical skills. Bristol-Plymouth follows a full inclusion model for every student, including students with special needs, in all academic and technical areas.

Student Services Department (continued)

The Office of Career and Student Services can provide related services such as: Occupational, Physical or Speech Therapy, Counseling, as well as Educational and Psychological Testing.

Title I Services

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

Limited English Proficiency Services and Program

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

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

Homeless Assistance

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

Bristol-Plymouth will enroll homeless students even if they do not have the documents usually required for enrollment, such as school records, medical records, proof of immunizations or proof of residency.

There are several services available to a homeless student at Bristol-Plymouth such as: Immediate enrollment in the free meal program, assistance with purchasing school supplies and adequate clothing, transportation to and from school, access to bathing and laundry facilities, etc. Homeless families or students in need of services should contact the Homeless Education Liaison in the Office of Career and Student Services.

SCHOOL NURSE'S OFFICE

The primary role of the School Nurse is to provide nursing assessment and first aid for illness or injury to students and staff members during school hours. The nurse also facilitates health and wellness so that each student has the opportunity for academic success. Parents/ Guardians are encouraged to notify the school nurse of any acute or chronic health problems that a student may have.

Services provided in the Nurse Office include:

HEALTH RECORDS

The Management of health records, which contain, the student emergency information card, medical history, record of immunizations, physical exams, mandated screenings and medication records.

NOTE: No student will be allowed to attend Bristol-Plymouth without an up-to-date immunization record. Every student must file emergency cards with the school nurse each year, before his/her first day of school. Failure to do so will result in the student being excluded from school activity until the emergency card is filed with the school nurse. Parents are required to notify the school nurse or guidance office with any changes of a student's emergency phone numbers, or change of address as soon as they occur.

MEDICATION

The medication policy is as follows:

It is against school policy for a student to carry any medication (over the counter or prescription) with them while at school. All Medication must be dispensed by the school nurse.

All medications given at school whether prescription or over the counter medications will need a doctor's order. Medication orders must be renewed by the doctor each academic year.

The doctor's order must include the name of medication, dosage, route of administration, time which medication should be given, diagnosis, and reason for the medication. Prescription medications must be in a container labeled by the pharmacy, over the counter medications must be in their original package.

All medication must be brought to the nurses' office by an adult.

MANDATED PROGRAMS

The annual mandated health screenings as required by the state of Massachusetts are Vision, Hearing, Height, Weight and Body Mass Index for 10th grade students following current DPH guidelines. Scoliosis (postural screening) is required during the 9th grade. If a screening indicates the need for follow-up care by a primary care provider, the parent/guardian will be notified by mail.

PHYSICAL EXAMS

Freshman physicals and sports physicals are a service provided by our school physician. You will receive a notice when a date for this service is scheduled. Because your family

School Nurses' Office (continued)

physician has a comprehensive knowledge of the health status of your child, you may desire to have the required physical performed at their office. If so, please send in a copy of the physical exam to the nurse's office.

EDUCATION AND REFERRALS

The school nurse will provide teaching and educational information for the many health issues that are important to adolescents. Referrals to primary health care providers and appropriate community health agencies will be provided to students and their families when assistance is needed.

ACCIDENTS

Bristol-Plymouth Regional Technical School makes every reasonable effort to provide a safe environment at school. All accidents should be reported promptly to the school nurse. If an accident or sudden illness occurs, an assessment and appropriate intervention will be made by the school nurse, and a parent/guardian will be notified. In non-emergency situations, the parent/guardian will be responsible for transportation. In an emergency situation, a student may be transported to the hospital by ambulance, which may be at the parent's expense. Every attempt will be made to contact the parent immediately.

Emergency Information

Current student information must be available in the school nurse's office so that the nurse can contact parents/legal guardian in the event of illness or injury. The guidance department must be notified of any changes of address, telephone numbers (unlisted and unpublished included), parents' work telephone numbers and extension, etc., in case of emergency.

THE HEALTH OFFICE SHOULD BE NOTIFIED EITHER BY THE STUDENT, TEACHER, OR PARENT WHENEVER A STUDENT IS INVOLVED IN AN ACCIDENT OR WHEN THE STUDENT IS HURT IN ANY WAY.

FINANCIAL HARDSHIPS

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

STUDENT RECORDS

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

The regulations apply to all information kept by a school or school district on a student in a way that the student may be individually identified. The regulations divide the record into two parts: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school district for at least sixty years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results; class rank; school-sponsored extracurricular activities; evaluations and comments by teachers, counselors, and other persons; disciplinary records; and other information. The temporary record is destroyed within five years after the student leaves the school system.

The following is a summary of the major provisions of the Student Record Regulations concerning the rights of parents and eligible students. Under the regulations, "eligible students" are at least 14 years old or have entered the ninth grade; they may exercise these rights just as their parents may:

Inspection of Records. A parent or an eligible student has the right to inspect all portions of the student record upon request. The record must be made available within two days after the request, unless the parent or student consents to a delay.

The parent and eligible student have the right to receive a copy of any part of the record, although the school may charge a reasonable fee for the cost of duplicating the materials.

The parent and eligible student may request to have parts of the record interpreted by a qualified professional from the school, or may invite anyone else of their choice to inspect or interpret the record with them.

Confidentiality of Record. Except where the regulations specifically authorize access by third parties, no individuals or organizations other than the parent, eligible student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or eligible student.

Amendment of Record. The parent and eligible student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and eligible student have a right to request that information in the record be

Student Records (continued)

amended or deleted. They are entitled to meet with the principal (or the principal's designee) to discuss their objection to information that is in the record, and to receive a written decision. A parent or eligible student who is not satisfied with the principal's decision may appeal to higher authorities in the school district.

Destruction of Records. The regulations require school authorities to destroy a student's temporary record within five years after the student transfers, graduates, or withdraws from the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. In each case, the school must first notify the parent and eligible student and give them the opportunity to receive a copy of any of the information before it is destroyed. The above is only a summary of some of the more important provisions of the Student Record Regulations that relate to the rights of parents and eligible students. The Student Record Regulations are included in the Code of Massachusetts Regulations at 603 CMR 23.00. For detailed information, please review the regulations (copies of which should be available in every public school) and the Questions and Answers guide published by the Massachusetts Department of Education in 1995.

The parent/guardian and eligible student may request to have parts of the record interpreted by a qualified professional of the school or may invite anyone else of their choosing to inspect or interpret the record with them.

Confidentiality of Record

With a few exceptions including judicial orders, no individuals or organizations but the parents/guardians, student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent/guardian or the student. Parents/guardians will be notified if records have been ordered by the court.

All student-related information – whether spoken, written or in electronic format – involving academics, discipline, attendance, family, special needs or other educational records is strictly confidential.

TRANSFER TO OTHER SCHOOLS

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

FEDERAL NO CHILD LEFT BEHIND ACT OF 2001

On January 8, 2002, President Bush signed the *No Child Left Behind* Act of 2001 into law. The law brings sweeping changes to public schools throughout the nation. One of these changes requires that any school in receipt of Title I funds must now inform parents if their

Federal No Child Left Behind Act of 2001 (continued)

child is assigned a teacher for four (4) or more consecutive weeks who is not yet “highly qualified” under the terms and criteria outlined in the Act.

According to the *No Child Left Behind* law, a “highly qualified” teacher is one who:

1. Has obtained a Bachelor’s degree or higher;
2. Has obtained full State certification—in Massachusetts this means that the teacher has either preliminary, initial or professional teaching license; and
3. Has demonstrated competency in the core academic subject area(s) that he/she teaches.

DIRECTORY INFORMATION NOTICE

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

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

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

Ms. Karen Barrar, Pupil Services Administrator
Bristol-Plymouth Regional Technical School
940 County Street
Taunton, MA 02780

This must be filed on or before the first day of November, 2010.

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

COOPERATIVE EDUCATION AND PLACEMENT SERVICES

Job placement services are available to all graduates and current high school and post secondary students. Placement personnel maintain liaison with the personnel departments of industrial firms in the area for the purpose of locating, evaluating and placing students in available positions. Part-time jobs are sometimes available. Students interested in part-time, as well as full-time employment, should contact the Co-op Coordinator.

Cooperative Education and Placement Services (continued)

Criteria for Co-op Eligibility

To qualify for the cooperative education program at the beginning of the senior year, the final junior grades and attendance will be used. To qualify for the Cooperative Education program at the beginning of the 3rd term of the junior year, the 2nd term grades of the junior year will be used. To be eligible, students must present documentation to show that they have received an OSHA-10 card. Students must be fifteen (15) and have one and one half (1-1/2) years in the specific trade program.

Grades

1. All students must receive the recommendation of their shop instructor before being considered for the Co-op program.
2. The shop grade must be at least a "C" prior to and during co-op.
3. Overall academic grades must average at least "C" with no grade less than "D" prior to and during co-op.
4. A student may be denied co-op if he/she does not maintain a satisfactory level of school conduct.
5. Any misrepresentation on time cards may result in immediate removal from the Co-op program.
6. Failure to return time cards on time may result in discipline and/or removal from the Co-op Program.

Some employers may require drug testing for Co-op students.

EXPLORATORY AND PLACEMENT PROGRAM

Freshmen will experience all shop areas during the exposure portion of the exploratory program. This will acquaint students with the skills required in each of the occupational areas and help them make a more intelligent selection of their permanent shop.

The ninth grade exploratory program at Bristol-Plymouth is a "trial" to determine whether or not a student will substantially profit from our three and one-half year program which begins in the second half of grade nine. Admission to grade nine shop and a final shop assignment depends upon the student's performance during the exploratory period. Factors of importance are: academic achievement, interest, conduct, attendance, evidence of a positive attitude and effort during all exploratory shop experiences. Students will be encouraged to participate in non-traditional shops.

Students who do not conform to the rules and regulations and are not benefiting from the academic and technical programs may be returned to their sending school.

HEALTH & PHYSICAL EDUCATION

Health

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

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

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

Physical Education

Physical education is a required subject for students in grades 9 and 10. Physical education is offered to students in grades 11 and 12. The purpose of physical education is to contribute to the student's capacity to perform his or her daily tasks with a minimum of physical exertion on the body and to have a reserve for "crisis" situations.

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

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

The standards are:

1. Proper uniform: sneakers, white socks and appropriate physical education attire.
2. An attitude of willingness to cooperate in the activity planned.
3. Compliance with all school policies related to physical education.

All students participate in the physical education program. Students are required to maintain a passing grade for physical education. Students who fail physical education for a semester will be required to attend a summer school or successfully complete an alternative program approved by the principal.

Students are required to wear appropriate gym uniforms and sneakers for all physical education classes. All students have access to a locker in which to secure their clothing during physical education class. Students are encouraged to secure their valuables with their instructor. Locks are available through the physical education office.

Health & Physical Education (continued)

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

LIBRARY/MEDIA CENTER

The library/media center is located in Room 134, which is diagonal to the main office. The center is open at 7:45 a.m. for student and faculty use subject to the regulations set forth by the librarian and the principal.

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

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

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

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

SAFETY

Safety is habit forming and is always noticeable in the work habits of the accomplished worker. Good safety habits are intended as insurance against needless loss of time and money, as well as protection against serious accidents. Each shop has posted its own set of safety rules. It is the responsibility of each student to know thoroughly and to observe the safety rules of the department. Make proper use of all safeguards that are provided for student protection. Students who endanger themselves or their classmates by purposely violating our safety code will be subject to instant dismissal.

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

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

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

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

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

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

FIRE DRILL EVACUATION OF THE BUILDING

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

Safety (continued)

1. All staff and students must leave the building during evacuation drills.
2. Maintain absolute silence so that directions from fire officials and/or teachers may be clearly understood.
3. When outside, remain with your group and wait quietly for re-entrance according to the instructions of your teacher.

LOCKDOWN DRILL PROCEDURES

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

PHYSICAL RESTRAINT POLICY AND PROCEDURES

The purpose of the physical restraint policy as required by 603 CMR 46.00 is to ensure that every student participating in a Massachusetts public education program is free from the unreasonable use of physical restraint. Physical restraint shall be used only in extreme emergency situations, as a last resort, after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two (2) goals in mind:

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

Nothing in 603 CMR 46.00 precludes any teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault, imminent, serious, physical harm.

ASBESTOS

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

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

TRANSPORTATION

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

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

1. Conduct of students on school buses:
 - a. there shall be no extremely loud conversation, singing, radios, boisterous conduct, unnecessary noise or profanity.
 - b. students shall keep all parts of their bodies inside the bus.
 - c. there shall be no eating on the bus.
 - d. no beverages will be consumed on the bus.
 - e. athletic footwear equipped with spikes or cleats shall not be worn on the bus.
 - f. bus passes will be shown on request.
 - g. no throwing items from bus.
 - h. no use of cell phone while bus is in motion.
2. Student conduct warranting discipline:
 - a. refusal to comply with the above rules.
 - b. any action endangering the safety of other passengers.
 - c. refusal to comply with the authority of the driver.
 - d. persistent minor offenses which tend to distract the driver's attention.
 - e. defacing the bus in any manner.
3. Parents will be billed for any and all damages to a school bus caused by the student riding the bus.
4. Student's bus privileges will be suspended if they are found to be non-compliant with the discipline code/school bus rules.

LATE BUS

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

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

POLICY AND PROCEDURE FOR USE OF VIDEOCAMERAS ON SCHOOL BUSES

Student behavior on the school bus and the driver's management of that behavior are the two key elements to a safe and enjoyable bus ride. The video camera on a school bus is

Transportation (continued)

but an aid to monitor bus discipline. It does not replace the discipline policy, the authority of the bus driver or the responsibility of the school officials.

PROCEDURE

- I. Video cameras may be placed in any bus as authorized by the transportation supervisor. All students shall be notified that they are subject to being videotaped in the school bus at any time. Notification to parents of all students will be made through the school district and the Student Handbook. The actual taping shall be video only.
- II. The ideal method of videotaping shall be by scheduling the cameras on the school buses in a rotation basis so as not to select only certain buses. Based
- III. On the number of incidences of misconduct or the seriousness of this report, video monitoring of a bus route may be done more extensively.
- III. After the videotaping has been conducted, the tapes are to be stored at the transportation office for a period of ten (10) days. The transportation supervisor shall periodically review video tapings randomly selected to ensure proper school bus conduct. If no incidences are reported in ten (10) days, the tapes will be recycled.

Tapes must be dated and have the bus number and driver's name. This will ensure the proper recording of who is involved on that date and whether a substitute driver was used. A log of use of video cameras in the school buses will be kept.

- IV. If action is necessary, the normal discipline policy is to be adhered to. The videotape is to support the discipline system.

If it is to be used, supervisors, school administrators, students and parents/guardians will be contacted as necessary. Affected parties, including the bus driver, may request a review of the videotape for that bus. The videotape may be used as evidence. The requesting party must have "standing" to make that request, meaning they must be directly affected by the incident. Requests for review will be in writing.

- V. The school bus driver may request a review of the videotape to aid in writing conduct referrals. This shall take place with the district transportation supervisor or principal's designee in attendance.

Appendix A

Bristol-Plymouth Regional Technical School

School Dance
Guest Request Form

All guests of Bristol-Plymouth students who are not B-P students must have this form completed and returned prior to being admitted to the event.

B-P Student

Date of Dance: _____

B-P student name: _____

I understand that I am responsible for my guest and will be held responsible for my guest's behavior.

B-P student signature: _____

I am aware of my child's request to bring this guest to a B-P dance and that my child is responsible for the behavior of his/her guest.

B-P parent signature: _____

Year of graduation _____ Age _____ Telephone # _____

B-P Guest

Guest name and signature _____

Guest's year of high school graduation _____ Age _____ Telephone # _____

I understand that I must obey all B-P rules while attending this dance.

Guest signature _____

Guest's Parent

I am aware my child is attending a dance at Bristol-Plymouth and that my child has agreed to obey all Bristol-Plymouth rules.

Name of guest's parent/guardian _____

Signature of guest's parent/guardian _____

Telephone # _____

Guest's School

Please verify that the student is enrolled at your school and is a member in good standing. Affix school seal or stamp to the bottom of this form.

This student is currently a student in good standing at _____
(Name of high school)

Name of guest's High School Principal _____

Signature of guest's High School Principal _____

Telephone # _____

Affix School Stamp Here

Approved by:

Signature from Discipline Office Personnel (required)

Date

APPENDIX B

BRISTOL-PLYMOUTH REGIONAL TECHNICAL SCHOOL STUDENT/PARENT ATHLETIC AGREEMENT

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

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

62. 1 During the season of practice or play, a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as "NA or near beer". It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. This rule represents only a minimum standard upon which schools may develop more stringent requirements.

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

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

Minimum PENALTIES:

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

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

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

Appendix B (continued)

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

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

62.3 Steroid Use – Anabolic androgenic steroid use at the high school level is of grave concern. Some athletes use steroids, and the seriousness of the problem has been well documented. A recent study indicates that over 3% of high school seniors have tried steroids in their lifetime (NIDA, 2004). High school coaches may not be able to prevent the use of steroids altogether, but they can clearly and forcefully discourage

Appendix B (continued)

their use. Coaches should take a proactive role, learning about steroids, and then providing this information to their athletes.

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

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

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

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

63. Good Citizen Rule

63.1 Student athletes may not represent their school if they are on in-house or out-of-house disciplinary suspension. A suspended student is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension. Local policies will determine the actual days of ineligibility. (The Board of Directors suggests that policies be included in local Student Handbooks.)

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

Parent/Guardian _____ Date _____

Student _____ Date _____

APPENDIX C

HARASSMENT REPORT

STUDENT NAME _____ **DATE** _____

NAME/NAMES OF ACCUSED _____

WHAT HAS HAPPENED? _____

WHEN DID THIS HAPPEN? _____

WHERE DID THIS TAKE PLACE? _____

HOW DID YOU RESPOND? _____

WHAT WAS SAID? _____

WERE THERE ANY WITNESSES? _____

HAVE YOU TALKED ABOUT THIS TO ANYONE? _____

HOW WELL DID YOU KNOW THIS PERSON PRIOR TO THE REPORTED ACTIONS? _____

HAD THIS HAPPENED BEFORE? _____

HAVE ANY OTHERS ACTED TOWARDS YOU IN THIS WAY?

WHAT WOULD YOU LIKE TO HAPPEN NOW? _____

IS THERE ANYTHING ELSE? _____

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