



2025-2026 STUDENT HANDBOOK



STUDENT HANDBOOK

2025-2026

270 Westminster Street

Fitchburg, MA 01420

www.montytech.net/MVP

Letter *from* Leadership

Welcome to the Montachusett Vocational Partnership (MVP) Academy! We are excited to have you join us as we work to build upon the foundation that was established during our inaugural year of 2024-2025. Last year's program began with much excitement as we launched this much-needed initiative to provide workforce training to dozens of students from Fitchburg, Gardner and Narragansett Regional school districts.

Several years ago, administrators from each of your school districts joined with Monty Tech school leaders, to discuss a partnership that would allow students to take the initial steps towards a vocational career pathway. In September of 2024, after months of planning and finally securing grant funding that would make this collaboration possible, we were able to bring valuable vocational training to nearly 70 total students from Fitchburg, Gardner, and Narragansett Regional Schools.

Unlike what you may be used to, your vocational training will involve full-day, every other week hands-on lessons. You will have access to new, state-of-the-art technology and equipment in a brand-new facility. You will earn industry recognized credentials, required by so many of our industry partners in our area. You will be challenged to demonstrate both technical skills as well as those all-important "soft skills" necessary to succeed in today's workforce. You will train with licensed instructors who have worked for years in their trade and will have opportunities to meet with area employers who need trained, skilled workers to join their team.

Meanwhile, you will work with your sending districts' academic staff to ensure a well-rounded high school experience that will effectively prepare you for success in your chosen career pathway. We are proud to be a part of your educational journey and so excited to watch you grow and learn as carpenters and electricians.

While we are confident that your shared experience will be a positive one, there will undoubtedly be some individual challenges with regard to transitioning into this instructional model. This handbook will serve as an outline of expectations that you must be committed to following if your goal is to be successful at MVP Academy.

We wish you all the very best as you begin this vocational training journey towards a fulfilling post-graduate career.

Jonathan Thompson, Superintendent - Fitchburg Public Schools

Dr. Mark Pellegrino, Superintendent - Gardner Public Schools

Dr. Christopher Casavant - Narragansett Regional School District

Thomas Browne, Superintendent-Director - Montachusett Reg. Voc. Tech. School District

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TEAR-OUT PAGE

ACKNOWLEDGEMENT OF RECEIPT OF MVP ACADEMY

STUDENT HANDBOOK 2025-2026

Student Name:_____ **Grade:** _____ **Sending District:** _____

My signature below indicates that:

- I am in receipt of this Student Handbook and have reviewed its contents with my student.
- I agree to abide by the appropriate Computer Use Contract in this student handbook (see next page).
- I have read and understand Monty Tech's Vocational Restriction Policy (see next page)

Student Signature:_____ **Date:** _____

Parent/Guardian's Name:_____

Parent/Guardian's Signature:_____ **Date:** _____

**STUDENTS MUST RETURN THIS SIGNED PAGE TO
THEIR MVP INSTRUCTOR WITHIN THREE (3) DAYS AFTER RECEIPT OF HANDBOOK.**

**ALL STUDENTS SHOULD BE AWARE THAT THEY MAY BE VIDEOTAPED IN
ALL PUBLIC AREAS OF THE SCHOOL BUILDING AND GROUNDS.**

COMPUTER USE CONTRACT

(Grades 9 through 12)

I understand and will abide by the Monty Tech/MVP Academy Acceptable Use Policy*. I further understand that any violation by me of the terms of this Acceptable Use Policy may result in the suspension or termination of my computer network privileges excluding directly supervised use during classroom instruction, and may also result in school disciplinary action. If a violation constitutes a criminal offense, appropriate legal action may be taken. I further agree to compensate Monty Tech in the event that the school suffers any monetary loss, including costs, damages and attorney's fees, because of any violation by me of this Acceptable Use Policy.

Parent/Guardian Contract - (For users under 18 years of age)

As parent/guardian of the identified student on the previous page, I have read the Acceptable Use Policy* for Monty Tech. I understand that this access is designed for educational purposes. I recognize that some controversial materials exist on the Internet. I understand the access to inappropriate material will be restricted to the greatest extent possible. I have discussed with my student their responsibilities regarding the use of the Monty Tech network and Internet access. My student understands and agrees to follow the Acceptable Use Policy of Monty Tech/MVP Academy. I understand that any violation by my student to the terms of the Acceptable Use Policy may result in the suspension or revocation of their internet and/or computer privileges excluding directly supervised use during classroom instruction and may also result in school disciplinary action. I will not hold Monty Tech liable or responsible for any materials my student accesses, acquires or transmits via Monty Tech computer network and/or internet connection. I hereby give permission for my student to use the network at school. I further agree to indemnify Monty Tech for any losses, costs or damages, including reasonable attorney's fees, incurred by Monty Tech relating to or arising out of any violation by my student of the Acceptable Use Policy*.

See Acceptable Use Policy on page 23

VOCATIONAL RESTRICTION

Due to the essential importance of all students' and instructors' health and safety, any student who is found in possession of and/or having used controlled substances will be placed on Vocational Restriction. Students placed on vocational restriction will not be authorized to operate machinery or dangerous equipment until they have provided the MVP Academy Program Manager with a negative drug test result from a medical facility. Store-bought drug tests will not be accepted. All costs associated with the drug test are the responsibility of the student and/or their family.

See Student Discipline and Conduct on pages 15-19

STATEMENT OF PURPOSE

The Montachusett Vocational Partnership (MVP) Academy was established in 2023 and opened its doors to students in September 2024. The purpose of this partnership and training facility is to offer valuable vocational training programs to interested students who are enrolled in Fitchburg, Gardner, and Narragansett Regional Public Schools, and have a vested interest in pursuing house carpentry and electrical occupations upon graduation. The hands-on, vocational training will complement the academic programming delivered in the home districts, providing a well-rounded experience for participating students in their Junior and Senior year of study.

Today's educators understand the value of vocational training, and, at MVP Academy, we aim to provide our students with opportunities to learn from industry experts as part of their high school education, which will better prepare them for career pathways in carpentry and electrical occupations. The MVP Academy was made possible by the vision and collaboration of school leaders from Montachusett Regional Vocational Technical School District, Fitchburg Public Schools, Gardner Public Schools, and the Narragansett Regional School District, and is a creative solution to the need for increased access to critical workforce training programs.

Following the successful model in place at Monty Tech, selected students will adhere to a 'week about' schedule, whereby students will participate in vocational training every other week, traveling to the MVP Academy for comprehensive, hands-on training. The all-day, week-long schedule will allow students and instructors to work together on complex projects, so that students may have a strong work ethic, high-level skills, and technical proficiencies necessary to be successful in their chosen career pathway.

MVP Academy students are encouraged to continue participating in extracurricular activities in their sending districts, to complete a balanced and comprehensive high school educational experience.

SCHOOL CALENDAR AND DAILY SCHEDULE

Each participating student will follow their own school district's varying school year calendars and daily bell schedules while attending their academic classes. Students participating in the MVP Academy may experience slight differences when it comes to the school calendar or the daily bell schedule as students will adhere to the annual Monty Tech calendar when they are scheduled to be on a vocational week (see School Closing information on page 15 for more information.).

School Year Calendar: Vocational training will begin on the first full week of September, each year. Please see the 2025-2026 MVP Academy calendar below. Students in their Junior year will begin vocational training on Monday, September 8, 2025, and will follow the "B Week" schedule. Students in their Senior year will begin vocational training on Monday, September 15, 2025, and follow the "A Week" schedule.

On "A Week", Seniors attend MVP Academy, while Juniors remain in their home districts for their academic classes. During the "B Week", Juniors will attend MVP Academy, and Seniors will remain in their district for academic instruction. It should be noted that Juniors will have two additional weeks of vocational instruction after the Seniors complete their year in early May. This alternating week schedule will continue throughout the year, and is often referred to as a "week about" schedule.

2025-2026 SCHOOL CALENDAR

September 2025							September	
Su	M	Tu	W	Th	F	Sa	1	No School – Labor Day
	1	2	3	4	5	6	8	First Day Juniors – B Week
7	8	9	10	11	12	13	15	First Day Seniors – A Week
14	15	16	17	18	19	20	12	Half Day – Professional Development
21	22	23	24	25	26	27		
28	29	30						
October 2025							October	
Su	M	Tu	W	Th	F	Sa	13	No School – Columbus Day
			1	2	3	4	24	Half Day – Tour Day
5	6	7	8	9	10	11	27	No School – Tour Day
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30	31			
November 2025							November	
Su	M	Tu	W	Th	F	Sa	11	No School – Veterans Day
						1	18	Half Day – Parent Teacher Conferences
2	3	4	5	6	7	8	20	Half Day – Parent Teacher Conferences
9	10	11	12	13	14	15	26	Half Day – Thanksgiving Break
16	17	18	19	20	21	22	27-28	No School – Thanksgiving Day Break
23	24	25	26	27	28	29		
30								
December 2025							December	
Su	M	Tu	W	Th	F	Sa	12	Half Day – Professional Development
	1	2	3	4	5	6	23	Half Day – Winter Break
7	8	9	10	11	12	13	24-31	Winter Break
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30	31					
January 2026							January	
Su	M	Tu	W	Th	F	Sa	1-2	No School – New Year's Day
				1	2	3	19	No School – Martin Luther King Day
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		

2025-2026 SCHOOL CALENDAR

February 2026							February	
Su	M	Tu	W	Th	F	Sa		16-20 No School – President's Day, February Vacation
1	2	3	4	5	6	7	B	
8	9	10	11	12	13	14	A	
15	16	17	18	19	20	21		
22	23	24	25	26	27	28	B	
March 2026							March	
Su	M	Tu	W	Th	F	Sa		6 Half Day – Professional Development
1	2	3	4	5	6	7	A	
8	9	10	11	12	13	14	B	
15	16	17	18	19	20	21	A	
22	23	24	25	26	27	28	B	
29	30	31					A	
April 2026							April	
Su	M	Tu	W	Th	F	Sa		3 No School – Good Friday
			1	2	3	4	A	20-24 No School – Patriot's Day, April Vacation
5	6	7	8	9	10	11	B	
12	13	14	15	16	17	18	A	
19	20	21	22	23	24	25		
26	27	28	29	30			B	
May 2026							May	
Su	M	Tu	W	Th	F	Sa		25 No School – Memorial Day
					1	2	B	
3	4	5	6	7	8	9	A	
10	11	12	13	14	15	16	B	
17	18	19	20	21	22	23	A	
24	25	26	27	28	29	30	B	
31								
June 2026							June	
Su	M	Tu	W	Th	F	Sa		11 Half Day – Last Day of School
	1	2	3	4	5	6	A	12,15,16,17,18 Potential Make-up days for Juniors the week of June 16 - Snow, Emergency, etc.
7	8	9	10	11	12	13	B	
14	15	16	17	18	19	20	A	
21	22	23	24	25	26	27		
28	29	30						

Daily Schedule: When students are on the academic week at their home district, they will simply follow the daily bell schedule developed by their district. However, during vocational weeks, students **MUST** arrive at the Monty Tech campus by 7:30am to board the MVP shuttle bus. Students will be in their shop at MVP Academy for the start of the day at 7:45am. Instruction will typically conclude shortly after 2:00pm to allow time for shop clean-up. Classes will conclude daily at 2:30pm, with students returning to the main campus via the shuttle bus.

Because during shop days, there is a full-day, week-about schedule, there are no bells to indicate changing classes or breaks for passing time between classes. Students will remain in their shop or program classroom for the duration of the school day, which will allow students to participate in and complete complex, hands-on vocational training exercises.

See Transportation to MVP Academy section below for more information on arrival and dismissal times.

TRANSPORTATION TO MVP ACADEMY

MVP Academy Bus Transportation Monty Tech will work with your home district to identify a Monty Tech bus stop that is located near your home address. Around the third week of August, students and families will be provided with that location as well as the pick-up time that you will need to be at the bus stop. The Monty Tech bus will bring those students to Monty Tech sometime between 7:15-7:30 am. All students should remain in the school's cafeteria until 7:40am when a shuttle bus will pick up the MVP Academy students outside the main entrance and bring them to MVP Academy. In the afternoon, this process will be reversed, and students will return to campus at 2:35pm so that they can board their Monty Tech bus at 2:40pm for the ride home.

Students are required to ride their assigned bus and cannot board a different bus without receiving approval from the Program Manager. If a student needs to take a bus other than their assigned one, then a daily bus pass will be issued with consent from a parent/guardian.

For students participating in athletics, an athletic season bus pass will be provided upon confirmation from the home district. This pass will designate a stop closest to the practice location.

While being transported on Monty Tech buses, MVP Students are subject to all MVP program rules of conduct on buses and at bus stops. The bus is considered similar to a classroom or shop with the driver being the instructor. Students will be subject to all disciplinary procedures including possible suspension and/or loss of the bus privilege. The following expectations apply to the MVP Academy shuttle buses as well -

1. Pupils are permitted to converse in a normal tone, but loud or profane language is prohibited.
2. Opening or closing windows is not permitted except by permission of the driver.
3. Extending arms or hands from open windows is not permitted at any time.
4. Pupils are to cooperate in keeping the school buses clean.
5. Pupils must be on time for the bus.
6. No smoking or vaping.
7. Bus drivers may assign seats.

8. Failure to obey any of the above rules or to obey the driver may make a student liable to be suspended from school and/or to be refused permission to ride on a school bus.
9. Students who want to listen to music **MUST** use headphones or earbuds.

Finally, if an MVP Academy student misses their morning bus or will be arriving tardy to school, then their parent or guardian should drop the student off at the front entrance of MVP Academy. Likewise, if it is necessary for a student to be dismissed, the dismissal will take place at MVP Academy.

MVP Academy Student Drop-offs Aside from late arrivals or early dismissals, all student drop-offs and pickups for transportation to MVP Academy must occur at the main campus. Morning drop-offs should allow enough time for students to get breakfast if they choose or to board the shuttle bus on time. At the end of the day, all pickups will also take place at the main campus. Students are not to be dropped off or picked up directly at MVP Academy.

MVP Academy Student Drivers Students who wish to drive need to submit a student parking permit contract. This can be obtained through the MVP Program Manager. Due to limited parking, MVP students will not be allowed to park at MVP Academy. Instead, students who plan to drive to school from home should arrive at the Monty Tech main campus and park in the designated parking area for MVP Academy students, which includes the parking spots closest to the road in front of the school's gym area. These students must arrive early enough in order to board the MVP Academy shuttle bus at the main entrance at 7:40am. In the afternoon, these students will be brought back to the main campus at 2:35pm where they will be able to drive themselves home.

Again, with limited parking at MVP Academy, it is the expectation that student drivers arrive on time to board the shuttle bus. Students who arrive tardy to school should report directly to MVP Academy and park in one of the vacant sports and then report to the Program Manager. Excessive tardiness will not be tolerated and will result in the suspension of parking privileges.

The following rules apply regarding MVP parking passes:

- A. Students must park in the designated MVP spaces. Students are not allowed to park vehicles in the front of the building or at the Early Child Care Facility. Students parking in undesignated areas will receive a parking citation and be responsible for all towing expenses.
- B. Any MVP student who drives to school and needs to be dismissed should bring a signed note from a parent or guardian which approves the dismissal to the MVP Program Manager. On the day of the dismissal **only**, the student will be allowed to park at MVP Academy, thus facilitating the dismissal. As with all attendance-related issues, excessive dismissals will result in consequences including loss of parking privileges.
- C. The parking permit must be hung on the rearview mirror and visible at all times. If the student drives a different car to school then the MVP Program Manager must be notified, and the parking tag must be displayed.
- D. Students assigned a parking permit are responsible for following all Monty Tech school rules & regulations and traffic laws in the Transportation section of the MVP Handbook at all times. Students must wear a seatbelt, drive slowly and safely on school property, must not exceed the speed limit (10MPH), are prohibited from using their cell phones while driving and must obey the directions of the parking monitors. Students are responsible for their passengers.

- E. You will have to stop to let buses in/out during arrival and departure. Leaving through the one-way entrance is prohibited.
- F. Any student who uses their vehicle to leave school grounds and/or transports other students during the school day without permission **will** have their permit suspended/revoked.
- G. Failure to follow school rules **will** result in parking privileges being suspended/revoked.
- H. Permits will be suspended/revoked at the discretion of the MVP Program Manager for excessive behavioral and attendance violations (including, but not limited to suspensions, more than five (5) attendance related issues - absences, tardies or dismissals unexcused), and/or any drug or alcohol infractions).
- I. Parking permits expire at the end of the school year. They are non-transferable and may not be shared, borrowed, or purchased from another student.
- J. Parking Permit Contracts must be submitted along with a copy of the student's driver's license, registration(s), and a \$25 Non-Refundable Fee - Cash or Check (made out to Monty Tech).

The Parking Permit Contract may be amended at any time by the MVP Program Manager and/or Monty Tech's school administration. In the event that changes are made, students and their parents/guardians will be notified via email, and changes shall immediately become part of the agreement.

MVP ACADEMY BREAKFAST & LUNCH PROGRAM

With the anticipated continuation of subsidized free school meals, MVP Academy students will continue to have access to daily breakfast and lunch service at no charge. Any student interested in having breakfast may select and eat their meal in the Monty Tech cafeteria prior to boarding the shuttle to MVP Academy. Breakfast should not be brought onto the shuttle bus and transported to MVP Academy. All MVP Academy students will be provided with an MVP Student ID card and lanyard. Their student ID will need to be presented in the breakfast line as it will provide students access to their free breakfast. Again, no food or drink may be taken from the cafeteria.

In terms of lunch service, MVP students will pre-order their lunch offering - either a sandwich or salad from the deli or that day's hot lunch selection - from a weekly menu provided to them on Friday of their shop week. This will result in the lunch being ready for the student each day as lunches will be delivered to the MVP Academy that morning. Lunch service will be held in the common area during three lunch periods at 11:00am, 11:30am and 12:00pm.

MVP Academy Common Area Rules and Policies

- A. Students must eat their lunch in the common area during their lunch period. Students are not to leave the common area until dismissed.
- B. No open food or beverage is to be taken from the common area.
- C. Students must clear their tables after eating and are responsible for disposing of their trash after each lunch.
- D. Students must observe ordinary manners and common-sense rules of health, safety, and consideration for others. For example, throwing food, stomping milk cartons, yelling, whistling, etc. are prohibited.

- E. Students are not permitted to help themselves to the stored food or items that are designated for school lunches.
- F. The instructions of MVP Staff must be followed.

Finally, families are reminded that, even if the state or federal government is subsidizing the school lunch and breakfast program such that it is free to students, all eligible families should be completing the annual free and reduced lunch application for their home district.

SCHOLASTIC INFORMATION

House Carpentry

MVP VHC1 House Carpentry Level I.

Students will complete all safety training associated with the tools, machines and equipment in the shop through the completion of a basic woodworking project. They will then increase their skill sets in the correct use of tools, machines and equipment along with basic tape measure use and the identification of building materials through more complex woodworking projects. Students will then move to build a small pre-cut mockup house project that will introduce topics that include blueprint reading and interpretation, floor and wall framing systems, roof framing systems, and roof coverings.

MVP VHC2 House Carpentry Level II.

Students will continue to learn the importance of job site safety and the safe operation of tools and equipment. Students will construct a large-scale mockup house project with their groups and be responsible for the cutting, layout, and installation of each component. Students will learn advanced operations of hand and portable power tools along with the introduction to pneumatic fastening systems. These skills are necessary for the completion of carpentry tasks such as layout, framing of floor, ceiling and roof systems, roof covering, window and door systems, siding installations, and interior finish systems.

Electrical

MVP VEL1 Electrical Level I.

Topics include shop safety, fire prevention, tool identification, splicing, Romex wiring of various circuits, electron theory, series/parallel circuits, Ohm's Law, magnetism, circuitry, and the Massachusetts Electrical Code. Shop experiences include various wiring methods, house wiring, meters and testers, ladder work, Massachusetts Electrical Code, various light fixtures, introduction to low voltage wiring, hardware identification and conduit bending.

MVP VEL2 Electrical Level II.

Shop experiences include safety, lighting, motors and controllers, transformers, various control circuits, troubleshooting and voltage testing, maintaining and addressing electrical needs at MVP Academy, data, communication, lockout/tagout and more. The course includes Introduction to NFPA 70E. OSHA Construction regulations and job hazard analysis forms.

Grading Procedures

In a high school vocational setting, grades are typically calculated differently than in an academic setting due to the hands-on, competency-based nature of the coursework. While vocational education includes an academic component - often referred to as “related” - that complements hands-on training, a student’s vocational grade is primarily based on competency, performance in hands-on work, employability skills, and, in some cases, certifications and assessments.

At the start of each school year, MVP instructors will provide students and their parents/guardians with a course syllabus that describes how course grades will be calculated utilizing a variety of assessments and projects. In the event a student is unsure about how an assignment may be graded, the student is encouraged to visit with their instructor for further clarification, prior to turning in or completing the assignment or project. Our instructors aim to provide clear direction so that all students can achieve success. Communicating concerns early and often will result in better understanding and technical proficiency.

Also, because each participating school district has their own, varying school year, calendar, the start and end dates of terms/quarters may differ slightly. While instruction at MVP Academy is scheduled to begin September 8th for Juniors and September 15th for Seniors, the differing calendars and “week about” schedule may mean the eight-week terms/quarters are reported to each partnering district differently.

In order to ensure that vocational training grades are reflected on each student’s transcript, the MVP Academy Program Manager will work closely with liaisons representing each partnering district to determine dates that grades must be submitted for each term/quarter. The Program Manager will communicate these dates with Academy instructors, collect grades for each student according to their home district calendar, and submit only a numeric grade for each student to the proper offices at each home district so that they can be added to the student’s transcript.

While a term/quarter is typically eight weeks in length, MVP Academy students should note that their schedule will only allow for four full weeks of academic instruction, and four full weeks (excluding holidays) of vocational training. As such, daily attendance, participation, and assignment completion is critically important for student success.

Report Cards, Honor Roll and Course Credit

Progress Reports and quarterly Report Cards will be issued by each sending district based on that district’s school calendar. MVP Academy will endeavor to have grades submitted in a timely manner to ensure that the grade for the program is reflected in the appropriate marking period.

Since each home district has its own formula to qualify for the quarterly Honor Roll and for graduation credit requirements, each home district will utilize its own system to include MVP Academy grades into those formulas.

Course Failures

Student enrollment by grade-level in the MVP Program is limited in order to maintain a safe learning environment in each shop program. Thus, students who receive a failing grade at the conclusion of the Junior year cannot be assured of remaining in the program as, not only will the student lose the associated course credit of the program, but they may be removed due to the limited enrollment as well. In terms of students who fail the Senior year of the program, those students will lose the associated course credit of the program and, if the student is not eligible for graduation, they will similarly be removed due to the enrollment limitations.

Vocational Support/ Extra Help

Students who are having difficulty in their vocational training program are urged to seek extra help from their instructors. If a parent has a question concerning a grade-related problem, the parent is asked to email the student's vocational instructor or to call their student's sending school liaison who will reach out to the MVP Academy staff.

Parent-Teacher Conferences

Conferences will usually be held on two evenings during the week prior to Thanksgiving. These in-person meetings held at MVP Academy provide an opportunity for parents and teachers to discuss student achievement. The specific dates will be listed on the school calendar. Details regarding how parents may select from available appointment slots using the online scheduling system and instructions on how to schedule will be sent to families during the start of the month via email.

STUDENT ATTENDANCE

Attendance is an important part of the learning process. The learning experience that takes place within the program classroom and shop is a meaningful part of the educational process. Learning situations help students to communicate, to work together, to gain perspectives and to accept responsibility. MVP Academy adheres to related Massachusetts General Laws and encourages a strict attendance policy.

General Laws of Massachusetts - Ch. 76, S.4. Inducing Absences, Penalty

Whoever induces or attempts to induce a minor to absent themselves unlawfully from school, or unlawfully employs them or harbors a minor who, while school is in session, is absent unlawfully there from, shall be punished by a fine of not more than two hundred dollars.

The participating MVP Academy school districts are committed to making the learning experience rewarding and challenging for all students. We recognize that the greatest level of vocational achievement is possible only when students attend school on a daily basis.

Attendance affects a student's grade in much the same way it affects job performance in the workforce. Students need to understand the importance of good attendance. While the administrators, instructors and support personnel of their sending district will strive to support students with excessive absences by providing services such as extra help sessions or tutoring for their academic coursework at their home district, MVP Academy students and parents are reminded that proper hands-on vocational

instruction, in most cases, is not as readily available to the student as it is impossible to duplicate the shop environment at home. Therefore, families are cautioned that, based on each individual student's experience, excessive or chronic absenteeism may result in a student losing credit and/or failing the vocational program due to the inability for the student to properly demonstrate that all identified vocational proficiencies are met.

As with grades, consequences for poor attendance will follow each home district's attendance policy. However, students should be aware that excessive absences may impact:

- Eligibility for Co-Op Education
- Receipt of recommendation letters
- Ability to earn industry credentials and certifications
- Parking privileges

Most importantly, in order to earn employable licensure, students enrolled in the Electrical program must document targeted amounts of workforce training hours. Increased absences may result in a student not being eligible to enroll in required training programs. Therefore, it is essential that students and families monitor absences and strive to keep the number of absences to a minimum.

Attendance-related appeals, if possible, will be handled through the designated process of the student's home district.

Daily Attendance at MVP Academy

Daily attendance is taken by the program's instructors each morning at 7:50am by way of a Google document. Each district will provide the proper individuals with access to the document so that attendance can be recorded in their respective system. The MVP Academy Program Manager will update the daily attendance document with late arrivals and dismissals.

In order to report an absence, parents/guardians of the absent student should contact the Attendance Office of their home district as soon as possible. All professional notes that document a student's absence, tardy or dismissal should be submitted to their home district.

Dismissals

If a student intends to be dismissed early, they should submit a signed note from their parent/guardian to the Program Manager at the start of the day. This early dismissal will be reported to the home district along with daily attendance.

Notification of Excessive Absences

The MVP Program Manager and the sending district will work closely to monitor and address attendance issues. Regardless of whether absences are excused or unexcused, the following actions will take place based on accumulated absences:

- Five (5) absences will result in an absent notice sent to the parent/guardian of record and sending district.

- Seven (7) absences will result in a mandatory conference being scheduled with the student, parent/guardian, sending district representative and the MVP Program Manager. A student action plan will be agreed upon and signed by all parties.

If attendance does not improve, the student will be referred to meet with their sending school's administrator as well as a Monty Tech administrator to discuss further consequences. These may include:

- Loss of privileges (e.g., extracurricular activities, school events, field trips, etc.)
- Legal actions in accordance with district and state truancy laws
- Loss of parking privileges
- Removal from MVP Academy.

Long-term (Medical) Absence

In order to excuse absences related to long-term illness require a professional note from a doctor's office. If a student is to be out for an extended period, a parent/guardian of record may arrange for academic schoolwork to be sent home through the home district's program liaison. In terms of the vocational program, related school work may be made up at home, but specific skills related training cannot be duplicated at home so students will need to develop a plan to make-up that work upon their return. In addition, the school nurse from the home district must also be notified.

Truancy

A student will be considered truant when they are absent from school without permission of parent or guardian. A student will be considered truant when they leave school without permission from the MVP Academy Program Manager. Disciplinary action for leaving school will be referred to the home district.

School Closing Information

Students and families should note that Monty Tech considers the weather conditions in all its eighteen cities and towns when deciding to cancel or delay school due to weather. Therefore, students should never assume that Monty Tech will be canceling school based on the weather in their town. However, if Monty Tech does post a cancellation/delay due to weather on local networks or the Monty Tech Facebook page, then students scheduled to attend the MVP Academy on that date will follow whatever change has been announced.

Please review the calendar on page 7 to note the dates that Monty Tech has scheduled early dismissals, closings and holidays. When the main campus is closed, so, too, is the MVP Academy. Those students scheduled to attend the MVP Academy on dates indicated for early dismissal or school closing will follow the appropriate schedule.

STUDENT DISCIPLINE AND CONDUCT

As is the case in all school districts, there are specific rules of conduct that are put in place to help make MVP Academy a safe and effective place to learn. Students who attend school with the proper attitude and willingness to learn will find these rules easy to follow. Program rules are in effect at all program activities, both in and beyond the MVP Academy facility. In general, students and families should expect that all typical school rules apply at MVP Academy.

Infractions of school rules and expectations at MVP Academy are categorized as minor, significant, or severe, with interventions based on the nature and impact of the infraction.

- **Minor infractions** will typically be addressed by the program instructor or other MVP staff.
- **Significant infractions** will result in the student being removed from the instructional area. At that time, a virtual or telephone conference will be initiated with the appropriate administrator from the student's sending district in order to determine the applicable consequence and next steps. The student will not be allowed to return to shop until the disciplinary conference has taken place.
- **Severe infractions** will result in immediate emergency removal from MVP Academy or the main campus. The sending district's administrator will be contacted to coordinate the student's removal. The student will not be permitted to return to MVP Academy until a hearing with the appropriate administrator or designee from the sending district has taken place and all assigned consequences have been served.

Consequences for significant and severe infractions will be determined by the home district administrator in accordance with that district's student handbook. When possible, any disciplinary action that results in a suspension will be enforced during the student's vocational time. For example, if a student receives a consequence such as an in-house suspension, it will be served on their next scheduled vocational day. If the infraction occurs on a Friday, the student will serve their assigned consequence on their next scheduled day at MVP Academy. A formal incident summary will be sent electronically to the appropriate sending district administrator in a timely manner on all significant and severe infractions.

The following are the categories of infractions and the behaviors classified within them:

Minor Infractions
Minor infractions are behaviors that may be unacceptable but do not pose a serious disruption to the learning environment or a threat to the safety of students and staff.
The first and second occurrences of a minor infraction will be managed by the instructor or MVP support staff. If the behavior continues beyond the second occurrence, then it will be considered significant infraction, and the heightened consequences associated with significant interventions will be implemented.
Minor Infraction Behaviors

- Nonconforming minors (wearing hat, hood, headphones, or shop uniform; unapproved use of cell phones and all electronic devices, failure to have required school equipment and materials; failure to return borrowed Chromebook; etc.)
- Gossiping or spreading untrue stories that may falsely accuse or socially defame another student through word-of-mouth, written statement or use of technology
- Refusal to conform to school rules/accept school discipline
- *MINOR* Safety Violation – Behavior causing dangerous conditions within shop and/or other areas within the school
- Misuse of shop materials/tools/equipment including but not limited to, failure to ask instructor's permission
- Dishonest Behavior by word or action
- Insubordination: Student fails to follow instructions or requests from teacher
- Inappropriate language and/or behavior (profanity, obscene language or gestures, disruptive behavior, horseplay/roughhousing, possession of items that disrupt the vocational process, acceptable use infractions), etc.)

Potential Interventions and Consequences for Minor Infractions include but are not limited to the following:

- Loss of break
- Verbal redirection
- Conference between instructor and student
- Instructor/Support Staff parent contact
- After-school instructor detention (see detention procedures below)

Detention

Detention, which requires a student to stay after school, may be assigned as a consequence for inappropriate actions. Instructor-issued detentions are given for unacceptable behavior within the shop.

Detention procedures

- Instructors will inform the student of the disciplinary infraction(s) and explain the reason for the detention.
- A detention notice will be communicated to both the student and their parent/guardian of record.
- Detentions take place after school at MVP Academy from 2:45 PM to 3:45 PM, Monday, Wednesday or Thursday, during the student's vocational week.
- Detentions must be served by the end of the next shop week following the infraction.
- Failure to attend a scheduled one-hour detention will result in an additional one-hour detention.

Missing two (2) instructor detentions is considered a serious offense and will result in a referral to the disciplinary designee at the student's sending district.

Significant Infractions
<p>Significant infractions are behaviors that significantly disrupt the learning environment, show continued disregard for school expectations, or involve actions that require administrative intervention. While these behaviors may not always pose an immediate safety threat, they require a formal response beyond instructor or support staff management.</p> <p>Students who engage in significant infractions will be removed from the instructional setting and sent to the program office. The MVP Program Manager will arrange a virtual meeting with the student's home district administration as soon as possible to address the incident.</p> <p>If the sending district is unable to accommodate a meeting that day, the student will remain in the conference room with alternative work assigned by their instructors. Cell phone use will not be permitted.</p>
Significant Infraction Behaviors
<ul style="list-style-type: none"> ● Persistent (3 or more) minor infractions ● Theft including the property of the program, a staff member or another student. This includes property that is found by a student and not immediately returned or submitted to the MVP Academy faculty or staff. ● This would further include the willful destruction of school property or the property of other students and program staff. ● <i>Significant Safety Violation</i> – Behavior causing dangerous conditions within shop and/or other areas within the school ● Safety violation on School Bus/van ● Computer Use Violation/Misuse of Computer Equipment ● Possession and/or use of tobacco products & materials. The possession of non FDA approved nicotine delivery devices or other tobacco products or tobacco related paraphernalia, including but not limited to cigarettes, cigarette holders, smokeless tobacco, electronic cigarettes, vape pens, gum, mints, breath strips, nicotine hand gel, dissolvable tobacco, pipes, lighters, matches, and papers is prohibited on school property.
Interventions and Consequences for Significant Infractions
<ul style="list-style-type: none"> ● Removal of student from instructional area and sent to the conference room. ● Virtual conference between the student and sending district administrator ● Parent contact by sending district ● Formal incident summary write-up will be sent electronically to the proper sending district administer in a timely fashion. ● Sending district administration will issue consequences in accordance with district's student handbook

Severe Infractions

Severe infractions are the most serious violations of school expectations and policies. These behaviors pose a direct threat to the safety, well-being of the school environment or others. They require immediate administrative intervention and will result in emergency removal from MVP Academy or the main campus. Removal will occur within a reasonable timeframe following discussions with the sending district administration.

Severe Infraction Behaviors

- Possession and/or use of dangerous weapons
- Any direct verbal and/or written deliberate threat regarding health, safety, and/or home of a staff member, spouse, or family member
- Any direct verbal and/or written deliberate threat regarding the health or safety of a student including references to school shootings or mass violence
- Any action that can bring physical harm on any staff member
- Any deliberate action that can bring physical harm to a student
- Assaulting, bullying or intimidating another person
- Hazing
- Gross Disrespect to administrators, teachers, or staff by word or action, or use of any communication medium including both in or outside the school setting
- **SEVERE** Safety Violation - Behavior causing dangerous conditions within shop and/or other areas within the school
- False Alarm
- Possession of controlled substance and/or alcohol
- Use of controlled substance and/or alcohol during school time or at school-sponsored function
- Sale or distribution of controlled substances and/or alcohol
 - The following are considered controlled substances:
 1. Illegal “Street Drugs”
 2. Misused prescription drugs
 3. Diet aids, stimulants, and other substances obtained from magazines, in stores or on-line
 4. Any other substance for the purpose of obtaining a “high” or “low”

Interventions and Consequences for Severe Infractions

- Removal of student from the property of MVP Academy or main campus
- Contact with Monty Tech administration, SRO and sending district administration
- Formal incident summary write-up will be sent electronically to the proper sending district administer in a timely fashion.
- Parent contact by sending district
- Students who are in possession and/or use of controlled substances will be placed on Vocational Restriction (see Vocational Restriction below)
- Sending district administration will issue consequences in accordance with district’s student handbook

Vocational Restriction

Students who are in possession and/or use of controlled substances will be placed on Vocational Restriction. Students placed on vocational restriction will not be authorized to operate machinery or dangerous equipment until they have provided the MVP Academy Program Manager with a negative drug test result from a medical facility. Store-bought drug tests will not be accepted. All costs associated with the drug test are the responsibility of the student and/or their family.

“Suspected” refers to the following situations:

- Unusual behavior and/or appearance;
- Obvious paraphernalia;
- Student smelling of alcohol and/or controlled substance;
- Student being in an area that smells of alcohol and/or controlled substance;
- Vape sensor notification;
- Other reasonable cause.

Use of Tobacco

State Law and local Board of Health Regulations prohibit the use of tobacco products in school buildings and on school property. Therefore, the MVP Academy is committed to having a smoke and tobacco free environment for all members of the school community. The use of tobacco products, electronic cigarettes, vape pens and all smoking related products on school property, as well as in vehicles used for the transportation of students, is strictly prohibited. This includes school vans and buses.

The use of non-FDA approved nicotine delivery devices or other tobacco products or tobacco related paraphernalia, including but not limited to cigarettes, cigarette holders, smokeless tobacco, electronic cigarettes, vape pens, gum, mints, breath strips, nicotine hand gel, dissolvable tobacco, pipes, lighters, matches, and papers is prohibited on school property.

Any student found to be using, selling or distributing any of the above smoking products on school grounds or while under school jurisdiction (e.g. working/training at off-campus construction sites) will be subject to discipline.

Dress Code

Students attending the MVP Academy should understand that proper personal appearance, dress, hygiene and grooming practices are important, as “first impressions” are formed by our potential employers, customers and professional colleagues. As such, while training at MVP Academy, students’ dress, hygiene and grooming must not disrupt the educational process or threaten the health or safety of any individual.

The MVP trades have specific “shop attire” to be worn during their trade week. Attire should be clean and in good taste, and a reflection of the student’s future goal as an employed adult. All new students are provided with one (1) pair of safety glasses and one (1) hard hat. Students are responsible for

maintaining and keeping track of their safety glasses. If safety glasses are lost or damaged, the student must replace them at their own expense, at an approximate cost of \$3.00.

MVP Academy shop attire consists of the following:

- A. T-Shirt - long sleeve or short sleeve
- B. Work Pants- jeans or cargo pants
- C. Work Boots
- D. Hair restraint (as needed)
- E. Safety glasses
- F. Hard hat

No loose clothing or jewelry which can get caught in machinery may be worn, including but not limited to:

- A. Sandals, slippers or open-toed shoes
- B. Leggings, sweatpants, yoga pants or pajama pants
- C. Sleeveless shirts, tank tops or crop tops
- D. Rings, bracelets or necklaces
- E. Clothing, jewelry, or related apparel which refers to alcohol, drugs, tobacco, profanity, weapons, sexual connotations, or which have an inflammatory, suggestive double-meaning or inappropriate message or symbols
- F. Hoods, bandanas, scarves or other headgear, with exception given for medical and religious reasons
- G. Items worn or displayed that refer to affiliation with gangs or illegal activities

Your student ID is an essential part of your daily attire and should be worn on its lanyard around your neck. For safety reasons, shops may allow for lanyards to be stored in a designated area during training. Outside of shop instruction, your ID must remain visible at all times for faculty or staff review and should not be altered or damaged in any way.

Students will have the opportunity to correct the offensive appearance or attire before the appropriate consequences are implemented including having an adult transport acceptable attire to the school. Students who consistently commit dress code infractions and or arrive without appropriate clothing may be referred to their home district for possible disciplinary action.

Electronic Devices

MVP Academy faculty and staff recognize the role that personal electronic devices – smartphones, smart watches, earbuds, earphones, etc. – may play as a learning tool, specifically within a classroom environment. However, student use of such devices in the shop area should only occur with the explicit authorization of the vocational instructor and no student should assume such authorization at any time. The attempted use of an electronic device by a student in the shop area, without specific authorization of the teacher, is unacceptable and may result in confiscation of the device, a detention to be served with the vocational instructor, or additional consequences as deemed appropriate by the

student's home district. In the event authorization is given by an instructor, students are reminded that the use of cell phones is entirely limited to educational purposes.

Furthermore, it is understood that students accept all responsibility for destruction, theft or loss if they bring such a device to school. In addition, even when their use is authorized by the teacher, the volume of such devices should never interfere with a student being able to hear emergency calls nor should it be intrusive to other students or teachers. Similar to above, failure to modify volume when requested by a faculty member will result in anything from confiscation to a referral to their home district for possible disciplinary action.

The use of a cell phone to make a call, send/read a text message, or access social media is never acceptable. This includes the capturing of images of students or staff members. The use of cell phones or other recording devices in bathrooms is strictly prohibited and may result in serious disciplinary consequences, including program suspension. Uploading and/or sharing unauthorized content to the internet is also prohibited, as is altering existing images of students and staff by means of editing the image and/or adding graphics or text.

Parents are urged to help with this policy by refraining from calling or texting students during school hours. Students may be required by their instructor to turn in electronic devices at the beginning of the day/class. In the event that a student refuses to turn in their electronic device when requested, the student will be referred to their home district for insubordination. If an electronic device is confiscated, it will be turned into the MVP Program Manager and will be returned to the student at the end of the day.

Financial Responsibility

Every student is financially responsible for books, tools, locks, uniforms, safety glasses, tool tags, etc., which have been loaned to them by Monty Tech. Students will be required to pay for lost items.

School Property

- A. Students are liable for the cost of damages to school property that they cause. Damages include writing in or on a book; defacing it in any way; breaking a cover; or breaking the binding. Damages also include abuse, damage and/or loss of tools and equipment.
- B. School books are loaned to students by MVP Academy. It is expected that students will care for them. If a book is lost, the student must report it immediately to the teacher, and arrangements will be made for the student to pay to replace the book. If the lost book is found at a later date, the money will be refunded. Each student must assume responsibility for books issued.
- C. All tools and instruments used in the shops are furnished at the Academy's expense. When tools, instruments, or materials are removed from the tool crib or dispensary, the student to whom the items were issued is held responsible for the return of such items. The student will be held financially responsible for costs incurred in the abuse of tools. Under no circumstances should tools be taken outside of their designated shop.
- D. Students are never permitted to borrow tools to take home or to their sending district.

- E. Each student is asked to respect school property and to display pride in keeping the MVP Academy facility and grounds clean.

Search of Students

- A. A school official can legally search a student, or their possessions on school property, or at a school-related event, if there is reasonable suspicion that the student has violated or is in violation of either the law or rules of the school. This law also applies to a student's car on school property or at a school-related event. The storage of contraband (e.g., weapons, narcotics, alcohol, and stolen property) in school lockers is not permissible. Lockers are the property of the school and are provided only for use consistent with legitimate school functions. The search of a student will be based upon "reasonable suspicion" that the student has in their possession illegal material prohibited by school rules or detrimental material to the maintenance of an educational environment. This search may also extend to a student's vehicle while parked on school grounds or off campus when the student is using their personal vehicle for school related purposes (i.e. transportation to co-op placement).
- B. In partnership with Fitchburg Police Department random use of drug sniffing canines may be utilized on school grounds.

TECHNOLOGY AND COMPUTER USE POLICY

Computer Network

MVP Academy is fortunate to have one of the best computer networks available. The school has access to many different services by utilizing the Internet. We also have our own e-mail system and web site. It is important to realize that with the opportunity to benefit from these kinds of resources there are also special obligations to be a responsible user. We have, therefore, developed a set of guidelines to help you know what you may and may not do when you are using our computer network. All students are assigned server space in which to save files and an email account in order to communicate with teachers and other students and to facilitate the transport of files between school and home. Use of personal email is prohibited at MVP Academy.

Internet Safety

MVP Academy is committed to ensuring the highest standards of online safety for all of our students.

The staff and administration at MVP Academy take very seriously our obligation to ensure that our students are protected from websites and computer resources that are not appropriate.

This document explains what MVP Academy does to protect our students and areas where we think parents and guardians should be concerned regarding the safety of our students when they are using the Internet.

Content Filtering

The Children's Internet Protection Act (CIPA) and other federal regulations require that websites containing inappropriate content be blocked. MVP Academy complies with these regulations by using a content filtering system that stops websites with obscene, sexually explicit, or other educationally inappropriate material that may be deemed harmful to minors before they enter our network. This type of filtering is done automatically. However, we feel we also have an obligation to ensure our students are protected from "social networking" and other situations that might jeopardize a student's safety. The district will monitor the online activities of minors.

Websites that do not fall under the guidelines above but are nevertheless inappropriate in an educational environment are blocked. MVP Academy blocks social networking websites such as facebook.com and twitter.com, as well as chat room and instant messaging type websites. Although these websites may not be illegal, these types of websites have often been associated with stalking, harassment, and bullying and, therefore, are blocked. MVP Academy also restricts electronic email to MVP Academy provided email accounts. All messages are archived.

Acceptable Use Policy

MVP Academy has an Acceptable Use Policy (AUP) that outlines guidelines for acceptable use of our computer network and resources. The full AUP can be found on the Monty Tech website: www.montytech.net. Disciplinary action will be taken for unauthorized access, including "hacking", and other unlawful activities by minors online as well as unauthorized disclosure, use, and dissemination of personal information regarding minors.

Guidelines

The best protection against unauthorized use of an email account or social network website account is to not share the username or password with friends or acquaintances. It is recommended that the password be a combination of letters, numbers, and/or symbols so that the password is not easy to guess. It is also important to log out of the account and close the Internet browser when using someone else's computer, including computers in a public place like a library. Never save your password on a public computer.

Social network websites, such as facebook.com, allow individuals to create profiles, post pictures and talk to friends online. Problems ensue when teens post too much information about themselves and others, including phone numbers, addresses, where they are going, and even information that may be incriminating. If privacy settings are not set correctly, anyone can see the information, including the pictures.

Teens are often drawn into chat rooms by people who misrepresent themselves, with the intent of luring the teen into a harmful situation.

Cyberbullying also occurs on social network websites. Bullying can include physical threats, but more typically involves spreading malicious lies and rumors. Again, anyone may be able to read posts and further spread falsehoods.

Please note that many employers and universities now check social network websites to see what an applicant says about themselves. A picture taken at a wild party may not be the impression you want to give.

Guidelines for Teens

1. Never provide the following information about yourself online without first checking with your parent/guardian: home address, telephone number, birthday, school, passwords, or photographs. Limit the information on your profile, and do not post pictures of yourself or friends at school events.
2. Never go alone to meet someone you know only from the Internet. Tell a trusted adult if someone asks you to meet them, even if it is in a public place.
3. Never tell someone you are alone at home.
4. Do not tell anyone anything online that you would not want others to know.
5. If you are made uncomfortable in a chat room, leave it. Do not put up with rudeness, bullying, or provocative chat.
6. Report threatening, harassing, or abusive messages or pictures to your parent/guardian or the police. If there is a reference to Monty Tech or MVP Academy, please report this to your vocational instructor or the Academy Manager as soon as possible.
7. Do not answer threatening or obscene email or chat room messages.
8. Do not download anything unless it is from a trusted source. Do not click on links in an email or open an email attachment unless the message is from someone you know. The link or attachment may contain a virus or program that will search your computer for usernames and passwords.
9. It is illegal to threaten, harass or bully someone over the Internet or phone.
10. It is illegal to send graphic photos to someone under the age of 18.
11. It is illegal to use someone else's identity without permission, including logging on to someone else's account.

Guidelines for Parents

1. Supervise the use of the Internet. Place the computer in a common area of the house where adults are able to monitor its use.
2. Set reasonable expectations for online behavior.
3. Become familiar with the privacy settings on social network websites and work with your teen to restrict information.
4. Talk to your teen about online interests and friends and ask to see the websites they visit.

5. Tell your teen to report messages that contain obscene material or threatening messages to your Internet service provider and the police.
6. Consider installing filtering software to block unwanted messages and access to objectionable websites.

MVP Academy Acceptable Use Policy (AUP)

These guidelines are contained in our Acceptable Use Policy (AUP). Please read the most recent version, which is posted on the main district website at <http://www.montytech.net/main/aup>.

The most important points of the Acceptable Use Policy are summarized below:

1. It is expected that all users of our computer network will follow the rules and regulations of any computer resource to which they connect.
2. All files (including e-mail) enjoy full security and privacy privileges associated with the accounts to which they are assigned. No staff member or student shall access e-mail or the files of another person without the consent of the Superintendent-Director. Violations will be subject to disciplinary action.
3. The primary purpose of our network is to support classroom instruction. Attempting to use our network to visit inappropriate websites or social networking websites, bypass content filtering or perform other activities that are not related to education, may result in loss of computer privileges or disciplinary action.
4. Attempting to use our network to harass someone, propagate worms and/or viruses, break into other computers or engage in other illegal behavior will result in disciplinary action.
5. MVP Academy does not allow unlicensed software to be installed on any workstation. We expect all users to comply with Copyright Laws.
6. Personal devices (laptops, tablets, etc.) may not be connected to the Monty Tech network (including wireless access points) without permission of the System Manager.
7. Every network user has a unique user ID and password which are required to connect to network resources. These codes should not be shared with anyone else.
8. Network traffic is monitored. The Monty Tech Technology Office is able to determine if a violation of our Acceptable Use Policy has occurred. In some instances, law enforcement agencies may be contacted.
9. MVP Academy explicitly disclaims liability for monetary obligations and inappropriate content access for users who knowingly engage in network activities in violation of our policy.
10. As a public-school program MVP Academy must comply with Public Records Law, M.G.L. c. 66, § 8 requiring that all incoming and outgoing MVP Academy email be archived and maintained for a period of 7 years. Student email accounts are subject to the above. Content filtering is used to block access to personal email accounts.

BUILDING & FACILITY SECURITY/SAFETY

Student safety at MVP Academy is of paramount importance to everyone. It is most important that students act in a respectful/responsible manner and do not contribute to a safety concern that could harm themselves or someone else. As a result, student behavior/deportment issues are taken most seriously and accountability for behavior is dealt with in the most serious manner. Students must realize that MVP Academy is in itself a community of members that includes faculty, students and visitors. Actions that are deemed detrimental to the community as outlined in this Handbook will not be tolerated.

Students must follow all safety guidelines including, but not limited to, wearing ID badges visibly, maintaining security by not opening locked doors. All visitors must enter through the front lobby. Anyone “pegging” a locked door open in order to re-enter the building or anyone aiding entrance to the building shall face suspension from school.

USE OF STUDENT PHOTOGRAPHS/AUDIO AND VISUAL RECORDING OF STUDENTS

From time to time, members of the school staff or students assigned by members of the staff may take pictures of students. The school also may engage professional photographers to take such pictures. These photographs may be used to promote the school and its programs or to highlight the accomplishments of individual students. Photographs may be used on the school’s website, in school publications, or in newspapers or other publications.

Further, members of the school staff, including faculty members, may videotape classroom or shop activities to make a record of teaching practices. This taping may include both an audio and visual recording of students. Such taping would only be used by faculty members to enable them to review and improve their teaching techniques.

Students wishing that their pictures **not** appear in such publications – or that they not be visually or audio recorded to assist with improving classroom teaching – must notify the Superintendent-Director, in writing, of their objection. If the school receives no such notice, it will assume that the student has granted permission to the school to use his or her likeness and words in a manner consistent with this section.

All students should be aware that they may be videotaped in all public areas of the program facility or program grounds.

STUDENT RECORDS

Prior to the start of the school year, the sending districts will provide access to MVP Academy staff regarding certain information in a timely manner so that students can be appropriately served. That information will include health information and a demographic form. In addition, MVP staff will be made aware of special circumstances including potential IEPs, 504s, DCAPs, nursing plans, safety plans and behavior plans. Because all student participants remain enrolled in their home district, and due to the fact that student cumulative, grade, attendance and discipline records are kept at their home

district, there will not necessarily be a student file kept at MVP Academy. Each instructor may maintain a record of student assessment grades and student progress, but historical records will remain in the home district.

MVP STUDENT SUPPORT SERVICES

Students enrolled in the MVP program will continue to receive routine SEL (Social Emotional Learning) support and College and Career counseling from their resident district/sending high school.

To ensure a collaborative community of care with each student's sending schools, Monty Tech representatives (MVP Program Manager and/or Principal) will work with the assigned sending school counselors and administration to ensure access to routine appointments, post-secondary pathway opportunities and timely appointments pertaining to individual social and emotional well-being.

Social and Emotional Well-being and Support

If a student is seeking non-emergent support during a vocational week for social and emotional wellbeing (e.g., family conflict, teacher conflict, peer issues, substance use, non-emergency mental health concerns- i.e., ongoing stress, mild anxiety, situational depression or difficulty coping):

The MVP student in need will be referred to the MVP Program Manager or Monty Tech Principal.

- The MVP Program Manager or Monty Tech Principal will contact the sending district's liaison to facilitate the coordination of a virtual meeting.
- MVP will provide a mutually agreed-upon time and space for students to connect with their support team.
- Students will have access to a private space and a device for virtual meetings.

The MVP Program Manager or Monty Tech Principal, in conjunction with the sending district's liaison, principal, or designee, will:

- Inform the parent/guardian of the situation
- Provide information on available resources and supports

All incidents will be documented, and follow-up support will be arranged through the sending district as needed. MVP Academy personnel will be informed of any determined follow-up support and/or developed plans.

Emergent Care Response

In the event of a mental health crisis requiring an emergent care response (e.g., statement of suicidality, indication of self-harm, psychosis, or expression of desire to harm others, etc.), the following measures will be taken:

- The MVP student will be accompanied by an MVP staff member to the MVP Program Manager. At no time will the student be left unsupervised.
- The MVP Program Manager will immediately notify the Monty Tech Principal or administrative designee, the school nurse, the sending district's liaison or designee and, if applicable, the School Resource Officer. The administrator will assess the situation, and the appropriate level of immediate action will be determined.

The MVP Program Manager or Monty Tech Principal, in conjunction with the sending district's liaison, principal, or designee, will:

- Collaborate with the sending district liaison to establish a virtual meeting with the student's school counselor and the student.
- Inform the student's parent/guardian of the situation
- Provide information on available resources and supports

All incidents will be documented, and follow-up support will be arranged through the sending district as needed. MVP Academy will be informed of any determined follow-up support and/or developed plans.

Student Information System (SIS) and SEL Communications

In all scenarios, student, parent/guardian, and school-based contact information will be maintained and available to the MVP Program Manager and Principal. Liaisons from each sending district must identify a school-based point of contact to serve in the role of emergency contact should the sending district be closed at the time of an emergent need.

Community-Based Resources for parents/guardians

In case of an after-hour emergency please utilize the following resources:

- Community Healthlink- Youth Mobile Crisis Intervention
- North Central Team: 1-800-977-5555
- Worcester Team (Paxton, Holden): 1-866-549-2142
- CSO (Clinical & Support Options)
- Gardner: 978-488-8888 (North County)
- Athol: 978-249-3141 (North Quabbin)
- Greenfield: 413-774-5411 (Franklin County)
- Northampton: 413-586-5555 (Hampshire County)
- Call 911 or contact your nearest Emergency Room

If you or someone you know needs help with mental health and substance use, Care Solace will quickly and confidentially find available providers matched to your needs: Call 888-515-0595 (available 24/7/365) or visit caresolace.com/montytech and either search on your own OR click "Book Appointment" for assistance by video chat, email, or phone.

SPECIAL EDUCATION SERVICES - IDEA/04, MGL 603 (28.00)

In order to support students with disabilities, MVP Academy staffing will include paraprofessionals who, along with the students' vocational instructors, will work directly with students who have a previously established individual education plan (IEP) with their home district. It will be the responsibility of the sending district's Special Education staff to investigate problems interfering with a student's progress in meeting vocational proficiencies.

MVP Academy staff will be provided access to specific IEP information that may impact the student's vocational achievement and to ensure program instruction will align with the students' needs in compliance with the provisions set forth in IDEA. It is the responsibility of the sending district to ensure that any changes made to a student's IEP, including updates following a review date, are communicated to MVP Academy once implemented. Additionally, if a student's IEP is dissolved, this must also be formally communicated to MVP Academy. In addition, it should be noted that, if a student's IEP calls for specialized services, then that staff member will be provided by the home district.

All Special Education students are expected to abide by the code of behavior described in their home district's student handbook. Should a student's disabling conditions require special modification of the code, these modifications will be clearly described in the student's Individual Educational Program (IEP).

ENGLISH LANGUAGE EDUCATION: ENGLISH LANGUAGE FLUENCY AND LITERACY

MVP Academy will provide suitable instructional programs for all identified English language learners in accordance with the requirements of state and federal statutes and the Department of Elementary and Secondary Education regulations and guidance.

MVP Academy will comply with all Department of Elementary and Secondary Education English language fluency and literacy requirements for teachers who teach English language learners by ensuring that they have received their SEI endorsement and that they are familiar with instructional technology that supports in-class translation as needed.

In terms of state required testing and monitoring, while MVP Academy may serve as a resource to the home district Language Acquisition offices, the overall requirement to complete annual language and literacy assessments will remain the responsibility of the home district.

COOPERATIVE EDUCATION

The cooperative education program is an extension of a student's vocational / technical education that combines classroom instruction with on-the-job training. The primary objective of the program is to increase the student's knowledge and employability skills through supervised experience in an employment setting. This program entails a method of instruction involving the community workforce in providing the vocational / technical student learner with an educational experience outside of the school setting. Students, parents/guardians, cooperating employers, and MVP Academy all work in partnership to provide this comprehensive educational opportunity.

The Department of Elementary and Secondary Education has prepared a guide detailing rules and regulations associated with approved cooperative education programs. The guide may be found here: https://www.doe.mass.edu/ccte/cvte/programs/coop_ed/manual.doc, and includes the following requirements for participation:

Student eligibility criteria are a very important part of cooperative education. Students must be committed to working diligently in order to become eligible to participate. The criteria used must be checked for the period prior to cooperative education commencing and maintained during the cooperative education experience. The following is a list of eligibility criteria that students applying for cooperative education opportunities must possess/adhere to:

- Must have a current Career Plan
- Must be at least 16 years of age
- Must maintain a shop grade of at least 75
- Must maintain an overall academic average in their home district of 75, with no failures (2nd quarter average will be used for first term eligibility)
- Must be enrolled in an approved vocational technical education program and demonstrate the knowledge and skills in the applicable Massachusetts Curriculum Frameworks associated with at least one and one half years of full time study in the vocational technical cooperative education program area
- Must be at least midway through the senior year
- Must seek and attain MVP Academy teacher recommendation
- Must seek and attain administrative approval from their home district (to ensure satisfactory discipline/conduct and attendance)
- Must have parent/guardian approval
- Must have up-to-date physical and immunization forms on file in the home district Nurses' Office
- Must provide their own transportation to and from the work site
- Must not have more than two (2) absences or two (2) tardies and/or dismissals that are determined to be unexcused by their home district
- Must not have been placed on vocational restriction or have been issued an out-of-school suspension during the previous six (6) weeks of school

Every student who wishes to participate in cooperative education must complete an application. The application must include the student's biographical information. The form should be circulated to all teachers (vocational & academic) to ensure that eligibility requirements are being met. The home district school counselor, principal or principal's designee must also sign the application.

Removal from Co-Op Placement

- A failing grade in any subject in a marking period will result in the placement on co-op probation. Failure to improve grade to the minimum acceptable level by the following interim progress report will result in removal from co-op.
- If a Co-Op student is suspended while on Co-Op, he/she will be ineligible for co-op for a period of one week for each school day suspended after returning from suspension. For example, a 3 day In-House or out of school suspension will result in missing 3 weeks of Co-Op. A suspension of five (5) school days or more will result in permanent loss of co-op privileges for the remainder of that school year.
- If a student is placed on vocational restriction at any point during their co-op placement, they will be ineligible for co-op until satisfactory drug tests results are submitted.

MEDICAL AND WELLNESS INFORMATION

During school hours, medical treatment is limited to first aid. If a student needs to see the nurse, they must request permission to go to the MVP Academy Program Manager, who will then contact one of Monty Tech's nurses for consultation. If a student needs to leave school during school hours due to illness, injury, or medical emergency, the nurse will contact the parent/guardian of record to notify them of the need for pick up or emergency transport.

MVP Academy MUST have the completed MVP Student Emergency and Health Record form, signed by the parent/guardian of record, granting permission for medication administration and emergency transportation as needed, prior to the first day of MVP.

Medical Emergencies

In the event of a student medical emergency at MVP Academy:

- Staff should immediately assess the situation and call 911 if urgent medical attention is required.
- The MVP Program Manager or designee will notify:
 - The Monty Tech Principal or designee,
 - The Monty Tech school nurse, and
 - The sending district's liaison or designee.
- Parents or guardians will be contacted as soon as possible.
- If the emergency poses a risk to others, appropriate safety protocols (e.g., lockdown, evacuation) should be followed.
- All incidents must be documented, and follow-up support should be provided to the student and affected individuals.

Medication Policy

MVP Academy has a procedure to ensure the health and safety of students needing medication during the school day. The following summarizes the policy:

The program requires written consent of the parent/guardian of record as well as a doctor's order on all medications (prescription and over the counter) before they can be administered at Monty Tech or MVP Academy.

1. All medications taken during school hours must be delivered to Monty Tech, by a responsible adult, in the original pharmacy labeled bottle.
2. The pharmacy label on short-term prescription medications (7-10 days) can be used as the doctor's order (antibiotics).
3. If your child takes medication on an "as needed" basis for asthma, allergies, headaches, etc., parental consent and doctor's order can be written to cover the school year.
4. Acetaminophen, Ibuprofen, and Tums may be administered by **Monty Tech Medical Staff** with parental permission. The school physician covers orders for these medications.
5. Students are not allowed to carry medication, with the exception of prescribed inhalers and/or epi-pens.

There will be two designated opportunities for students to receive their medication. First, if needed, students may visit the nurses' office at Monty Tech prior to boarding the MVP Shuttle at 7:40am. Lunchtime medication administration will be given by Monty Tech Medical Staff at MVP Academy at the designated time. As would be expected, a student's personal health information will be kept in confidence according to HIPAA privacy regulations.

INSURANCE

MVP Academy has purchased accident insurance coverage for all students attending the program.

This is a non-duplicating type of insurance. This means, in the event of an accident, the parent would file a claim with their primary carrier (For example, Blue Cross) and this insurance would pay any balances, including any deductible the parents have with their primary carrier. If the parents have no medical insurance, the company would pay the total amount up to the maximum of the policy.

This insurance covers the students to, from and while at MVP Academy.

ACCIDENT REPORTS

All accidents, no matter how minor, must be reported to the vocational instructor immediately. Failure to report an accident may deprive the individual of insurance benefits. The student may need to fill out an accident form with the MVP Academy Program Manager if the injury occurs during the school day.

SAFETY

GENERAL LAWS OF COMMONWEALTH OF MASSACHUSETTS - SAFETY GLASSES: CH. 71, S.55C. EYE PROTECTION DEVICES

Each teacher and pupil of any school, public or private, shall, while attending classes in industrial art or vocational shops or laboratories in which caustic or explosive chemicals, hot liquids or solids, hot molten metals, or explosives are used or in which welding of any type, repair or servicing of vehicles, heat treatment or tempering of metals, or the milling, sawing, stamping or cutting of solid materials, or any similar dangerous process is taught, exposure to which may be a source of danger to the eyes, wear an industrial quality eye protective device, approved by the department of public safety. Each visitor to any such classroom or laboratory shall be required to wear such protective devices.

- A. For reasons of safety, certain shop areas require personal protection that meets industry standards:
 - 1. Footwear
 - 2. Safety glasses
 - 3. Hair nets/ hats
 - 4. Clothing/uniform
- B. Students not having safety protection/prescribed uniform, as defined by the students' occupational program, will be assigned alternative shop activities and may not receive shop credit for the day.
- C. Only those body adornments which meet health and safety standards in trade areas as determined by the vocational instructors will be allowed. Failure to comply will be treated as insubordination.
- D. One (1) pair of safety glasses will be provided to all new students, at the beginning of the school year, at no cost.
- E. Students are responsible for maintaining and keeping track of their safety glasses. If safety glasses are lost or damaged, the student must replace them at their own expense, at an approximate cost of \$3.00.
- F. Any student attending the program with an injury, such as a concussion, cast, crutches, or any type of restraint, must report to their home district's nurse and Monty Tech's nurse for clearance prior to returning to MVP Academy. Information about injuries, accidents, and follow-up care will be shared between the sending district's nursing office, the Monty Tech nurse, and MVP Academy staff.
- G. All students enrolled in shop programs where there is rotating machinery shall be required to maintain their hairstyles in a manner that will avoid getting tangled in machinery. In addition, finger rings and loosely fitting neck ornaments are not permitted.
- H. For the safety of our students, all students have been issued photo ID badges and lanyards. These badges and lanyards must be worn at all times and must be shown to faculty, staff or administration upon demand. Failure to do so will result in disciplinary action. While in shop, students may be asked to remove their lanyards and store them in a designated space, for safety purposes while training. ID badges must be visible and attached to an MVP Academy breakaway lanyard that is worn around the neck and displaying the ID on the front of the student. Students are provided with one ID badge and lanyard. If lost or damaged, replacement ID badges can be purchased at a cost of \$5.00.

APPENDIX

A. NON-DISCRIMINATION DECLARATION

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. MVP Academy will do its part. This commitment to the community is affirmed in the following statements of School Committee intent to:

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

The District's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business. No person shall be excluded from or discriminated against in admission to MVP Academy or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, gender, gender identity, ethnicity, sexual orientation, disability, religion or national origin.

The parent, guardian or custodian of a child refused admission to or excluded from MVP Academy or from its advantages, privileges and courses of study shall, on application, be furnished by the sending district, with a written statement of reasons therefore, and thereafter, if the refusal to admit or expulsion was unlawful, such child may recover from the town in tort, and may examine any member of the District other officer of the town, upon interrogatories.

If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation, or disability, their complaint should be registered with the Title IX compliance officer.

B. NOTICE OF NON-DISCRIMINATION AND COMPLIANCE WITH TITLE IX, CHAPTER 622, AND SECTION 504 - MASSACHUSETTS GENERAL LAW, CHAPTER 622 OF THE ACTS OF 1971:

MVP Academy, in accordance with Title IX of the Education Amendments of 1972, declares that the school system does not and will not discriminate on the basis of gender in the educational programs and activities. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The District will continue to ensure fair and equitable educational and employment opportunities, without regard to gender, to all of its students and employees.

The District will designate an individual to act as the school system's Title IX compliance officer. All students and employees will be notified of the name, office address and telephone number of the compliance officer.

C. FEDERAL LEGISLATION TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” The District shall comply with Title IX regarding non-discrimination on the basis of sex in areas of employment.

Section 504 provides that:

“No otherwise qualified handicapped individual (student or employee) shall, solely by reason of their handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” Any infractions of the above should be brought to the attention of the principal.

D. MASSACHUSETTS GENERAL LAW CHAPTER 71, SECTION 2A

“It shall be unlawful for any student, enrolled in either primary or secondary public schools in the Commonwealth to use tobacco products of any type on school grounds during normal school hours.”

E. CRIMES AGAINST PUBLIC PEACE, CHAPTER 269

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 one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or both such fine and imprisonment.

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

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St.1985, c.536; amended by St.1987, c.665.

Definition of Bullying: Any written or verbal expression, or physical acts or gestures, directed at another person(s) to intimidate, frighten, ridicule, humiliate, or cause harm to the other person, where the conduct is not related to an individual’s actual or perceived race, color, national origin, ethnicity,

religion, sex, sexual orientation, age, or disability (i.e., protected status). Bullying may include, but is not limited to, repeated taunting, threats of harm, verbal or physical intimidation, cyber-bullying through emails, instant messages, or websites, pushing, kicking, hitting, spitting, or taking or damaging another's personal property.

Section 18. DUTY TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to that extent that such person can do so without danger or peril to themselves or others, report such crime to an appropriate law enforcement official as soon as reasonably practical. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St.1985, c.536; amended by St.1987, c.665.

Section 19. HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated students groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

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

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regards to the organizers and participants

of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report. St.9185, c.536; amended by St.1987, c.665.

F. MASSACHUSETTS GENERAL LAWS CHAPTER 71, SECTION 37H

- Any student who is found on school premises or at school-sponsored events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter 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.
- Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- 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 their discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education plan, under section 21 of chapter 76.

G. SCHOOL CHILD ABUSE NEGLECT TEAM

The Massachusetts Child Abuse and Neglect Reporting Statute, Chapter 119, Section 51A states that any school employee "who, in their professional capacity shall have reasonable cause to believe that a child under the age of eighteen years is suffering serious physical or emotional injury resulting from abuse inflicted upon them including sexual abuse, or from neglect, including malnutrition, ... shall notify the person in charge of such institution, school or facility, ... whereupon such person in charge 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 of not more than one thousand dollars."

To comply with the law, it is the policy of the MRVTHS School that any teacher or other mandated school employee who has reasonable cause to believe that a child's physical or mental health or welfare may be adversely affected by abuse or neglect shall report to the in-house child abuse team. This in-house team shall include an administrator from each school, school nurse, sending district's counselor and student's counselor and any other appropriate designee for the school and shall be known as the SCAN team.

It is the responsibility of the SCAN team to evaluate and transmit all reports of child abuse and neglect to the Department of Children and Families. In addition, the team shall report to the Superintendent-Director through the Principal. All information at all levels regarding these reports is strictly confidential.

It is not the responsibility of the school official or employee to prove that the child has been abused or neglected — only that the individual has reasonable cause for concern. Mandated school personnel who report with reasonable cause are presumed to be acting in good faith and are immune from any civil or criminal liability. Other individuals who report in good faith are also immune from any civil or criminal liability.

The aim of the mandated reporting law in Massachusetts is to identify, report, investigate and intervene in families where there is suspected neglect or abuse. It is important to recognize the need to help both the child and the family.

H. MCKINNEY-VENTO HOMELESS EDUCATION POLICY/HOMELESS STUDENTS

Under federal law, children and youth experiencing homelessness must have access to appropriate public education and be given a full opportunity to meet state and local academic achievement standards. These students must be included in state and district wide assessments and accountability systems. Montachusett Regional Vocational Technical School District will ensure that our youth experiencing homelessness are free from discrimination, segregation and harassment.

Definition of Homeless Students: Homeless students are defined as lacking a fixed, regular and adequate night-time residence, including:

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

- Unaccompanied youths under the age of 18 out of the physical custody of their parent(s) or guardian(s).

Information regarding the McKinney Vento Act will be provided to students upon enrollment and posted in several key locations throughout our school.

The sending district is also charged with identifying a staff liaison to work on homeless student issues. The sending district superintendent shall designate an appropriate staff person to be the district's liaison. The liaison is directed to:

- Assist parents and students in enrolling in and attending school.
- Help unaccompanied youth enroll in and attend school.
- Administer the enrollment appeals process when families don't agree with their student's assignment to a school.
- Coordinate with local social service agencies that provide services to homeless families.
- Work with other districts on coordinating the timely transfer of records and or transportation issues.
- Collaborate with state and local housing agencies.
- Provide notice of rights of homeless students to attend school and access services in schools, and community centers.
- Review district policies and recommend changes to reduce barriers for homeless children enrolling in and attending school.

The district homeless liaison will also communicate with local agencies and resources within our district as well as with the district registrar's office and enrollment personnel.

Identification - In collaboration with school personnel and community organizations, the liaison will help identify youth experiencing homelessness within the district and will assist homeless students enroll in school and ensure that they receive the educational services for which they are eligible. The liaison will train school personnel on possible indicators of homelessness, sensitivity in identifying families and youth as experiencing homelessness, and procedures for forwarding information indicating homelessness to the liaison. The liaison will also train school registrars and secretaries to inquire about possible homelessness upon enrollment and withdrawal of every student and to forward this information to the liaison if needed. The liaison will also work with other school districts and community agencies to help identify and refer homeless youth and their families.

School Selection - Students experiencing homelessness have a right to either remain in their school of origin or to attend the school where they are temporarily residing. Maintaining a student in his or her school of origin is important for both the student and the school. Students who change schools often have been found to have lower test scores and overall academic performance than peers who do not change schools as often. Keeping students in their school of origin enhances not only the student's academic and social growth but also permits the district to benefit from increased test scores and achievement.

Therefore, youth experiencing homelessness shall remain at the school of origin to the extent feasible, unless it is against the parent or youth's wishes. Students may remain at the school of origin the entire time they are experiencing homelessness, and until the end of the academic year in which they become permanently housed. Feasibility should be a child-centered determination.

Enrollment - Consistent, uninterrupted education is vital for academic and vocational success. Due to the realities of homelessness and mobility, students experiencing homelessness may not have school enrollment documents readily available. Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment (transcript, attendance report, discipline report, immunization record, etc.). The district liaison will contact the sending school homeless liaison to assist in obtaining the information needed for enrollment. The homeless liaison will also assist the youth or family in obtaining other documents needed such as birth certificates, proof of residency, proof of guardianship, etc. The homeless liaison will also assist the family with getting the necessary school supplies, uniforms if needed, and other essential school items as deemed necessary.. The sending district's school liaison will work with the business office to enroll the youth in the free lunch program immediately upon enrollment.

Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary.

Transportation - Students experiencing homelessness may not be able to continue attending his or her school of origin without the appropriate transportation. To avoid school absenteeism or forced transfers, at a parent's request, or a request on behalf of an unaccompanied homeless youth by the homeless liaison, transportation shall be provided to and from the school of origin. Transportation will be provided for the entire time the student is eligible, including during pending disputes. Parents of homeless students and homeless unaccompanied youth must be informed of this right to transportation.

Transportation requests need to be in writing on the appropriate transportation form in order to be processed. Requests shall be processed and transportation arranged without delay. If the student experiencing homelessness is residing in the district, the district will arrange transportation. If the student experiencing homelessness is attending the school of origin but living in the district or living out of the district but remaining here at the school of origin, an inter-district transportation agreement will be created to determine who must arrange transportation. It is this district's policy that inter-district disputes shall not result in a student experiencing homelessness-missing school. If such a dispute arises, the district will arrange transportation and immediately bring the matter to the attention of the State Coordinators for the Education of Homeless Children and Youth.

In addition to receiving transportation to and from the school of origin upon written request, students experiencing homelessness attending Montachusett Regional Vocational Technical School, shall also be provided other transportation services comparable to those offered to other students.

Services - Youth experiencing homelessness shall be provided services comparable to services offered to other students within the school district, including:

- Educational services for which students meet eligibility criteria, including special education, 504 accommodations, and programs for English Language Learners.
- Vocational programs
- School nutrition programs
- Before and after school programs

The district recognizes that youth experiencing homelessness may suffer from disabilities at a disproportionate rate and frequently are not evaluated or provided appropriate educational and related services due to their instability and mobility issues. To address this problem, evaluations of youth experiencing homelessness that are suspected of having a disability will be referred to the sending district's Instructional Support Team (IST) and shall be given priority to ensure a timely completion of a full evaluation. Coordination with the students' prior and subsequent school will be of utmost importance. If a student has an IEP or an accommodation plan the district shall immediately implement it if appropriate. Any necessary IEP meetings or re-evaluations shall then be conducted expeditiously. If complete records are not available, IEP teams should use good judgment in choosing the best course of action, always balancing the procedural requirements and the provision of services. In the end, the ultimate goal is to avoid any disruption in appropriate educational services.

School personnel shall refer youth experiencing homelessness to the nurse or sending district's McKinney-Vento liaison office in order for them to be referred to health care services, including dental and mental health services. The homeless liaison will assist the school personnel in making such referrals as needed.

School personnel must also inform parents of all the educational and related opportunities available to their children and provide parents with opportunities to participate in their children's education. Students who have been identified as a homeless student and do not have a parent/guardian or adult caretaker acting in their best interest will have additional support from the homeless liaison, in conjunction with the principal, in terms of signatures/permission to participate in activities, and other activities as required by the school.

Free/Reduced Breakfast/Lunch Programs - Youth experiencing homelessness are automatically eligible for free meals. On the day the student enrolls or becomes identified as experiencing homelessness, the school must submit the student's name to the liaison so that the business office can immediately process the request. If the liaison is not available, the request to add the student to the free breakfast/lunch program can be made directly to the business office.

Training - The liaison will conduct training for all staff at the beginning of each school year. The training and activities will be designed to:

- Increase staff awareness of homelessness in the district
- Review the McKinney-Vento Homeless Education Assistance Act
- Help teachers identify signs and behaviors that may indicate an unstable living situation
- Teach staff how to refer a student for support services
- Increase sensitivity to youth experiencing homelessness

Disputes - If a dispute arises over any issue covered in this policy, the youth experiencing homelessness shall immediately be enrolled pending final resolution of the dispute. The student experiencing homelessness shall also have the right to all appropriate educational services, transportation, free meals, and Title I services while the dispute is pending.

The school where the dispute arises shall provide the parent or unaccompanied youth with a written explanation of its decision and the right to appeal and should immediately refer the parent or youth to the liaison. The liaison with the assistance of the Director of Student Support Services shall ensure that the student is enrolled in the school of his or her choice (either the school near the temporary housing, the school in which the student was last enrolled, or the school attended when permanently housed) and is receiving other services to which he or she is entitled to and will work to resolve the dispute as quickly as possible. The parent or unaccompanied youth shall be given every opportunity to participate meaningfully the resolution of the dispute. The liaison shall keep records of all of the disputes in order to determine whether particular issues are delaying or denying the enrollment of youth experiencing homelessness.

The parent, or unaccompanied youth may appeal the liaison's decision as provided in the State's Dispute Resolution Process.

I. ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) POLICY:

1. General Policy Statement: All students, regardless of a positive HIV test or diagnosis of AIDS, have the right to attend classes and participate in School Programs.
2. Disclosure of Information Regarding Students Who Test Positive for HIV or are Diagnosed with AIDS.
 - a. No student can be forced to be tested for infection with the HIV antibody or antigen.
 - b. A student, without the consent of his or her parent or legal guardian, may, however, voluntarily subject themselves to testing for the AIDS virus.
 - c. If a student tests positive for HIV, or is diagnosed with AIDS, it is within the sole discretion of that student, or that student's parent or legal guardian, to disclose to the faculty or staff of the student's medical condition. The student and the student's parent or legal guardian have an absolute right to keep that information private.
 - d. If a faculty member learns of a student's HIV infection or diagnosis with AIDS, that faculty member cannot reveal that information to any third party without the informed, written consent of the student or the student's parent or legal guardian. The consent must be given on a form provided by the school, and any signed consent forms will be kept in a file with access restricted to individuals authorized by the student or student's parent or legal guardian. The disclosure of information in the file may only be for purposes and to individuals specifically authorized by the student or the student's parent or legal guardian. Without such authorization, any such information must be kept strictly confidential.

1. Treatment of individuals with medical conditions that have increased likelihood of causing the HIV Virus to spread
 - a. Because HIV is a blood-borne disease and individuals may not exhibit visible symptoms or may not know they have the disease, certain conditions could result in an increased risk of either contracting or transmitting the disease.
 - b. If a student has an uncovered wound, a weeping or bloody skin condition, or open sores that cannot be controlled, or bloody diarrhea, then such individuals may be excluded from the school until the medical condition can be successfully controlled. This exclusion is primarily to prevent the student from inadvertently being the recipient of the disease.
 - c. Any student who exhibits a propensity for biting others with such severity so as to cause the transfer of blood may likewise be excluded. The policy is to protect any student who is not infected from possible exposure to the disease.

J. HARASSMENT POLICY

PURPOSE: The MRVTHS shall provide a safe and secure environment in which all students are respected and expected to learn. Harassment affects a student's academic progress, self-esteem, extracurricular involvement and social relationships. The MRVTHS will not tolerate disrespectful interaction.

In some cases, the offending behavior may warrant punishment or removal of the harasser. Harassment may be perpetrated by peers, school staff, or others with whom the victim must interact in order to fulfill school/job duties. The MRVTHS's policy includes interactions student-to-student, student-to-staff or staff-to-student. This policy will become part of every work site agreement to assure safety and comfort in the extended school environment in the community.

LEGAL ASPECTS OF SEXUAL HARASSMENT: Sexual harassment is a form of sex discrimination. Under the Massachusetts law on fair educational practices (Chapter 151C of the Mass. General Laws), the term "sexual harassment" is defined as follows:

"any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or
- (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment."

In addition, students are protected from sexual harassment under the provisions of Title IX; schools can be sued for not protecting their students from sexual harassment. If sexual harassment involves a

minor student in a school setting, it can also be considered a criminal offense under laws relating to child abuse.

BEHAVIORS DEFINED:

For purpose of this policy, the following includes but is not limited to the range of behaviors considered to be sexual harassment:

- Sexual insults and name-calling, including homosexual reference comments
- Off color jokes
- Intimidation by words or actions
- Offensive touching, gestures
- Pressure for sexual activity
- Behaviors viewed to be offensive by a reasonable person in the victim's situation

It is recognized that the content of this policy may be expanded to include behaviors which diminish the comfort and safety of individuals whether within the legal definition of sexual harassment or other forms of harassment such as:

- Throwing objects at a person
- Unwanted negative attention
- Racial and ethnic slurs

K. HARASSMENT PROCEDURES FOR STUDENT HARASSMENT POLICY

Guidelines For Dealing With Harassment: MVP Academy will consider individual complaints about sexual harassment or a sexually hostile environment from the reasonable person point of view. The approach will be non-judgmental, will focus on changing behavior, and will endeavor to protect the complainant from retaliation. At the start of each school year, the Title IX/622 Coordinator and a male and a female staff person will be appointed by the Superintendent-Director to serve as the Harassment Team to handle all complaints. When a person feels that conduct falling within the unwanted behaviors for harassment has occurred, we want to know. MVP Academy assures students that this system favors behavior changes and respect for others.

MVP Academy does not tolerate inappropriate and illegal conduct, therefore harassing behaviors may lead to verbal admonition, written warning, removal from duties, suspension or expulsion, mandatory counseling, physical changes in the environment, etc.

It is the moral and legal responsibility to report acts of harassment whether by direct or indirect knowledge. It is unlawful to retaliate against students for filing a complaint of harassment or for cooperating in an investigation of a complaint of harassment.

Procedures for Dealing with Harassment: Report the incident to any staff member or directly to the principal, ext. 5216. A meeting of the Harassment Team will be held as soon as possible and a decision to follow Option A or Option B will be made.

Procedure - Option A

1. You will be assisted in writing a letter to the alleged harasser which includes the following:
 - a. An exact description of the behavior, including when and where it happened.
 - b. A description of how the behavior made you feel.
 - c. A request that the behavior stop.
 - d. A promise that if the behavior stops, no further action will be taken.
2. The letter will be dated and signed, and the information will be considered private.
3. The letter will be delivered by a member of the Harassment Team to assure that the alleged harasser understands the contents and understands that talking about it to other students/staff or engaging in any other retaliatory behavior will subject the alleged harasser to disciplinary action.
4. An apology by the harasser will lead to no further action, but the letter will remain on file.
5. Within a week after the letter is delivered, a follow-up by a member of the Harassment Team will be conducted to assure that in fact the harassing behavior has stopped and that no retaliation has occurred. Any retaliation or continuation of behaviors considered to be harassment will be considered grounds for removal from the educational setting or other disciplinary action.

Procedure - Option B

When Option B is utilized the Harassment Team will investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practical under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. The team will also interview the person alleged to have committed sexual harassment. When the team has completed the investigation, they will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. If no evidence for the claim is found, the person making the false claim may be charged with harassment.

If it is determined that inappropriate conduct has occurred, the team will act promptly to eliminate the offending conduct and will suggest disciplinary action.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process above does not prohibit you from filing a complaint with agencies. Each of the agencies has a short time period for filing a claim, (EEOC 180 days; MCAD - 6 months).

1. The United States Equal Employment Opportunity Commission (EEOC)

10 Congress Street - 10th Floor
Boston, MA. 02114

(617) 565-3200

2. **The Massachusetts Commission Against Discrimination (MCAD):**

Boston Office

One Ashburton Place - Room 601

Boston, MA. 02108

(617) 727-3990

Springfield Office:

424 Dwight Street, Room 220

Springfield, MA. 01103

(413) 739-2145

Training and Posting of Harassment Policy:

This policy and procedures will be contained in the Student and Faculty Handbooks and any other employment guides.

Employees will receive training annually to assure an understanding of the nature of harassment, the negative consequences of sexual harassment and policy and procedures including their responsibilities. Other types and examples of harassment will be addressed also.

All busing contracts shall contain assurance that drivers are trained and understand their responsibility and liability to extend the comfort of students to a harassment free ride on their buses.

Students will be made aware of harassment policies through their annual review of the MVP Program Handbook.

All temporary employees/volunteers shall be given this policy by their administrative supervisor and new permanent employees will be given training prior to employment.

L. STUDENT BULLYING PREVENTION POLICY

PURPOSE:

The MVP Academy shall provide a safe and secure environment in which all students are respected and expected to learn. Bullying affects a student's academic progress self-esteem, extracurricular involvement and social relationships. The MVP Academy prohibits all forms of bullying, including cyber bullying.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

DEFINITIONS:

Aggressor is a student and/or staff member who engages in bullying, cyber bullying, or retaliation.

Bullying is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- A. Causes physical or emotional harm to the target or damage to the target's property;
- B. Places the target in reasonable fear of harm to themselves or herself or of damage to his or her property;
- C. Creates a hostile environment at school for the target;
- D. Infringes on the rights of the target at school; or
- E. Materially and substantially disrupts the education process or the orderly operation of a school.

Cyber bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet posting.

Hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

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

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

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

POLICIES AND PROCEDURES FOR REPORTING AND RESPONDING TO BULLYING AND RETALIATION

I. Reporting Bullying or Retaliation

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. The MVP Academy staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school district staff members, may be made anonymously. The MVP Academy will make a variety of reporting resources available to the school community.

Use of an Incident Reporting Form is not required as a condition of making a report. The MVP Academy will: 1) make it available in the MVP Program Manager's office, the school nurse's office, and other locations determined by the principal or designee; and 2) post it on the school's website.

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

1. Reporting by Staff

A staff member will report immediately to the principal or designee when they witness or become aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school district policies and procedures for behavior management discipline.

2. Reporting by Students, Parents or Guardians, and Others

MVP Academy expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents, or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

3. False Reporting

If the MVP Staff and sending district designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action consistent with school committee policies and student handbook.

II. Responding to a Report of Bullying or Retaliation

1. Safety

Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to: creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

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

reliable information about a reported act of bullying or retaliation. **Every attempt will be made to keep reports of bullying confidential.**

2. *Obligations to Notify Others*

1. Notice to parents or guardians. Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation.

2. Notice to Another School or District. If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action.

3. Notice to Law Enforcement. At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if they have a reasonable basis to believe that criminal charges may be pursued against the aggressor.

In making the determination, the principal or designee, will, consistent with the Bullying Prevention and Intervention Plan and with applicable school district policies and procedures, consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

II. Investigation

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

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

Interviews may be conducted by the MVP Academy Program Manager, principal or designee, other staff members as determined by the principal or designee, and in consultation with the designee of the sending district, as appropriate. To extent practicable, and given their obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with MVP Academy policies and procedures for investigations.

III. Pre-investigation

Even before fully investigating allegations of bullying or retaliation, school personnel will consider whether there is a need to take immediate steps to support the alleged victim and/or protect the alleged victim from further potential incidents of concern. In taking any such action, however, the rights of both the alleged victim and alleged perpetrator must be considered.

IV. Determinations

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

SUMMARY:

Consistent with state and federal laws, and the policies of the MVP Academy, no person shall be discriminated against in admission to MVP Academy or in obtaining the advantages, privilege and courses of study at MVP Academy on account of race, color, sex, religion, national origin, gender, gender identity, or sexual orientation. Nothing in the Bullying Prevention and Intervention Plan prevents the MRVTS from taking action to remediate discrimination or bullying based on a person's membership in a legally protected category under local, state, or federal law, or school district policies.

In addition, nothing in the Bullying Prevention and Intervention Plan is designed or intended to limit the authority of the MVP Academy to take disciplinary action or other action in response to violent, harmful, or disruptive behavior, regardless of whether the Bullying Prevention and Intervention Plan covers the behavior.

M. POLICY and PROCEDURES FOR PHYSICAL RESTRAINT OF STUDENTS

BACKGROUND AND PURPOSE

The Massachusetts Department of Elementary and Secondary Education established revised regulations governing the use of physical restraints on students in effect January 1, 2016. These regulations supersede all previously established procedures. Montachusett Regional Vocational Technical School is required to follow the provisions of 603 CMR 46.00, which regulates the use of physical restraint on students in Massachusetts public school districts. The purpose of this policy/procedure is to ensure that every student is free from the unreasonable use of physical restraint and that such an intervention is used only in emergency situations after other less intensive alternatives have failed or have been deemed inappropriate. Physical restraint should be administered

only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm and to prevent or minimize harm to the student.

ALTERNATIVES TO RESTRAINT

MVP Academy has in place methods for preventing student violence, self-injurious behavior and suicide. These include:

- Individual crisis planning
- Suicide Prevention Awareness for students and staff
- Annual Training for all staff which includes alternatives to restraint and knowledge of behavior policy
- Student Handbook clearly indicates behavior policy and is signed that it is read and that student will comply with MRVTS expectations
- Use of time-out with staff present, continuously observing the student.
- De-escalation tools and other alternatives such as mediation, conflict resolution, restorative justice, and collaborative problem solving.

At the beginning of each school year, the Principal identifies school staff to be responsible for administering proper physical restraint procedures. These individuals will participate in an in-depth training in the use of physical restraint and appropriate de-escalation methods. Staff will be trained on prevention techniques, the ability to identify specific dangerous behaviors, and instruction on the impact physical restraint has on the student and family.

The program also arranges a time for all staff to receive training with regard to the restraint policy/procedure within the first month of the school year and for employees hired after the school year begins, within a month of their employment. This training will include the school's prevention and behavior support policy and procedures including individual crisis planning, methods of prevention of need for physical restraint and alternatives to restraint, types of restraint and related safety considerations, administering restraint in accordance with student's needs/limitations including known or suspected trauma history, required reporting & documentation and the identification of selected staff to serve as information resource to school.

DEFINITIONS

The following terms as used in 603 CMR 46.00 shall have the following meanings:

Physical escort: Touching or holding a student without the use of force for the purpose of directing the student.

Physical restraint: Direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint is **NOT** brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

Extended restraint: A physical restraint the duration of which is more than twenty (20) minutes. Extended restraints increase the risk of injury and therefore, require additional written documentation.

School working day: Any day or partial day that students are in attendance at MVP Academy.

Time out: Behavioral support strategy in which a student temporarily separates from the learning activity or classroom or by choice or by direction of staff, for the purpose of calming down.

PROCEDURE FOR USE OF TIME OUT

1. Staff is present, continuously observing the student
2. Principal approval is needed to extend time longer than 30 minutes
3. Space used must be clean, safe, sanitary and appropriate for the use of calming
4. Time out shall cease as soon as the student is calmed.
5. Use of time-out will be documented as required

DETERMINING WHEN PHYSICAL RESTRAINT MAY BE USED

1. Physical restraint may be used only when:

- (a) Needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm.
- (b) To prevent or minimize any harm to the student as a result of the use of physical restraint.

2. Limitations of restraint:

Physical restraint will be limited to the use of reasonable force as is necessary to protect a student and/or a member of the school community from assault or imminent, serious, physical harm.

INSTANCES WHEN RESTRAINT IS NOT TO BE USED:

- (a) Physical restraint is not to be used as a means of punishment.
- (b) Physical restraint is not to be used as a response to destruction of property, school disruption, refusal of the student to comply with school rules or staff directive, or verbal threats that do not constitute a threat of imminent serious physical harm.
- (c) Physical restraint is not to be used when the student cannot be safely restrained because it is medically contraindicated for reasons including but not limited to asthma, seizures, cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting.
- (d) Physical restraint is not to be used as a standard response for any individual student. No written individual behavior plan or IEP may include use of physical restraint as a standard response to any behavior. Physical restraints are an emergency procedure of last resort.

4. Nothing in this document or in 603 CMR 46.00 prohibits:

- (a) The right of an individual to report to appropriate authorities a crime committed by a student or another individual.

(b) Law enforcement, judicial authorities or school security personnel from exercising their responsibilities, including the physical detainment of a student or other persons alleged to have committed a crime or posing a security risk.

The exercise of an individual's responsibilities as a mandated reporter of child abuse/neglect pursuant to MGL c.119, s 51A to the appropriate state agency.

(c) The protection afforded publicly funded students under other state or federal laws, including those laws that provide for the rights of students who have been found eligible to receive special education services.

(d) Any teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent, serious physical harm.

PROPER ADMINISTRATION OF PHYSICAL RESTRAINT IN EMERGENCY SITUATIONS

1. Trained personnel:

Only staff that has received proper training in physical restraint procedures shall administer it to students. To the greatest degree possible, another adult who does not participate in the restraint should witness administration of a restraint. However, nothing in 603 CMR 46.00 or this policy shall preclude a teacher, employee or agent of MTVRS School from using reasonable force to protect students, other persons or themselves from assault or imminent, serious physical harm.

2. Use of force:

Any individual(s) administering physical restraint shall use only the amount of force necessary to protect the student or others from physical injury or harm.

3. Safety requirements:

- Restraint will be administered in a manner so as to prevent or minimize Physical harm to the student.
- A restraint will not be administered in a manner that prevents a student from speaking or breathing. Restraint will be discontinued if the student indicates that s/he cannot breathe.
- During a restraint, a student's physical well-being, respiration, skin temperature and color will be monitored.
- If at any time during the restraint the student expresses or displays significant physical distress, including, but not limited to difficulty breathing, or sustained or prolonged crying or coughing, the restraint will immediately terminate and medical assistance will be sought.
- Staff will review and take into consideration any known medical or psychological limitations, known or suspected trauma history and/or behavioral intervention plans regarding the use of physical restraint on an individual student.
- During a restraint, staff will continuously talk to and engage the student in an attempt to de-escalate behavior and to end the restraint.
- Staff administering physical restraint will use the safest method available that is appropriate to the situation.

Prone restraints are prohibited except if ALL of the below is true and documented:

- The student has a documented history of repeated dangerous behavior to self or others
- All other forms of restraint have been unsuccessful
- There are no medical contraindications
- There is psychological/behavioral justification with no contraindications
- Obtained consent to use prone restraint

Documented all of the above in advance of the use of prone restraint.

Then, prone restraint is only administered by people with in-depth training.

- Mechanical restraint, medication and seclusion is prohibited at MRVTS.
- Restraint will immediately terminate when the staff member determines that the student is no longer at risk of causing imminent physical harm to themselves or others.
- After release of a student from restraint, the incident, when applicable, will be reviewed with the student and the behavior that led up to the restraint will be addressed. Additionally, the district will engage the parents/guardians and the student in discussion about how to prevent the future use of restraint.
- The administrator in charge will review the incident with the staff member who administered the restraint to ensure that the proper procedures were followed.
- Followed and to consider if any follow-up is appropriate for students who may have been present during the restraint.

REPORTING REQUIREMENTS

1. When restraint must be reported:

Any staff member, who administers any restraint, shall verbally inform the Principal as soon as possible; and by written report no later than the end of the school day. The student is required to be seen by the school nurse, as well as staff. The written report meets all of the requirements of 603CMR46(06). The district utilizes the state required form available in the security portal.

This must be kept on file by the school, however, if the principal has administered the restraint, then they shall submit the report to the Superintendent. The Principal, Superintendent, or their designee shall also maintain an ongoing record of all reported instances of physical restraint, which shall be made available for review by the Superintendent and/or by the Department of Education upon request.

2. Informing parents:

The Principal/Superintendent or his /her designee shall verbally inform the student's parents or guardians of the restraint as soon as possible, within 24 hours and by written report postmarked no later than three (3) school working days following the use of restraint. Students and parents are allowed to comment.

3. Reporting extended restraint or serious injury to a student or staff member as a result of restraint to the Massachusetts Department of Education:

In the event a restraint results in: (1) serious injury to a student or staff member or (2) an extended restraint, that is, one that lasts longer than twenty (20) minutes, the Principal or designee must approve the continuation of longer than 20 minutes. A report must be filed by the school system with the Massachusetts Department of Education. The following reporting procedures must be followed in all such cases:

(a) The parent must be notified verbally as soon as possible and within 24 hours and within three school working days by letter in accordance with the procedures outlined in item 2 above

(b) Completed copies of the "Mass DESE Physical Restraint Report", the Monthly Report of Physical Restraints year to date, and the letter Sent to the parent/guardian must be forwarded to the Superintendent within three (3) working days of the restraint. The Superintendent will then send these within three (3) working days of the restraint to the Massachusetts Department of Education. Copies should be kept on file in the school office.

4. Procedure for receiving and investigating complaints about the use of restraint:

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

ADDITIONAL REVIEWS BY THE PRINCIPAL:

A. Individual Student Weekly Review

The Principal will identify individual students restrained multiple times within the previous week and convene a review team to consider:

- Reports about the use of restraint, and comments provided by the parent and the student
- Analyze circumstances and factors leading up to the perception of need for use of restraint
- Consider strategies to reduce or eliminate the use of restraint for this student in future
- Review team agreement on a written plan of action

B. Administrative Monthly Review

- The Principal shall conduct a monthly review of restraint data. This review shall:
- Consider patterns of use, looking for commonalities
- Consider modification(s) to the restraint policy/procedure
- Determine need for additional training
- Determine other necessary actions to reduce the need for the use of restraint

Massachusetts Department of Education Restraint Regulations are available online at <http://www.doe.mass.edu/lawsregs/603cmr46.html>.