

Calendar of Events

August 19, 20 August 20, 21 August 21	New Teacher Orientation New Student Orientation Grade 9 Orientation Parent Orientation Staff Orientation Prof Dev (No School) Students' First Day	November 21 November 24-26 November 27 November 28	Parents' Night (half day) SKILLS Leadership Conf Half Day School Thanksgiving Day	April 9 April 10 April 15 April 20-24 April 25-May 2	Third Quarter Ends Good Friday Superintendent's Dinner Spring Break SKILLS State Comp
August 26 August 27 August 28		December 13 December 23-31	Prof Dev (half Day) Winter Break	May May 9 May 15 May 19,20 May 22 May 25	AP Testing Prom Sr. Sign-out Academic MCAS Math Test Senior Sign-out Vocational Memorial Day (no school)
September 2 September 5 September 23	Labor Day Back to School Night Grade 11 portraits College Fair Grade 10 & 11 portraits	January 1 January 13-17 January 21-24 January 20 January 24 January 27	New Year Day (no school) Mid-terms Gr 9 & 11 Mid-terms Gr 10 & 12 M.L. King Day Second Quarter Ends Second Semester	May 26 May 27 May 28	Senior Awards Night Graduation Graduation Rain Date
October 3 October 9 October 10 October 11	College Fair Advisory Dinner Honor Roll Banquet Principal and Counselor's Day Columbus Day (no school)	February 5,6 February 12 February 13	MCAS Biology Retest Advisory Dinner Advisory Dinner snow date Presidents' Day (no school) February Vacation	June 2-3 June 3 June 4	MCAS Biology Test Advisory Dinner Freshman Acceptance Night
October 17 October 21 October 21 October 25	Honor Roll Banquet Tour Day (no school) Career Awareness Night Prof Dev (half day)	February 17 February 17-21		June 11	Last Day of School (half-day) If no snow cancellations SKILLS National Comp
November 1 November 5 November 6,7,8 November 11 November 19 November 13,14	First Quarter Ends Portraits for Absentees MCAS ELA Retest Veterans Day (No School) Parents' Night (half day) MCAS Math Retest	March 2,4,5 March 6,9 March 11 March 18 March 19 March 13 March 24,25	MCAS ELA Retest MCAS Math Retest SKILLS Districts Comp Open House Open House Snow Date Prof Dev (half day) MCAS ELA	June 22-24	



Montachusett Regional
Vocational Technical School
STUDENT HANDBOOK
2019-2020

1050 Westminster Street Fitchburg, MA 01420-4696

(978) 345-9200

(978) 632-8889

1-800-853-6689

<http://www.montytech.net>

This planner belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

Monty Tech School District Committee

Ashburnham.....	Ms. Diane Swenson
Ashby.....	Mr. Peter Capone
Athol.....	Ms. Toni L. Phillips
Barre.....	Ms. Whitney Marshall
Fitchburg.....	Ms. Melanie Weeks
Fitchburg.....	Mr. Robert A. Babineau, Jr
Fitchburg.....	Mr. Ron Tourigny
Fitchburg.....	Mr. Brian J. Walker, Chair
Gardner.....	Mr. Matthew C. J. Vance
Gardner.....	Mr. James Boone
Harvard.....	Ms. Amy Morton
Holden.....	Mr. James Cournoyer
Hubbardston.....	Mrs. Kathleen Aioldi
Lunenburg.....	Ms. Barbara Reynolds
Petersham.....	Mr. Edward Simms
Phillipston.....	Mr. Eric Olson
Princeton.....	Mr. John P. Mollica
Royalston.....	Mrs. Mary C. Barclay
Sterling.....	Mr. William J. Brassard
Templeton.....	Mr. James M. Gilbert
Westminster.....	Mr. Ross Barber
Winchendon.....	Dr. Maureen Ward

Rules and Regulations

All students are responsible for the rules and regulations as published in this handbook. As required by law, your signature on Homeroom Roster sheets distributed on your first day at Montachusett Regional Vocational Technical High School (Hereinafter referred to as Monty Tech) also acknowledges receipt of a copy of Chapter 269 of the General Laws – an Act Prohibiting the Practice of Hazing.

Montachusett Regional Vocational Technical High School admits students and makes available to them its advantages, privileges and courses of study without regard to race, ethnicity, color, gender, gender identity, sexual orientation, religion, national origin, or disability or homelessness.

Equal Educational Opportunities

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the Montachusett Regional Vocational Technical School District will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, gender, gender identity, ethnicity, sexual orientation, disability, religion, national origin, physical, intellectual differences or homelessness.

To accomplish this, the District will make every effort to comply with the letter and the spirit of the Massachusetts Equal Educational Opportunities law which prohibits discrimination in public school admissions and programs. The law reads as follows:

“No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, gender, ethnicity, physical or intellectual differences, gender identity, religion, national origin or sexual orientation, disability or homelessness.”

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities.

Acknowledgment of Receipt of Student Handbook

ACKNOWLEDGEMENT OF RECEIPT OF STUDENT HANDBOOK –2019-2020

My signature below indicates that:

- I am in receipt of this Student Handbook and have reviewed its contents with my son or daughter.
- I agree to abide by the appropriate Computer User Contract in this Student Handbook.

Parent/Guardian's Signature

Date

Student's Signature

I.D.#

Grade

Date

Student's Name(print legibly)

Home Room

Vocational Program

Homework is important and is required to be completed during both academic and vocational weeks.

Parents' Nights are scheduled in November, following the first quarter report card. Parents are encouraged to attend these evening meetings and meet with teachers to discuss common concerns.

**STUDENT MUST RETURN THIS SIGNED PAGE TO
HIS/HER 1ST PERIOD HOMEROOM TEACHER 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 OR ON SCHOOL GROUNDS.**

Computer User Contract

(Grades 9 through 12)

I understand and will abide by Monty Tech 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 (other than 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 son/daughter his/her responsibilities regarding the use of Monty Tech network and Internet access. My son/daughter understands and agrees to follow the Acceptable Use Policy of Monty Tech. I understand that any violation by my son/daughter of the terms of the Acceptable Use Policy may result in the suspension or revocation of his/her Internet and/or computer privileges (other than 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 son/daughter accesses, acquires or transmits via Monty Tech computer network and/or Internet connection. I hereby give permission for my son/daughter 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 son/daughter of the Acceptable Use Policy*.

Finally, I recognized that the guidelines for the school's 1:1 Chromebook initiative are separate from this acceptable use policy, and that I must agree to those guidelines separately in order for my student to receive their school issued Chromebook*

See Acceptable Use Policy on pages 46-49.

Table of Contents

I. Administration and Instructional Staff	1
Academic Programs	1
Vocational Programs	2
Technology Staff	3
Student Support Staff	3
Guidance Counselors	3
Specialists	3
Attendance & Discipline	4
Business Office	4
Cafeteria Staff	4
Athletics	4
Post Graduate Studies	4
Practical Nurse Program	5
Facilities	5
Custodial & Maintenance	5
Office Telephone Numbers	6
II. NEASC Accreditation Statement	7
III. Philosophy & Goals	8-9
IV. Scholastic Information	10
Carnegie Credit System	10
Promotion and Graduation	10
Distribution of Required Course Credit	11
Grades	12
Report Cards	12
Honor Roll	13
Honor Roll Banquet	13
Interim Progress Reports	13
Homework	13
Student Services Extra Help	13
Parents' Nights	14
Summer/Night School Credit Recovery	14
Dual Enrollment Program	14-15
V. Student Attendance	16
Attendance Policy	16
Daily Attendance	16
Procedures	16-17
Notification From the Dean of Students	17
Long Term Medical Absence	17-18
Attendance Appeal Process	18
Make-up Work	18
Truancy	19

Table of Contents

Class Cuts	19
School Activities During Absence	19
School Closing Information	19
Arrival at School	19
Late to Class	20
Dismissals	20
Senior Final Exam Dismissal	21
Passing Between Classes	21
Excused Field Trip Absences	21
Withdrawal from School	21
Age of Majority	21
VI. Student Discipline and Conduct	22
Level 1A (Demerits)	22
Level 1B (Detentions)	22
Level 1C (Extended Detentions)	22
Level 2A (Long or Short Term Suspension)	23
Level 2B - Permanent Exclusion	23-24
Definition of Disciplinary Actions	24
Demerit	24
Expulsion	24
Hazing	24
In-School Suspension	24
Office Detention	24
Extended Detention	24
Suspension	24-25
Code of Conduct: Students with Disabilities	25
Suspension of Students with Disabilities	25-26
Teacher Session	26
Demerit Program	26
Merit Program for Demerit Credits	27
Detentions	28
In-School Suspension	28
Rules of In-House Suspension	35
Short Term Out-of-School Suspension	29
Long Term Suspension	30
Exception for Emergency Removal	32
Appeal to the Superintendent	32
Expulsion	33
Behaviors and Consequences	35
Use of Tobacco	39
Food and Beverage Guidelines	40
Dress Code	41
Electronic Devices	42
Maintenance and Possession of Chromebooks	43

Table of Contents

Academic Integrity	43
Financial Responsibility	44
Lost and Found	44
School Property	44
Search of Students	44
Anonymous Reporting	45

VII. Technology and Computer Use 46

Computer Network	46
Internet Safety	46
Content Filtering	46
Acceptable Use Policy	46
Guidelines	47
Guidelines for Teens	47
Guidelines for Parents	48

VIII. Building & Facility Security/Safety 50

Fire Drills	50
School Identification Badges	50
Visitors	50
Security of Valuables	51
School Resource Officer	51
Use of Student Photographs and AV Recording	51
Performing Arts Center	52
Library	52
Lockers	53
Elevator	53
Telephone	53
Bus Transportation	53
Parking Permits	54

IX. Special Programs 56

Guidance, Counseling & Placement Services	56
Student Records Regulations	56
Student Records: Non-Custodial	57
Retention and Destruction of Records	57
Special Note on Mailings	57
Student Information - Military Opt-Out	57
Special Education Services	57
English Language Education	58
Cooperative Education	58
Affiliations and Externships	59
Exploratory Program	60
Work Permits	60
Driver's Education	60

Table of Contents

X. Student Government, Extracurriculars and Athletics	62
Student Government Eligibility	62
Student Council	62
School Council	62
Regional Student Advisory Council	62
Student Advisory Council	62
National Honor Society	63
SkillsUSA	63
Clubs	63
Drama Club	63
Interscholastic Athletics	64
MIAA Chemical Use Policy	65
Varsity Letters	67
Athlete of the Year	67
Athlete of the Month	68
Athletic Council	68
Bulldog Pride	68
Dances and Proms	68
XI. Medical and Health Information	70
Physical Exams	70
Health Insurance	70
Population-Based Screening Programs	70
Immunizations	70
Contagious Illness	70
Medication Policy	71
School Breakfast and Lunch Program	71
Cafe Charge Policy	71
Pre-Paid Lunch Program	71
Cafeteria Rules and Policies	72
Programs for Pregnant Students	72
Physical Education	73
Insurance	73
Accident Reports	73
Safety	74
XII. Appendix	75
A. Rights and Responsibilities of Monty Tech Students	75
B. Non-Discrimination Policy	76
C. Notice of Non-Discrimination and Compliance with Title IX	77
D. Federal Legislation Title IX	77
E. Massachusetts General GL. Chap. 71, Sec. 2A	77
F. Crimes Against Public Peace, Chap. 269	77
G. Massachusetts General GL. Chap. 71, Sec. 37H	79
H. School Child Abuse Neglect Team	80
I. McKinney Vento Homeless Education Policy	81

Table of Contents

<u>J. Acquired Immune Deficiency Syndrome Policy</u>	85
<u>K. Harassment Policy</u>	85
<u>L. Harassment Procedures for Student Harassment Policy</u>	86
<u>M. Student Bullying Policy</u>	89
<u>N. Policies and Procedures for Reporting and Responding to Bullying and Retaliation</u>	89
<u>O. Student Restraint Policy and Procedures</u>	92
<u>Crisis Phone Numbers</u>	96

I. Administration and Instructional Staff

Dr. Sheila Harrity, Superintendent-Director

Julie Marynok, Administrative Assistant

Thomas Browne, Principal

Dayana Carlson, Assistant Principal

Tammy LaFalam, Administrative Assistant

Angie Moux, Receptionist / Secretary

ACADEMIC PROGRAMS

Christina Favreau, Director

Sandra Robichaud, Secretary

ENGLISH

Anderson, Kevin
Farias, Kirsten L.
Caouette, Andrew
Gately, Timothy
Gerry, Holly, A.
McGuane, Samantha
McMullen, Ryan
Chase, Natalie
Rooney, Thomas
Burton, Eric
Zibel, Scott
Freel, Francis

MATHEMATICS

Babb, Travis
Farr, Gary
Gevrekakis, Deanne R.
Griczika, Michael
Hager, Brent
Hall, Melissa.
Marini, Audra
Sanden, Eric
Viall, Kimberly
Trundy, Althea
Viola, Lauren
Wilson, Susan M.

PHYSICAL EDUCATION/HEALTH

Hatfield, Lauren
Sallila, Matthew

ART

Johnson, Bethany

SCIENCE

Anderson, Nils
deDiego Paula
Doyle-Aucoin, Eireann
Flanagan, Elizabeth
Hager, Dylan J.
Jablonski, Elizabeth
Larson, Lauryn
Robinson, Samantha
Giese, Andrew
Rivard, Catrina
Scaduto, Timothy

SOCIAL STUDIES

Barry, Darren
Dolen, Tim
Kelly, Amanda
Lamey, Thomas
McLinden, Keith
Storm, Laura

SPANISH

Foss, Christina
Hewitt, Heidi

ENGLISH LANGUAGE EDUCATION

Freel, Francis

LIBRARY

Jourdain, Jennifer, Librarian
Praplaski, Colleen

MCJROTC

1st Sgt. Jornet, Paul A.
1st Sgt. Dillon, Shane

Administration and Instructional Staff, Vocational

James Hachey, Director of Vocational Programs

Kim Curry, Coordinator of Cooperative Education and Placement

Shane Brogan, Vocational Specialist, Christine Santry, Vocational Specialist

Karen L. Hebert, Secretary

AUTO BODY:COLLISION REPAIR TECH.

Forhan, Michael

Gallant, Peter

Lelievre, David

AUTOMOTIVE TECHNOLOGY

Russell, George

Hobbs, David

LaRose, Matthew

BUSINESS TECHNOLOGY

Guzman, Elba

Ikonen, Angela

CABINETMAKING

Bailey, Nicholas

Bulger, Joseph

Dion, Michael

COSMETOLOGY

Alie, Lirazol

Delphia, Stephanie

Kelley, Diane

Philbrick-James, Jennifer

CULINARY ARTS

Banks, Michael

Despres, Nancy

Gosselin, Paul M.

Haggerty, Joseph

DENTAL ASSISTING

Salvanelli, Michelle

Wright, Tracie

CAD DRAFTING & DESIGN

Robichaud, Michael J.

Castillo, Genevieve

Veinotte, Jesse

EARLY CHILDHOOD EDUCATION

Boudreau, Karla

Cataldo, Anne Marie

ELECTRICAL

Bussiere, John

Lepkowski, Dean

Cormier, Paul J.

Thibeault, Alex

ENGINEERING TECHNOLOGY

Harding, Samantha

Cormier, Dennis

GRAPHIC COMMUNICATIONS

Bean, Brian R.

Stocking, Katie

Starr, Daniel W.

HEALTH OCCUPATIONS

Boivin, Kiley

Darling, John S.

Cintron, Kamally

Williams, Heidi

HOUSE CARPENTRY

Brooks, James M.

Maxfield, Peter

Morrison, Floyd

HVAC & PROPERTY MAINTENANCE

Curran, Brendan

McGee, Matt

Stuessy, William A.

INFORMATION TECHNOLOGY

Bellerose, Roger

Duncan, Richard

MACHINE TECHNOLOGY

Blauser, Theryn Jay

Killay, Kevin

White, Patrick

MASONRY

Demers, Richard

Proctor, Jacob

Robinson, Benjamin

PLUMBING

Briggs, Jeffrey

Blanchard, Melissa

Morrisette, Christopher

Martin, Kevin

WELDING/METAL FABRICATION

Goodall, Darrell

Gray, Heather

Wright, Timothy

VETERINARY SCIENCE

Schlupf, Christine

Sample, Kayla

Shell, Lauren

Technology Office Staff

TECHNOLOGY OFFICE STAFF Donald Kitzmiller – Director of Technology

TECH SUPPORT

Rivera, Luis
Snyder, Chad

AUDIO/VISUAL TECH

Gunsalus, William

Student Support Service / Special Education

Victoria Zarozinski, Director of Student Support Services

Kim Dinopoulos, Secretary to Director of Student Support Services

Donna Schaff, Secretary

Paula Torres, Secretary

INSTRUCTORS & AIDES

Barr, Alicia, Inclusion Teacher
Stern, Laura, Inclusion Teacher
Krol, Rebecca, Inclusion Teacher
Pelletier, Brad, Inclusion Teacher
Roy, Timothy, Inclusion Teacher
Sauer, Christina, Inclusion Teacher
Gray, Heather, Inclusion Teacher
Blaisdell, Merissa, SLP
Bettencourt, Debra, Para-Educator
Eigly, Desiree, Para-Educator

Brassard, Brittany, Para-Educator
Mazzarella, Matina, Para-Educator
McBride, Pamela, Para-Educator
Ricciardi, Stephen, Para-Educator
Becotte, Adam, Para-Educator
Goguen, Nicole, Para-Educator
Biery, Anne, Para-Educator
Watkevich, Katherine, Para-Educator
Kelley, Haylie, STAY Para-Educator

Guidance Counselors & Specialists

GUIDANCE COUNSELORS

Grade 9	Reyes, Shelley
Grade 9	Quinn, Alicia
Grade 10,11,12	Kozlowski, Patricia (CB, CO, DT, EL, HC)
Grade 10,11,12	McCarthy, Kelsey (AB, AT, DA, HO, HM gr. 12, VS)
Grade 10,11,12	Storm, Sara (EC, GC, IT, MR, BT)
Grade 10,11,12	Sallila, Kathleen (CA, MT, ET, PL, WM, HM gr 10 & 11)

SPECIALISTS

Reppucci, Lori, RN, BSN	School Nurse
Sanborn, Laura, RN	Nurse
TBA	Nurse
Spacciapoli, Antonietta	Psychologist
Goddard, Katelyn	Psychologist
Hanson, Kathleen	Social Worker
Bozicas, John	Educational Team Chairperson
Pirri, David	Adjustment Counselor
Katy Whitaker	Development Coordinator
Booth, Kelly	On-site Day Care Director
Dumas, Allison	Child Care Center
Leamy, Chrissy	Dean of Admissions
Robertson, Noemi	Academic Assessment Specialist
Woods, Jennifer	Marketing Assistant
Russell, Laurice	Vet Science Office Manager

Guidance Counselors & Support Faculty, cont.

ATTENDANCE/DISCIPLINE

Porter, Thomas	Dean of Students
Schmidt, Katie	Dean of Students
Secino, Anthony	In-House Monitor
Welch, Nina	Secretary

BUSINESS OFFICE

Tammy Crockett

Brady, Diane
Shewan, Martha
Duprey, Lisa
Thom, Jenae
Nowicki, Shannon

Business Manager

Accountant
Executive Assistant, Payable/Receivable
Admin. Assistant, Payroll/Benefits
Acct's Receivable
Secretary

CAFETERIA

Sean Lowe

Marcia Goguen

Batten, Wendy
Cormier, Cathy
Dufour, Brenda
Houde, Denis
June, Michelle
Williams, Ralene
Khan, Trisha
Kelly, Hannah
Kelly, Ellen
Vallee, Shari
Lison, Rhonda
Lord, Melissa
L'Ecuyer, Dolly

Food Service Manager

Office Manager

ATHLETICS

Dave Reid

Watson, Maureen
Garneau, Tarah

Athletic Director

Athletic Director Office Assistant
Athletic Trainer

POST GRADUATE & CONTINUING STUDIES

May-Lucchese, Mary

Provost, Dawn

Director of Post Graduate and Continuing Studies

Operations Specialist

PRACTICAL NURSE PROGRAM

Case, Jane

McDonald, Leah
Pelletier, Denise
TBA

Program Director

Program Support Manager
Practical Nursing Instructor
Practical Nursing Instructor

FACILITIES

Michael Gormley

Director of Facilities

Administration and Instructional Staff

CUSTODIAL

Allain, Richard S.
Bourque, Michael
Cormier, Thomas
Curry, Drew
Kimball, Jason
LeBlanc, Jesse B
Smith, Eric
Smith, Michael
Ouellet, Paul

SHIPPING AND RECEIVING

Todd, Scott

MAINTENANCE

Pellerin, Emile
Valentin Juan

Telephone Numbers

MAIN NUMBER IS (978) 345-9200 OR (978) 632-8889

	Extensions
Accident Reports	Nurse's Office 5219
Admissions	Student Support Services 5235
Anonymous Reporting	5247
Athletics	Athletic Director 3660
Attendance	Dean of Students 5248
Buses	Business Office 5215
Continuing. Education	Cont. Ed. Office 5220/5221
Co-op Program	Co-op Coordinator 5252
Curriculum/Assessment	
Coordinator	Academic Office 5202
Discipline	Dean of Students 5247
Dismissals	Dean of Students 5248
Driver's Education	Business Office 5210
Exploratory	Reyes, Shelley, 5103
Exploratory	Quinn, Alicia 5259
Extra Help	Academic Office 5202
Grade 9 Counselor	Reyes, Shelley 5103
Grade 9 Counselor	Quinn, Alicia 5259
Grade 10,11,12 Counselors	Kozlowski, Patricia 5233
	McCarthy, Kelsey 5240
	Storm, Sara 5239
	Sallila, Kathleen 5238
Student Support Services	Student Support 5235/5236
Makeup work for long-term absence or illness	Student Support Services/teacher 5235/5236
School Nurse	Nurse's Office 5219
Lost and Found	Main Office 0
Lunch (free/reduced)	Business Office 5215
Parking Permits	Dean of Students 5254
Physical Exams	Nurse's Office 5219
Sports Physicals	Athletic Director 3660
Report Cards	Student Support 5235/5236
School Resource Officer	Officer Romano 5100
Special Education	Special Ed. Coord. 5244
Supt.-Director	Superintendent's Office 5206
Suspensions	Dean of Students 5247
Tardiness	Dean of Students 5248
Title IX/Ch. 622	Principal 5205
Vocational Concerns	Vocational Director 5255
Work Permits	Main Office 0

II. Accreditation • Mission Statement

Most recently in 2016, Montachusett Regional Vocational Technical School was accredited by the New England Association of Schools and Colleges (NEASC), a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction. Specifically, Monty Tech is accredited by the Commission on Public Schools, one of the four commissions that comprise NEASC.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association:

New England Association of Schools and Colleges
209 Burlington Road, Bedford, MA 01730 (781) 271-0022

MISSION STATEMENT

Every student will graduate from Monty Tech with the skills, knowledge, and abilities to be a productive and effective member of an ever-changing society.

III. Philosophy • Goals

PHILOSOPHY

The teachers, administrators, school committee members, and support staff of Montachusett Regional Vocational Technical School, in partnership with our students' families and the district communities, provide a progressive and safe learning environment for the intellectual and social development of every student.

The challenging career/technical and academic programs encourage individual excellence and foster the work ethics and life skills necessary to be successful at Monty Tech, post-secondary institutions, and in today's workplace. In accordance with state and national standards, we are committed to high standards of instruction, relevancy of curricula, integration of programs, and the utilization of on-going assessment to improve student achievement. To attain this ideal, we provide meaningful learning activities in and out of the classroom as well as opportunities for students to develop critical thinking, problem solving, and decision-making skills.

Creating and maintaining a positive school environment is essential to the interpersonal and social development of our diverse student body. Through a variety of extracurricular and co-curricular offerings, students are exposed to opportunities that promote teamwork, communication, and leadership skills. Comprehensive counseling and special service programs complement the academic and career/technical programs.

Our faculty members work together to ensure that every student will have the capability to be a lifelong learner in a global community. We remain committed to prepare graduates to be respectful, tolerant, knowledgeable citizens who demonstrate civic responsibility.

GOALS

A. School Environment

- To provide an environment that admits students to the school and makes available to them its advantages, privileges, and courses of study without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness
- To provide a safe environment in which everyone can feel free of harassment, threats, and abuse.
- To promote effective communication and involvement among students, parents, and staff.
- To develop good citizenship through the understanding and appreciation of civic responsibilities.
- To benefit from the social and cultural diversity of our student population.

B. Curriculum / Instruction

- To provide career/technical and academic programs that are current, flexible, integrated, and adaptable and which lead to employment and/or post secondary institutions, colleges, and universities.
- To strengthen the ability of students to communicate effectively, solve problems creatively, and apply critical thinking skills within a complex society.
- To provide students with positive, challenging experiences that will enhance self-esteem.
- To provide for varied learning styles based on formal and informal diagnosis of individual student's strengths and weaknesses.

III. Philosophy • Goals

- To encourage interactive and student-centered learning to enhance achievement.
- To provide students the opportunity to apply learned skills and concepts to real-life situations.
- To prepare students to be lifelong learners.
- To develop activities for students which promote social, emotional, and physical well-being.
- To systematically monitor the progress of all students across all areas of the curriculum, using alternative and traditional methods.
- To develop opportunities for participation in meaningful co-curricular and extracurricular activities in school and community.
- To adhere to state and national standards for student assessment and program evaluation data to improve continuously the school climate, organization, management, curricula and instruction to advance student learning and to recognize students who meet both curriculum and performance goals.

C. Support Services

- To provide academic and career/technical support to all students.
- To provide a comprehensive career plan to all students.
- To ensure that students receive guidance and counseling enabling them to deal effectively with their social and personal development.
- To provide a structured system of extra help to enable students who may need additional support to complete an accelerated program of study.
- To provide and support ongoing professional development for staff.

D. Parent / Community Involvement

- To present the opportunities and advantages of career/technical education to prospective students and their parents so that informed decisions can be made when choosing a secondary school and setting career plans.
- To secure parent / community support through participation on advisory boards, school council, and parent organizations.
- To provide students and parents the opportunities to interact through a variety of extra and co-curricular activities.

IV. Scholastic Information

CARNEGIE CREDIT SYSTEM

Satisfactory completion of all courses at Monty Tech results in students earning "Carnegie Credits" which are accounted for on a student's transcript. A student's academic and vocational courses alternate from week to week (A week/B week) with students moving through nine scheduled periods during academic week and remaining in their shop program throughout the day during vocational week.

Each individual period during a full-year academic course is valued at .5 Carnegie credits. Therefore, successful completion of a two-period, full-year, course such as in English, Math and Science results in earning one full Carnegie credit. Completion of a full-year, one period class, such as U.S. History or Spanish earns .5 credits, and the completion of a semester long, one period, elective earns .25 credits.

In terms of the vocational week, since students remain in the shop for all nine periods, successful completion earns 4.5 credits. During any given year, successful completion of all coursework will result in the student earning 9 credits.

PROMOTION AND GRADUATION

Using the Carnegie credit system described above, students must earn the following number of credits to be promoted to the next grade and eventually graduate:

In order to advance from	Students must have earned
Freshmen to Sophomore year	8 credits*
Sophomore to Junior year	17 credits*
Junior to Senior year	26 credits*
In order to graduate	35 credits*

**Students must pass English, Math and Science in order to be promoted and graduate.*

All families are further reminded that since the adoption of the Education Reform Act in 1993, the Massachusetts Department of Elementary and Secondary Education mandates that all students are required to pass the grade 10 MCAS tests in English Language Arts (ELA), Mathematics and one of the four high school Science and Technology Engineering tests as one condition of eligibility for a high school diploma (in addition to fulfilling local requirements). These tests are administered throughout the spring for all grade 10 students. In addition, all grade 9 students who have completed the Biology curriculum will be given the MCAS Biology exam. Students who do not meet the minimum score requirement of 220 will have the opportunity for retesting several times before their projected graduation date.

In addition, seniors who owe money to Monty Tech for text books, supplies, uniforms, or cafeteria charges will be excluded from any and all senior activities up to and including graduation.

IV. Scholastic Information

DISTRIBUTION OF REQUIRED COURSE CREDIT –

Currently, in order to fully ensure the career and college readiness of all Monty Tech students, the following graduation requirements must be met by all students.

In order to ensure that students are in line with the MassCore recommendations, all Monty Tech students are required to participate in four years of History/Social Science as described below.

	Years	Credits
English	4	4
Math	4	4
Science	4	4
History / Social Science	4	2
Related Theory and/or Electives: Computer Education, Physical Education, World Language, Leadership, Employability, Directed Studies, etc.	4	4
Vocational Program	4	18.00
Total		35.00

Beginning with the Class of 2021, all students will be required to successfully complete Chemistry or Physics in order to meet graduation requirements.

All seniors must have earned all of their graduation credit requirements in order to participate in the annual graduation ceremony.

IV. Scholastic Information

GRADES

Numeric grades will be issued on report cards. Monty Tech uses the following system of letter grades to evaluate student performance:

<u>Grade</u>	<u>Numerical</u>	<u>Grade</u>	<u>Numerical</u>	<u>Grade</u>	<u>Numerical</u>
A+	97-100	B-	80-82	D	63-66
A	93-96	C+	77-79	D-	60-6
A-	90-92	C	73-76	F	59 and below
B+	87-89	C-	70-72		
B	83-86	D+	67-69		

In order to avoid last minute disappointment or confusion, class rank, including determination of class Valedictorian and Salutatorian for graduation purposes is determined at the conclusion of the third quarter.

For Grade 9 only, the Exploratory (1st Semester) and Shop (2nd Semester) Courses are graded separately and students must pass each course in order to be promoted to sophomore year.

REPORT CARDS

Grades are calculated and posted to transcripts at the end of each term. Those grades are, then, shared with students and families through Report Cards which are distributed approximately one week after the term ends. Grades are calculated in the following methods –

Full-year Academic Course...

- First Semester Grade = $.45 (\text{Term 1 grade} + \text{Term 2 grade}) + .1 * \text{Midyear Exam grade}$
- Second Semester Grade = $.45 (\text{Term 3 grade} + \text{Term 4 grade}) + .1 * \text{Final Exam grade}$
- Final Grade = $(\text{First Semester Grade} + \text{Second Semester Grade}) / 2$

Semester Academic Course

- First Semester Course Final Grade = $.45 (\text{Term 1 grade} + \text{Term 2 grade}) + .1 * \text{Final Exam grade}$
- Second Semester Course Final Grade = $.45 (\text{Term 3 grade} + \text{Term 4 grade}) + .1 * \text{Final Exam grade}$

Full-year Vocational Shop Course...

- First Semester Grade = $.5 (\text{Term 1 grade} + \text{Term 2 grade})$
- Second Semester Grade = $.5 (\text{Term 3 grade} + \text{Term 4 grade})$
- Final Grade = $(\text{First Semester Grade} + \text{Second Semester 2 Grade}) / 2$

Note – Seniors who possess a cumulative grade of 93 or higher will have the option of opting out of taking end of the year exams in full-year classes. This cumulative grade will include the first three quarters as well as the mid- year exam grades. In lieu of including a final exam, such students will simply have their third and fourth term grades averaged together to determine their second semester grade.

Incomplete grades are to be made up as soon as possible but no later than ten (10) school days after the close of the term. Appropriate arrangements must be made with the teacher.

IV. Scholastic Information

HONOR ROLL

Students should work to the best of their ability to ensure success in all endeavors. Students achieve recognition and distinction in the academic program through the Honor Roll. Individual exploratory grades will not be included in determining Honor Roll status; however, the exploratory assessment average will be used in determining Honor Roll status for all freshmen during the second quarter.

Requirements for attaining Honor Roll Status include ONE of the following criteria:

- PRINCIPAL'S LIST – no grade lower than 90
- HIGH HONOR ROLL – no grade lower than 80
- HONOR ROLL – an overall cumulative average of 80, with no individual grade lower than 73

Each term, students are recognized for their Honor Roll achievement on the school website and through the local newspaper.

Finally, beginning with students in the class of 2022, only students who earn an overall GPA of 3.3 by the end of their third quarter during Senior year will earn an honor cord to be worn during graduation.

HONOR ROLL BANQUET

Each year, Monty Tech recognizes academic achievement based on academic performance from the previous year. Students who achieve any criteria for HONOR ROLL STATUS for all four quarters are eligible to attend the Honor Roll Banquet with their parents/guardians in the fall of the following school year.

INTERIM PROGRESS REPORTS & PARENT PORTAL ACCESS

Interim Progress Reports are used to note the progress by a student during the first half of any given marking period. Reports are issued four times per year. These notices contain a status report and up to two comments in support of that status. Parents are strongly encouraged to sign up for the Parent Portal as listed on the school website. This will provide increased access to student scores.

HOMEWORK

Homework is considered a necessary educational task that each student should plan on doing. This involves time, planning, organization, note taking, setting priorities, reviewing, and plenty of hard work. The student should have a comfortable place to study with a minimum of distractions. There should also be a common starting time and ending time. Students will have homework during their occupational week.

STUDENT SERVICES/EXTRA HELP

Students who are having difficulty in any subject area (shop, academic, and related) are urged to seek extra help from their instructors. If a parent has a question concerning a school related problem, the parent is asked to call the student's guidance counselor, teacher, the Dean of Students, or Principal. Teachers are available after school on Monday, Wednesday, or Thursday and we have late modified bus transportation to the central areas of each community. Please check with the teacher as to which day the teacher will be available. Upon request, some teachers may be available for morning tutoring.

IV. Scholastic Information

PARENTS' NIGHTS

Parents' Nights are scheduled following the first quarter report cards. Parents are encouraged to attend these evening meetings and meet with teachers to discuss common concerns. Notification of the dates for these nights will be on the school calendar and by notice sent home with the report cards.

NIGHT SCHOOL/SUMMER SCHOOL CREDIT RECOVERY

Students who meet the school's criteria may be given permission to attend night school but may not take courses that are available to them through the school curriculum and which can be placed into their schedule. If a student has taken a course and failed it, they can make this credit up through a semester of night school. Students interested in night school classes must have authorization forms signed by their guidance counselor.

Summer school is considered a privilege and is designed to aid students who have made an honest attempt to pass and have not met the minimum standards for promotion. In order to recover lost credit due to failing a core course, students will be encouraged to enroll in and pass our four week summer school course. Full payment is required upon registration in summer school programs. To make up credit through summer school a student must have completed a full semester or full year, depending on the course failed. A student who withdraws before the course is completed is not eligible to make up this course through summer school. Students need to see their guidance counselor for appropriate permission forms. All courses must be approved by a Guidance Counselor and must be taken at Monty Tech. Credit will be issued upon successful completion of a course. Summer school courses are not averaged into a student's grade point average.

When possible, Monty Tech will offer a summer school program to allow students to earn credits for courses they failed or, in some cases, for remediation. However, summer school is intended to be a safety net used to assist students who earn the majority of their credit during the normal school calendar year. Monty Tech students may only receive credit for up to five (5) summer school courses over their four-year period at Monty Tech. Credits will be added to the student's transcript upon successful completion of the summer program. It should be noted that the student's summer school grade will not be averaged into their original course grade, but instead will be reflected as its own class. Finally, Monty Tech cannot guarantee the availability of any summer school course.

If students are in need of additional credits, but have reached their summer school course limit, then they will be encouraged to enroll in a night program.

Seniors may opt to complete an online course through our approved list of certified online providers.

DUAL ENROLLMENT PROGRAM

The Massachusetts Dual Enrollment Program allows qualified high school students an opportunity to take college level courses at community and state colleges and state universities. Although not a requirement for participation, the institutions of higher education are required to focus efforts on enrolling qualified students with particular emphasis on first generation college students who are interested in Science, Technology, Engineering and Mathematics (STEM) fields.

IV. Scholastic Information

For Monty Tech students to be eligible for dual enrollment, the college program/coursework the student enrolls in must meet an advanced academic program goal and/or be related to their vocational program. Students who meet eligibility guidelines are not guaranteed participation. Participation is at the discretion of the participating institution of higher education and subject to capacity constraints.

Participating students must meet the following eligibility guidelines as established by the Massachusetts Department of Higher Education:

- Be a Massachusetts resident.
- Be enrolled in grades 9, 10, 11 or 12 in a Massachusetts public secondary school.
- Meet all course prerequisites per the policies of the participating campus.
- Students must sit for the Accuplacer exam and place at the college level.
- Have a minimum cumulative high school GPA of 2.7.
- May not have earned a high school diploma.

In addition to meeting the eligibility criteria as established by the Massachusetts Department of Education, Monty Tech students who are interested in applying for Dual Enrollment must meet the course prerequisites listed below.

- Students must have attained a 2.7 GPA or better to be recommended to take college level course work by their high school principal, teachers, or guidance counselors.
- Students must meet admissions requirements for Dual Enrollment at the respective public college or university.
- Students must have an excellent attendance and discipline record (have no more than three (3) unexcused absences per semester).
- Students should take the PSAT (Preliminary Scholastic Aptitude Test) during their sophomore and/or junior year.
- College transcripts must be submitted to the counselor at the end of each semester. Unsatisfactory progress may result in withdrawal from the Dual Enrollment program.

Participation requirements for grades 9 and 10 students include all of the above. In addition, students must meet additional criteria and obtain approval from building principal.

Monty Tech School District has a signed Memorandum of Agreement with Mount Wachusett Community College. Dual Enrollment courses are currently being offered at Monty Tech, as well as, at area high schools and the MWCC campus in Gardner, MA. Students found eligible based on the criteria noted above are encouraged to apply. Students may enroll in one three-credit course per semester and should see their guidance counselor for more information.

Please note that upon graduation from Monty Tech, students receive a vocational/technical certificate along with their high school diploma.

V. Student Attendance

Attendance is an important part of the learning process. The learning experience that takes place in school is a meaningful part of the educational process. Learning situations help students to communicate, to work together, to gain perspectives and to accept responsibility.

REFERENCE - Attendance at school is the individual responsibility of the student and his/her parents or guardians as defined by the provisions of the General Law of the Commonwealth of Massachusetts, Chapter 76, Section 2. Parents will be contacted within three (3) days of the student's absence if the Parent(s) or Guardian has not contacted the school regarding the absence. Parents must provide updated contact information at the start of the school year.

GENERAL LAWS OF COMMONWEALTH OF MASSACHUSETTS CH. 76, S.4. INDUCING ABSENCES; PENALTY

Whoever induces or attempts to induce a minor to absent himself unlawfully from school, or unlawfully employs him 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.

ATTENDANCE POLICY

PURPOSE: The Montachusett School Committee, administration and faculty are committed to making the learning experience at Monty Tech rewarding and challenging for all students. We recognize that the greatest level of vocational and academic achievement is possible only when students attend school on a daily basis.

Attendance impacts a student's grade in much the same way it impacts job performance in the work force. Since Monty Tech grants vocational certification as well as a diploma, students need to understand the importance of good attendance.

Parents have a moral and legal obligation (General Law of the Commonwealth of Massachusetts, Chapter 76, Section 2) to ensure that their child attends school every scheduled school day. It is important that parents and school officials support the standards of achievement as written.

DAILY ATTENDANCE

Parent(s) or Guardians will also be notified when a student who has at least five days in which the student has missed two or more classes/periods (unexcused) or who has five or more unexcused absences in the school year and a meeting will be scheduled with the building Principal (or his/her designee), the Parent(s)/Guardian and the student to develop an action plan to improve the student's attendance.

Students may lose ALL credit for courses where there are an excessive amount of unexcused absences (i.e. 9 or greater). Attendance will be taken every period throughout the school day.

Students wishing to file an MCAS appeal **MUST** be present a minimum of 95% of class sessions in their junior and senior years.

PROCEDURES

All school absences must be accounted for in accordance with the following standard procedures for regular and co-op education students:

V. Student Attendance

- **Initiate Phone Contact:** Parents/guardians of the absent student are required to establish phone contact with the Attendance Office (978) 345-9200 or 632-8889 extension 5248 before 10:00 a.m. on the morning of the absence. Please present a reason for the absence and include the student's name and identification number.
- **Submit Note:** A note is required for all absences upon return to school, and should be submitted to the Attendance Office. Personal appointments, i.e. doctors, dentists, should be scheduled during non-school hours. Parents will be contacted within three (3) days of the student's absence if the Parent(s) or Guardian has not contacted the school regarding the absence. Parents must provide updated contact information at the start of the school year.
- The Dean of Students office will make the final determination regarding appealable absences.
- A note to the Attendance Office is required for any absence in order to avoid disciplinary action.
- Professional notes must be turned into the Attendance Office for any absence, for consideration as an excused absence. Notes should specify which dates should be considered for excusal.
- Vacations are NOT considered an excused absence.
- Excused absences for college visits must be approved in advance through the student's Guidance Counselor. The allowable amount of excused absences for college visits shall not exceed three (3) visits per year.

NOTIFICATION FROM THE DEAN OF STUDENTS

The Dean of Students will make every attempt to call every student. Whether the course is a full year or half year course, the following standards still apply:

- Five (5) unexcused absences result in a conference with the Dean of Students.
- Seven (7) unexcused absences result in a certified letter to the parent/guardian of record (with a copy given to the student) and a conference with the Dean of Students.
- Nine (9) unexcused absences will result in the Dean of Students (or his designee) sending a certified letter to the parent/guardian of record (with a copy given to the student) documenting the absences and a second conference with the Dean of Students will be required to discuss potential next steps.

LONG TERM (MEDICAL) ABSENCE

Long Term Illness requires a doctor's note. If a student is to be out for an extended period, parent/guardian of record may arrange for schoolwork to be sent home through the guidance counselor. The school nurse should also be notified. Home tutoring may also be available.

Students returning from medically documented long-term absences may be eligible to enroll in the school's Supporting Transitional At-Risk Youth (STAY) program to help ease back into the regular school environment. Interested students and parents should apply through the Guidance Office to be

V. Student Attendance

considered for this program.

Students returning to school after being discharged from a day program, hospital, or other treatment facility for the purpose of emotional/behavioral stabilization and evaluation should present the following information to their respective guidance counselor:

- A copy of discharge summary or plan regarding any personal safety and well-being concerns
- Whenever possible, the school would like to participate in discharge planning or case conferencing to help ensure the best possible transition of the student back into the school environment.
- Any student medically confined to the home and/or in a hospital for a period of not less than fourteen (14) school days may be entitled to tutorial services. These instances should be reported to the student's guidance counselor. All tutorial services for students with extended illness is coordinated through the Student Support Services office.

Note – While the school will strive to support students with long term medical absences by providing tutorial services for academic coursework, students and parents are reminded that, in most cases, it is impossible to duplicate the shop environment at home. Therefore, families are cautioned that, based on each individual student's experience, long term medical absences can lead to a student needing to be withheld from being promoted to the next grade in order to ensure that all vocational proficiencies are met.

Whether the course is a full year, or half year course, the following standards still apply: Parent(s) or Guardians will be notified when a student who has at least five days in which the student has missed two or more classes/periods (unexcused) or who has five or more unexcused absences in the school year, and a meeting will be scheduled with the building Principal (or his/her designee), the Parent(s)/Guardian and the student to develop an action plan to improve the student's attendance. In addition, the school may also seek court involvement for students under the age of 16 who are chronically absent.

ATTENDANCE APPEAL PROCESS

The Attendance Appeal Board will review all appeals. The Board members will consist of the Principal (or designee), Dean of Students, counselor, and a staff member. If the student/parent or guardian wish to request a waiver of the policy and restoration of credit, a written appeal for review must be filed with the Principal or Dean of Students within five working days of receipt of the report card. The Board of Appeals will meet with the parent/guardian of record and student to hear the appeal at the end of the semester that credit loss occurs. The parents will then be notified of the Board's decision.

MAKE-UP WORK

Students with an absence from school must coordinate with their instructors within three (3) school days of their return to develop a make-up/testing strategy for missed assignments. As a general guide, all work must be made up within one week of returning to school unless special arrangements are made with the instructor

V. Student Attendance

TRUANCY

A student will be considered truant when he/she is absent from school without permission of parent or guardian. A student will be considered truant when he/she leaves school without permission from Dean of Students. Disciplinary action will be as follows. Truancies will be considered as absences.

1st truancy: Student will receive a one (1) day in-house suspension and must meet with the Dean of Students to discuss truancy.

2nd truancy: Two (2) days in-house and student and parent/guardian of record must meet with the student's guidance counselor and Dean of Students.

3rd and subsequent truancy: Three (3) days in-house and student and parent/guardian of record must meet with the Principal and Dean of Students.

Note - If a student cannot be located in the building, the Main Office will broad page for that student twice. If the student does not return to the Main Office following the second broad page, it will be assumed that the student has left the building without permission and is truant.

CLASS CUTS

- Students who cut a class will receive one detention for each class missed.
- On the third cut class, the student will be assigned one (1) day in-house suspension. Disciplinary action for subsequent class cuts will be at the discretion of the Dean of Students and a meeting will be scheduled with the student, the Parents and the Dean.
- A student who cuts a class will receive an absence for every class missed.

SCHOOL ACTIVITIES DURING ABSENCE

Students who are absent from school may not attend any after school or evening functions on the day of absence. This includes, but is not limited to, any athletic contests or practices, after school makeup classes, driver education classes or school dances.

SCHOOL CLOSING INFORMATION

- A "NO SCHOOL" announcement for your town/city does not automatically mean Monty Tech has no school. Listen for Monty Tech announcement. Parents/guardians and students should use their own judgment concerning a bus that is late due to inclement weather or driving to school.
- Cancellations are posted on our web site.
- Students/Staff will be notified via Monty Tech's automated phone system.

ARRIVAL AT SCHOOL

Students are not permitted to leave school grounds once they have arrived.

- Students may arrive at the front door at 7:00 a.m. and report directly to the cafeteria.
- Students will enter the building through the designated entrances without delay. Loitering on or off school property is not permitted.
- Students may congregate in designated corridors and the cafeteria. At the designated time (7:35 a.m.) students may go to their lockers and homerooms.
- Students will be considered tardy if they are not in their first period class/shop at 7:45 a.m.
- Students not in Period 1 by 7:45 a.m. will report to the Attendance Office. After 8:30 report to the Main Office.

V. Student Attendance

- Students who arrive late to school and do not report to the Attendance Office or Main Office will be placed on In-House Suspension.
- Students who are late to school without an acceptable professional note (doctor, legal, etc.) will be assigned demerits on the following basis:

TARDIES:

7:45 – 7:51	1 Demerit
7:52 – 8:30	2 Demerits
8:31 – 9:13	3 Demerits
9:14 – 9:56	4 Demerits
9:57 – 11:00	5 Demerits

Note: Demerits will be removed if acceptable professional documentation is delivered to Monty Tech within three (3) school days of the tardy.

LATE TO CLASS

Students who are repeatedly late to class despite attempts by the teachers to encourage punctuality will receive one demerit for each time late to class. On the fourth and any subsequent times late to class, the student will receive one (1) day In-House Suspension.

DISMISSALS

If it becomes necessary for a parent/guardian of record to have a student leave school during the school day, notes for early dismissal must be presented at the Dean of Students' Office prior to the start of school.

Dismissal notes must include:

1. Specific reason(s) for the dismissal.
2. Means of transportation to be provided.
3. Signature of parent or guardian.
4. Telephone number to verify the dismissal note.

NOTE: Students who are dismissed from school without an acceptable professional note (doctor, legal, etc.) will be assigned demerits on the following basis:

Dismissals:

11:00 – 12:00	4 Demerits
12:01 – 1:00	3 Demerits
1:01 – 2:00	2 Demerits
2:01 – 2:40	1 Demerits

Note: Demerits will be removed if acceptable professional documentation is delivered to Monty Tech within three (3) school days of the tardy.

- b. The student will be issued a pass which is to be presented to the teacher at the time of dismissal. Parents/Guardians should plan to pick up a dismissed student at the Dean of Students' Office.
- c. Dismissals shall be for a valid reason, such as an appointment that cannot be made outside of regular school hours.
- d. Students being dropped off or picked up by private transportation before or after the close of school, should plan to be dropped off or picked up at the end of building 1 (Fitchburg parking lot) and not on the highway or in front of the school where buses are loading.

V. Student Attendance

SENIOR FINAL EXAM DISMISSALS

During their final exam week, as a privilege and only when accompanied by a parent dismissal note, Seniors may be dismissed after 11am without consequence once they have completed all their exams scheduled for that particular day.

PASSING BETWEEN CLASSES

- a. To facilitate the orderly passage between classes, students must:
 - 1. Pass to the right side of the hallway.
 - 2. Reach their destinations within the four minutes provided. Please note demerit section for "late to class".
 - 3. Go to their lockers and lavatories during passing time, but it will not be accepted as an excuse for tardiness to class.
- b. Only a pass from authorized personnel will excuse a student for class tardiness.

EXCUSED FIELD TRIP ABSENCES

Approved field trips during school time are considered an important part of a student's academic and vocational education. Students attending a field trip must present to their instructor a signed parental permission slip at least one (1) school day before the trip. Student attendance on all field trips is subject to School Nurse approval.

WITHDRAWAL FROM SCHOOL

A student wishing to withdraw from Monty Tech must discuss this decision and its consequences with his/her Guidance Counselor. A school-parent/guardian conference is also required which may include other appropriate personnel. The decision to leave Monty Tech should only be made after the student has thoughtfully considered all options available.

It is important to understand that once a student leaves, that student's vocational placement may be filled and no longer available. Further, when students drop-out, statistics show it is less likely that they will return to school and earn a high school diploma.

AGE OF MAJORITY

Despite the fact that the "age of majority" is eighteen, this does not mean that all obligations between parents and children will end on the day a child turns eighteen. In fact, Massachusetts courts have stated that there is no fixed age when complete emancipation occurs, and that it does not automatically occur when the child turns eighteen. Therefore, students should not assume that they are immediately able to dismiss themselves when they turn eighteen. Instead, students will need to complete the legal documentation before having the ability to dismiss themselves.

VI. Student Discipline and Conduct

These guidelines help to make Monty Tech a safe and pleasant place to learn. Students who attend school with the proper attitude will find these rules easy to follow. Our school is a community that demands respect for the rights and property of its members. The cooperation of all is expected and appreciated.

School rules are in effect at all school activities, programs, events and functions, both on and off school grounds.

The intent of any disciplinary program is to encourage individuals to respect the rights of others while keeping their own self-respect. For the majority of students many of the following guidelines are not needed, however, for those students who may interfere with the safe learning environment of all, we have developed disciplinary levels. These levels are aimed at correcting the situation at the earliest possible level with the least conflicting situation possible.

LEVEL 1A (Demerits)

Demerits are aimed at the minor disruptions and behaviors that are inappropriate in a Secondary School. The demerit is a notation that a student's behavior needs to be brought to the attention of the Dean of Students' office. The demerit is usually issued by the teacher after other corrective techniques by the teacher or staff member have proven to be ineffective in remediating the student behavior. The demerit is noted on the student's discipline card in the office of the Dean of Students. Many times this is sufficient and the student remediates their behavior. If the demerits accumulate then other measures are taken by the Dean of Students.

LEVEL 1B (Office Detentions)

Office Detentions are issued by the Dean of Students and are related to "time." If a student "cuts a class" the student will be issued a detention (time) to make up this class time after school. When the Dean of Students needs to spend considerable "time" with a student due to a teacher referral or other cause, this may result in the student being issued a detention (time) for the time required to attempt to resolve the student's inappropriate behavior or actions.

For most students, demerits and/or detentions will be the only "recorded" discipline required. Unfortunately, there are times when more stringent actions are needed resulting in creating a suspension due to the serious nature of the student's actions. Student ID's must be worn and shown upon request. Failure to show or wear ID will result in 1 demerit.

LEVEL 1C (Extended Detentions)

Extended Detentions occur after school on one designated day per week. This detention will occur from 2:45PM-5:45PM and be monitored by the Principal's designee. Students will be allowed to bring school work or appropriate reading material to detention, but electronic devices (including Chromebooks) will not be allowed. While Level 1B detentions are generally regarded as a consequence for a one time action, Extended Detention is intended to serve as a consequence for cumulative actions – excessive tardiness, class cuts or demerits, for example. Extended Detention may further be assigned at the discretion of the Dean of Students based on the seriousness of the incident. While the incident

VI. Student Discipline and Conduct

may not have reached the level of in-school or out-of-school suspension, the student's actions during the incident, attitude during the investigation or level of pre-meditation prior to the incident may result in the assignment of an Extended Detention. Finally, failure to attend Extended Detention will result in the student having to sit for two Extended Detentions. If the student, then, fails to attend these detentions, the student may receive In-School Suspension or Out-of-School Suspension as an additional consequence.

LEVEL 2A (Long or Short Term Suspension)

Suspensions may be short term or long term. Short term suspension means the removal of a student from the school premises and regular classroom activities for less than ten (10) consecutive school days. Long term suspension means the removal of a student from the school premises and regular classroom activities for ten (10) or more consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Suspensions may also occur in-school or out-of-school. A principal may, in his/her discretion, allow students to serve a long-term suspension in school.

In-school suspension is the removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. For example, being restricted in a controlled educational space where the student is isolated from the usual social contacts of a secondary school setting. Outside (out-of-house) suspension means the removal of a student from the school premises and regular classroom activities and become the responsibility of the parent/guardian of record. In cases where the suspension process is insufficient to remediate the student's behavior, the student may be considered for an expulsion hearing before Monty Tech Committee. Please note that due to the Education Reform Act of 1993, any student who transfers from one school to another school, the sending school is required to forward a transcript of all school suspension information to the receiving school.

LEVEL 2B - Permanent Exclusion

Students are subject to expulsion (i.e, permanent exclusion) by the Principal for the conduct listed below. (See also, M.G.L. ch. 71, §§37H)

- Possession of a dangerous weapon*
- Possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse)
- Assault on teachers, administrative staff or other educational personnel

*This includes not only knives and guns, explosive devices and realistic replicas of such weapons/devices, but also other objects used to assault another person or to otherwise create a dangerous situation, such as a baseball bat, a pair of scissors, matches or a lighter. While such objects would not always constitute "dangerous weapons", administrators and educational professionals will review the circumstances of each case and make a reasonable determination about whether a particular object in a student's possession constitutes a dangerous weapon in the school setting. Any illegal weapon will be turned over to the Police Department. Any student who brings a firearm to school must be

VI. Student Discipline and Conduct

expelled for a minimum of one school year, with exceptions granted only by the superintendent. (The definition of a firearm includes but is not limited to guns (including a starter gun), bombs, grenades, rockets, missiles, mines and similar devices.)

Students are also subject to long term suspension/expulsion by the Principal when charged/convicted of a felony based upon the standards and procedures set forth in M.G.L. c.71, §37H1/2.

Any student who is removed from school for a disciplinary offense under G.L. c. 71, §37H or §37H½ for more than ten consecutive days will have an opportunity to receive educational services and make academic progress during the period of removal under a school-wide education service plan, and will be so informed at the time of the suspension/expulsion.

DEFINITION OF DISCIPLINARY ACTIONS:

- a. DEMERIT:** A demerit is a consequence of a minor violation of student rules regulations. A demerit is written on a demerit slip by a teacher, staff member, Dean of Students, or an administrator. The demerit slip is then forwarded to the Dean of Students' office where the demerit will be recorded on the student's discipline record.
- b. EXPULSION:** Expulsion is action taken by the Principal to remove a student from the school system. This action is a result of a recommendation by the Superintendent-Director. Expulsion may also be by the Principal in accordance with the Educational Reform Act of 1993.
- c. HAZING:** Any conduct which willfully or recklessly endangers the physical or mental health of a student to become a member of a student organization. (See Hazing Law)
- d. IN-HOUSE SUSPENSION:** In-house suspension is designed to provide students, who are experiencing difficulties adjusting to the daily routine at Monty Tech, with a place to be assigned until they make the necessary adjustments in their behavior. Students are assigned to the in-house suspension room by the Dean of Students or the Principal. Students are expected to do school work while on in-house suspension, and students may be referred to their counselor for guidance. The rules and regulations of the in-house suspension must be strictly adhered to by the assigned students.
- e. OFFICE DETENTION:** The student who is given an office detention will report to the supervised detention area at the close of the school day on Wednesday or Thursday within one (1) week of being assigned. Detentions will last for 1 hour (2:45-3:45). Office detentions are assigned by the Dean of Students and/or any administrator. Students are reminded to sign up for the 4:15 p.m. late bus when serving detentions.
- f. EXTENDED DETENTION:** The student who is given an extended detention will report to the supervised detention area at the close of the school day. Detentions will last for three hours (2:45-5:45p.m.). Extended detentions will be served on the scheduled date. Extended detentions are assigned by the Dean of Students and/or any administrator. Students are reminded to sign up for the 6:00p.m. late bus when serving detentions.
- g. SUSPENSION:** In cases where suspension is involved, the term suspension may refer to in-house or out-of-school suspension, depending on the severity of the offense. When a student is suspended out of school, he/she is sent

VI. Student Discipline and Conduct

home from school for the period of his or her suspension. That student must vacate school property and not return to school property until the student receives permission from the administration. Any student who is suspended in house or out of school shall not be allowed to participate in any school-sponsored event for the period of the suspension. Upon suspension, the student may be required to relinquish his/her ID for the duration of the suspension. A reinstatement conference with the Dean of Students and/or Principal and the student's parents/guardians may be held upon his/her return.

Note - Snow days and other cancellations do not count toward length of suspension.

CODE OF CONDUCT: STUDENTS WITH DISABILITIES

Students with Disabilities as defined by Massachusetts General Law, Chapter 71B and Federal Legislation, IDEA – Public Law 105-17, and currently under an Individual Education Plan (I.E.P.) shall be subject to all provisions of the STUDENT HANDBOOK. At the time of the TEAM meeting, all members of the TEAM will determine whether that particular student's special needs require modification of the rules and regulations outlined in the STUDENT HANDBOOK. Any such modifications shall be described in the student's IEP.

SUSPENSION OF STUDENTS WITH DISABILITIES

Procedures for suspension(s) not exceeding 10 school days:

Any student with a disability may be suspended for up to ten (10) days during a school year. Disciplinary decisions are the same for students without disabilities.

Special circumstances exist if your child: possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event; carries a weapon to school or a school-sponsored event; or inflicts serious bodily harm upon another person at school or a school-sponsored event. Under these circumstances, the principal may place your child in an interim alternate educational setting (IAES) for up to 45 school days. Your child may remain in this IAES for a period of time not to exceed 45 school days. Thereafter, your child will return to the previously agreed-upon placement unless a hearing officer has ordered another placement, or you and the school agree to another placement.

Procedure for suspension of students with a disability when suspension exceeds 10 days:

If your child is suspended for more than 10 school days in a school year, this removal is considered a "change of placement". A change of placement invokes certain procedural protections under federal special education law (and section 504). Prior to any removal that constitutes a change in placement, the school must inform you that the law requires the school district consider whether or not the behavior that forms the basis of the disciplinary action is related to your child's disability. This consideration is called a "manifestation determination". Parents have a right to participate in this process. All relevant information will be considered including the IEP (or Section 504 Plan), teacher observations, and evaluations reports.

VI. Student Discipline and Conduct

At a manifestation determination meeting, the Team will consider:

1. Did the student's disability cause or have a direct and substantial relationship to the conduct in question?
2. Was the conduct a direct result of the district's failure to implement to IEP?

If the manifestation determination decision is that the disciplinary action was related to the disability, then your child may not be removed from the current educational placement (unless under the special circumstances). The Team will review the IEP (or Section 504 Plan) and any behavioral intervention plans.

If the manifestation determination decision is that the disciplinary action was not related to the disability, then the school may suspend or otherwise discipline your child according to the school's code of conduct. During the period of time of removal from school that exceeds 10 school days, the school district must provide educational services that allow your child to continue to make educational progress.

School personnel will provide Notice of Procedural Safeguards for students with disabilities prior to any suspension exceeding 10 school days in one school year.

g. TEACHER SESSION: Teachers may require a student to stay after school or before school when a student arrives late to, or misbehaves in class. If a student fails to report, he/she may be referred to the Dean of Students for further disciplinary action.

The above are used as general guidelines by the Dean of Students handling disciplinary problems. It should be noted, however, that in some individual cases the Dean of Students may use discretion to vary from these standards.

DEMERIT PROGRAM

a. ASSIGNMENT OF DEMERITS: Some examples of behavior which may result in demerits are:

- | | |
|-------------------|--|
| 1 Demerit | Late for class (up to 4 minutes)
Failure to return required school documents within five (5) school days
Minor misconduct in class
Unprepared for class
Missing ID and Monty Tech breakaway lanyard – Not wearing ID and Monty Tech breakaway lanyard around neck |
| 2 Demerits | Gambling - Monies to be confiscated and placed in a student activity account.
Vulgarity/inappropriate language
Minor safety violations
Teacher referral to Dean of Students
Late for class (4-10 minutes)
Leaving class without permission
Student is not in assigned classroom or location. |

b. As demerits accumulate, the following will occur:

VI. Student Disciplining and Conduct

8 Demerits	Letter to parents/guardians which includes copy of the student's disciplinary report and a meeting with the Dean of Students.
15 Demerits	One (1) office detention(1 Hour). A letter to parent/guardian of record which includes copy of the student's disciplinary report, a meeting with the Dean of Students, and possible referral to the Guidance Counselor. The student will have the option of entering the Merit Program.
20 Demerits	One (1) assigned Extended Detention (3 hours). A letter to parent/ guardian of record which includes copy of the student's disciplinary report, a meeting with the Dean of Students, and possible referral to the Guidance Counselor. The student will have the option of entering the Merit Program.
25 Demerits	One (1) school day In-House Suspension. A letter to parent/ guardian of record which includes copy of the student's disciplinary report, a meeting with the Dean of Students, and possible referral to the Guidance Counselor. The student will have the option of entering the Merit Program.
35 Demerits	Two (2) school days In-House Suspension. A letter to parent/ guardian of record which includes copy of the student's disciplinary report, a meeting with the Dean of Students, and possible referral to the Guidance Counselor. The student will have the option of entering the Merit Program.
45 Demerits	Three (3) school days In-House Suspension. A letter to parent/ guardian of record which includes copy of the student's disciplinary report, a meeting with the Dean of Students, and possible referral to the Guidance Counselor. The student will have the option of entering the Merit Program.
55 Demerits	Five (5) to ten (10) school days In or Out of School Suspension at the discretion of the Dean of Students. A letter to parent/guardian of record which includes copy of the student's disciplinary report, a meeting with the Dean of Students, and possible referral to the Guidance Counselor. The student will have the option of entering the Merit Program.

Note - All detentions will be served on Wednesday or Thursday within one (1) week of being assigned. All 3 Hour Detentions will be served on the scheduled date. All detentions will be served in the Dean of Students office.

Note - Upon serving their assigned Extended Detention, the student's demerit count will be reset for minor offenses including failure to return required documents, missing ID, unexcused dismissal and late to school. All demerits for remaining conduct infractions will remain as part of the student's total in terms of future consequences.

MERIT PROGRAM FOR DEMERIT CREDITS

- Faculty may issue merit credits to students who are observed in an exemplary action/activity occurring before, during or after school. The receiving student may present the merit credit to the Dean of Students for equivalent demerit reduction. Merits can only remove existing demerits, (no banking).
- Merits may only be issued to reduce demerits. Merits must be issued by the same teacher who previously issued the demerits.

VI. Student Discipline and Conduct

DETENTIONS -

DETENTION PROCEDURES

1. Detentions will be served in a timely manner. Students who accumulate excessive detentions without a serious attempt to serve them are subject to suspension (and are still required to serve the original detention(s).)
2. Students who do not attend an assigned detention may receive one (1) day In-House suspension along with parent notification.
3. Students who do not attend a scheduled three (3) hour detention will be issued an additional three (3) hour detention.
4. All detentions will be served on Wednesday or Thursday within one (1) week of being assigned. All 3 Hour Detentions will be served on the scheduled date. All detentions will be served in the Dean of Students office.
5. Students who owe detentions will be notified.

The following infractions MAY result in Office Detention...

- a. **CUTTING A CLASS:** One (1) detention for each class missed (2:45-3:15).
- b. **DEFACING SCHOOL PROPERTY:** Consequence issued by the Dean of Students will be based upon the severity of the offense, plus restitution as necessary.
- c. **FAILURE TO REPORT TO TEACHER SESSION:** and referred to Dean of Students – One (1) office detention per each teacher session assigned and not served (2:45-3:15).
- d. **TARDINESS TO SCHOOL:** A student who is tardy to school will receive demerits for each tardy incident.

IN-SCHOOL SUSPENSION

An in-school suspension is a removal of a student from regular classroom activities, but not from the school premises. The procedure for an in-school suspension of no more than (10) school days (consecutive or cumulatively for multiple infractions during the school year) will be as follows:

1. The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
3. The administrator will send written notice to the student and parent about

VI. Student Discipline and Conduct

the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The administrator will deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the administrator and the parent.

An in-school suspension of more than 10 cumulative days in a school year will be subject to the procedures for long-term suspension

SHORT TERM OUT-OF-SCHOOL SUSPENSION

Except in the case of an Emergency Removal (see below), prior to imposing a short term out-of-school suspension (10 days or less in a school year) for conduct not covered by M.G.L. c. 71, §37H and 37H ½, an administrator will provide the student and his/her parent oral and written notice and an opportunity to participate in an informal hearing.

- 1. Notice:** The written notice to the student and the parent will be in English and in the primary language of the home if other than English, or other means of communication where appropriate and will include the following:
 - a) the disciplinary offense;
 - b) the basis for the charge;
 - c) the potential consequences, including the potential length of the student's suspension;
 - d) the opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
 - e) the date, time, and location of the hearing;
 - f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;

Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and parent.

- 2. Efforts to Involve Parent:** The administrator will make reasonable efforts to notify the parent of the opportunity to attend the hearing. To conduct a hearing without the parent present, the administrator must be able to document reasonable efforts to include the parent. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

- 3. Format of Hearing:** The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also will have an opportunity to present information, including mitigating facts, that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

VI. Student Discipline and Conduct

- 4. Decision:** The administrator will provide written notice to the student and parent of his/her determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The notice of determination may be in the form of an update to the original written notice of hearing.

LONG TERM SUSPENSION

Except in the case of an Emergency Removal provided on page [], prior to imposing a long-term suspension (more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year), an administrator will follow the procedures for short-term suspension plus additional procedures as follows:

- 1. Notice:** The notice will include all of the components for a short-term suspension in Section C above, plus the following:
- a) In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
 - b) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
 - c) the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
 - d) the right to cross-examine witnesses presented by the school district;
 - e) the right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent upon request; and
 - f) the right to appeal administrator's decision to impose long-term suspension to the superintendent.
- 2. Format of Hearing:** The hearing will afford the rights set forth in the notice above. The administrator will also provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.
- 3. Decision:** Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and the parent.

If the administrator decides to suspend the student on a long-term basis, the written determination will:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;

VI. Student Discipline and Conduct

2. Set out the key facts and conclusions reached;
3. identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 cumulative days);
5. Inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:
 - a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
 - b) the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

No long-term suspension will extend beyond the end of the school year in which such suspension is imposed.

PROCEDURES APPLICABLE TO CONDUCT COVERED BY M.G.L. C. 71, §37H AND 37H ½

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse), or assault on teachers, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing, to be followed by a formal hearing before the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

1. The informal hearing will be in the form of a conference between the student and the principal or designee. At this conference, the student (1) shall be informed of the reason for the conference, (2) shall be given the opportunity to present his or her side of the story, and (3) shall be given a decision on the suspension. If the administrator deems delay of the hearing necessary to avoid danger or substantial disruption, this process may occur immediately after, rather than before, the suspension.
2. Prior to putting a suspension into effect, the principal or designee shall make a reasonable effort to telephone and inform the student's parent or guardian of the impending suspension; this shall include attempts to contact the parents or guardian at home and at work. Parents may contact the school for additional information regarding the suspension.

VI. Student Discipline and Conduct

3. A letter will be mailed to the parent/guardian of the suspended student stating:
- a) The reason for the suspension
 - b) A statement of the effective date and duration of the suspension
 - c) A statement regarding whether or not the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H

When considering a suspension/expulsion of a student charged with/convicted of felony, the Principal will use the standards and procedures set forth in M.G.L. c.71, §37H1/2. In addition, prior to initiating such procedures, the Principal may meet informally with the student and/or his parents to review the charge and the applicable standards if the Principal deems appropriate.

EXCEPTION FOR EMERGENCY REMOVAL

Notwithstanding the provisions for short or long-term suspension set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.

The temporary removal will not exceed two (2) school days following the day of the emergency removal, during which time the administrator will provide the following, as applicable to the length of suspension:

- Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- Provide written notice to the student and parent as provided above, as applicable;
- Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent.
- Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

An administrator may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

APPEAL TO THE SUPERINTENDENT

If a decision by an administrator, following the parent meeting, results in suspension of a student for more than 10 cumulative school days for the school year, the student may appeal the decision to the superintendent. In order to do so the student or parent must file a notice of appeal with the superintendent within five (5) calendar days with a seven (7) day postponement option. The superintendent must hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up

VI. Student Discipline and Conduct

to seven (7) additional calendar days. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The following apply:

- The superintendent will make a good faith effort to include the parent in the hearing. The superintendent will be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent will send written notice to the parent of the date, time, and location of the hearing.
- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.
- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described above.
- The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section D above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision.

The decision of the superintendent constitutes the final decision of the school district.

EXPULSION

Students are subject to expulsion (i.e., permanent exclusion) by the Principal for the conduct listed below. (See also, PROCEDURES APPLICABLE TO CONDUCT COVERED BY M.G.L. C.71, S37H & 371/2H)

- Possession of a dangerous weapon*
- Possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse)
- Assault on teachers, administrative staff or other educational personnel

*This includes not only knives and guns, explosive devices and realistic replicas of such weapons/devices, but also other objects used to assault another person or to otherwise create a dangerous situation, such as a baseball bat, a pair of scissors, matches or a lighter. While such objects would not always constitute "dangerous weapons", administrators and educational professionals will review the circumstances of each case and make a reasonable determination about whether a particular object in a student's possession constitutes a dangerous weapon in the school setting. Any illegal weapon will be turned over to the Police Department. Any student who brings a firearm to school must be expelled for a minimum of one school year, with exceptions granted only by the superintendent. (The definition of a firearm includes but is not limited to guns (including a starter gun), bombs, grenades, rockets, missiles, mines and similar devices.)

VI. Student Discipline and Conduct

Students are also subject to long term suspension/expulsion by the Principal when charged/convicted of a felony based upon the standards and procedures set forth in M.G.L. c.71, §37H1/2.

Any student who is removed from school for a disciplinary offense under G.L. c. 71, §37H or §37H½ for more than ten consecutive days will have an opportunity to receive educational services and make academic progress during the period of removal under a school-wide education service plan, and will be so informed at the time of the suspension/expulsion.

SUSPENSION/EXPULSION FOR A FELONY CHARGE OR CONVICTION

Massachusetts General Laws Chapter 71, section 37H 1/2 provides that: Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

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

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five (5) calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

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

VI. Student Discipline and Conduct

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

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

RULES OF IN-HOUSE SUSPENSION:

- a. While on in-house suspension, students must complete assigned work by teachers and/or in-house supervisor to receive credit for the time served.
- b. Any other class work missed must be made up within two days or at the time agreed upon by the teacher.
- c. Talking will not be allowed.
- d. Students will not be allowed to leave the room without the written permission of the supervisor.
- e. Students will eat lunch separate from the four scheduled student lunches.
- f. Any violation of these rules may result in an immediate two-school days suspension out of school. Reinstatement may not be allowed until a parental conference with the Dean of Students is held and the student agrees to fulfill the in-house suspension time.

BEHAVIORS AND CONSEQUENCES

While each behavior will be judged on an individual basis, the following represents possible consequences:

- | | |
|--|---|
| a) Possession and/
or use of dangerous weapons. | a) Removal from class and/or area
Confiscation
Notification to police and parent
Up to ten (10) school days suspension
Possible psychological evaluation
Possible expulsion by Principal |
| b) Any direct verbal and/or written
deliberate threat regarding
health, safety, and/or home of a
staff member, spouse, or
family member. | b) Removal from class and/or area
Up to ten (10) school days suspension
Parental/guardian notification
Possible police notification
Possible psychological evaluation
Possible expulsion by the Principal. |

VI. Student Discipline and Conduct

- | | |
|--|--|
| <p>c) Any direct verbal and/or written deliberate threat regarding health or safety of a student including references to school shootings or mass violence.</p> | <p>c) Removal from class and/or area
Up to ten (10) school days suspension
Parental/guardian notification
Possible police notification
Possible psychological evaluation
Possible expulsion by the Principal.</p> |
| <p>d) Nonconforming minors (wearing hat, hood, headphones, or uniform; unapproved use of cell phones and all electronic devices, inappropriate possession of food & drink; failure to have required school equipment and materials; failure to return borrowed Chromebook; etc.)</p> | <p>d) Offense # 1 – 2 demerits
Offense #2 – 3 demerits
Offense #3 & subsequent – 1 day in-house suspension
Students who participate in inappropriate displays of affection will be referred to the Dean of Students and penalties will range from detention to suspension.</p> |
| <p>e) Insubordination: Student fails to follow instructions or requests from teacher.</p> | <p>e) Removal from class and/or area.
Parent/guardian notification
Up to three (3) days In House suspension.</p> |
| <p>f) Inappropriate language and/or behavior</p> | <p>f) Removal from class and/or area.
Parent/guardian notification
Up to ten (10) days In or Out of School suspension.</p> |
| <p>g) Damages on staff member's property, including, but not limited to theft. Also, willful destruction of school property or property at school sponsored functions.</p> | <p>g) Meeting/conference with student, parent or guardian, Principal, Dean of Students and other interested parties to discuss restitution
Up to ten (10) school days suspension
Possible police notification
Possible expulsion by Principal.</p> |
| <p>h) Willful damage or theft of another student's property. This includes property that is found by a student and not immediately returned or submitted to the Dean's Office or Main Office.</p> | <p>h) Meeting/conference with student, parent or guardian, Principal, Dean of Students and other interested parties to discuss restitution
Up to ten (10) school days suspension
Possible police notification
Possible expulsion by Principal.</p> |
| <p>i) Any action that can bring physical harm on any staff member.</p> | <p>i) Removal from class/area
Up to ten (10) school days suspension
Possible police notification
Parent/guardian of record notification
Possible psychological evaluation
Possible expulsion by the principal</p> |

VI. Student Discipline and Conduct

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| j) Any deliberate action that can bring physical harm to a student. | j) Removal from class/area
Up to ten (10) school days suspension
Possible police notification
Parent/guardian of record notification
Possible psychological evaluation
Possible expulsion by the Principal |
| k) Assaulting, bullying or intimidating another person. *Note - Failure to stop fighting when told to do so by staff, faculty or administration may result in additional suspension time. | k) Possible police notification
Up to ten (10) school days suspension
Parent/guardian of record notification
Possible expulsion by the Principal. |
| l) Hazing | l) Possible police notification
Parent/guardian of record notification
Up to five (5) school days suspension
Possible expulsion by the Principal. |
| m) Gossiping or spreading untrue stories that may falsely accuse or socially defame another student through word-of-mouth, written statement or use of technology | m) Parent/guardian of record notification
up to ten (10) school days in-house or out of house suspension |
| n) Refusal to conform to school rules/accept school discipline. | n) Parent/guardian of record notification
Up to five (5) school days in-house suspension |
| o) 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. | o) Parent/guardian of record notification
Apology by student to the individual
Minimum of three (3) school days
Possible expulsion by Principal.
suspension |
| p) Behavior causing dangerous conditions within shop and/or other areas within the school. | p) Parent/guardian of record notification
Up to three (3) school days suspension
Meeting with an administrator |
| q) Dishonest behavior by word or action. | q) Parent/guardian of record notification
Up to three (3) school days suspension
Meeting with an administrator |
| r) Use and possession 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, | r) First Offense
Up to 2 days In House Suspension
Parent Notification
Notification to sports & activity directors
In addition to the penalty, the products will be confiscated & destroyed by the Dean of Students and/or administrator.
MIAA Penalty |

VI. Student Discipline and Conduct

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.

Second Offense

Up to 3 days In House Suspension

Parent Notification

Notification to sports & activity directors

In addition to the penalty, the products will be confiscated & destroyed by the Dean of Students and/or administrator.

MIAA Penalty

Third Offense (and all subsequent Offenses)

2 days Out of School Suspension

Parent Notification

Notification to sports & activity directors

In addition to the penalty, the products will be confiscated & destroyed by the Dean of Students and/or administrator.

MIAA Penalty

s) Inappropriate Bus Conduct.

s) Possible suspension

Possible privilege denied

Parent/guardian of record notification

t) False Alarm

t) Parent/guardian of record notification

Up to five school days suspension

Notification to fire dept. and/or police

Possible fines

Possible community service required

Possible expulsion by Principal

u) Computer Use Violation/Misuse

u) Consequences range from demerits to suspension

Up to 10 (ten) days suspension

Potential suspension of Computer

Privileges

Note: Any act, not herein specified, which is unfavorable to the best interests of the school and its community may result in disciplinary action.

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"

BEHAVIOR CONSEQUENCE

a.1) Possession of controlled substance and/or alcohol
– 1st Offense.

a.1) Parent/guardian of record notification

Police Notification

Recommendation of intervention / rehabilitation

Up to a ten (10) days suspension

Possible expulsion by Principal

VI. Student Discipline and Conduct

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| <p>a.2) Use of controlled substance and or/alcohol during school time or at school-sponsored functions - 1st offense.</p> | <p>a.2) Parent/guardian of record notification
Police Notification
Recommendation of intervention / rehabilitation
Up to ten (10) school days suspension
Possible expulsion by Principal</p> |
| <p>a.3) Possession/use of controlled substance and/or alcohol - 2nd offense any time during school enrollment.</p> | <p>a.3) Parent/guardian of record notification
Police Notification
Up to ten (10) school days suspension
Possible expulsion by Principal</p> |
| <p>a.4) Sale or distribution of controlled substances and/or alcohol</p> | <p>a.4) Parent/guardian of record notification
Police Notification
Up to ten (10) school days suspension (out-of-school)
Possible expulsion by Principal</p> |

Students who are suspended from school for the possession and/or use of controlled substances may 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 Dean of Students with satisfactory drug tests results. All costs associated with this drug tests will be incurred by the student.

“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;
- Other reasonable cause.

USE OF TOBACCO

- a. State Law and local Board of Health Regulations prohibit the use of tobacco products in school buildings and on school property. Therefore, Monty Tech is committed to having a smoke and tobacco free environment for all members of the school community. Therefore, the use of tobacco products, electronic cigarettes, vape pens and smoking related products on school property, as well as vehicles used for the transportation of students, is strictly prohibited. This includes school vans and buses.
- b. Two or more students occupying the same stall in a bathroom with smoke rising will be considered guilty of smoking.
- c. 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.

VI. Student Discipline and Conduct

The consequences for the use of such products includes –

First Offense

\$100 fine or participation in a smoking cessation program

Up to 3 days In House Suspension

Parent Notification

Notification to sports & activity directors

In addition to the penalty, the products will be confiscated & destroyed by the Dean of Students and/or administrator.

MIAA Penalty

Second Offense

\$100 fine or participation in a smoking cessation program

1 day Out of School Suspension

Parent Notification

Notification to sports & activity directors

In addition to the penalty, the products will be confiscated & destroyed by the Dean of Students and/or administrator.

MIAA Penalty

Third Offense (and all subsequent Offenses)

\$100 fine or participation in a smoking cessation program

3 days Out of School Suspension

Parent Notification

Notification to sports & activity directors

In addition to the penalty, the products will be confiscated & destroyed by the Dean of Students and/or administrator.

MIAA Penalty

- d. A penalty may be waived for students who participate in an out of school smoking cessation program, approved by the Dean of Students and/or an administrator.
- e. Any student found to be selling or distributing any of the above smoking products on school grounds or while under school jurisdiction (e.g. school construction sites) will be subject to up to (3)days Out of School suspension.

All students and visitors who violate Monty Tech “No Smoking” Policy will be asked to extinguish any active smoking product and will be ticketed. Failure to do so will result in removal of any visitor from the property and additional consequences for any student.

FOOD AND BEVERAGE GUIDELINES

At no time should any food or beverages be consumed in the school hallways, library, Performing Arts Center or either gym. Additionally, in order to preserve the condition and safe operation of equipment, all food and beverages in shops must be consumed in designated shop breakrooms or break areas.

The consumption of small snacks and beverages in academic classrooms is a privilege and will only be permitted at the individual classroom teacher's discretion. If a teacher deems it is unsafe (for example, in science labs) or risky (in computer labs) to allow food and beverages in that area, it is the expectation that students and parents will respectfully adhere to the teacher's decision. If

VI. Student Discipline and Conduct

students abuse this policy in any manner, any teacher may revoke this privilege at any time.

Additionally, all snacks must be in commercially wrapped packages (no home-prepared foods are allowed) and all beverages must be transferred to a non-spillable container with secured lids. Students who fail to transfer drinks from store bought paper, styrofoam or plastic cups to the proper container will be asked to dispose of their drinks. The consequences of not following these rules or the failure to comply with a teacher or staff member's request will be considered insubordination and the student will receive the consequences as outlined in the Student Handbook.

Classroom or shop functions approved in advance by the Administration will be allowed. Food deliveries during the school day from outside establishments are not permitted. If a parent or guardian drops a student's lunch off at the main office, that student will not necessarily be called to the office immediately, but instead will be called to the office at a time that does not disrupt learning. Food/drinks will not be accepted from an individual who is not on the students Contact List.

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

DRESS CODE

Personal appearance, dress, hygiene or grooming must not disrupt the educational process or threaten the health or safety of any individual. Student dress should be within reasonable limits and should not be extreme. Attire should be in good taste, and a reflection of the student's future goal as an employed adult. Whether in academics or the shop area, students should dress in a manner that is appropriate for the situation.

No clothing or jewelry which can cause disruption may be worn, including but not limited to:

- a. Tube tops, halter tops, tops that bare any part of the body chest to waist, or short skirts/short shorts (No more than 4" above the knees);
- b. Clothing that intentionally reveals, or is worn in a manner to reveal undergarments;
- c. Clothing that includes any shoulder strap less than 2" in width;
- d. Fishnet stockings;
- e. Hats, caps, hoods, bandannas, scarves or other headgear, with exception given for medical and religious reasons;
- f. Clothing, jewelry, or related apparel which refers to alcohol, drugs, tobacco, profanity, weapons or weapon references, sexual connotations, or which have a suggestive double meaning, inappropriate message or inflammatory content.
- g. Dark glasses unless prescribed by a doctor. Safety glasses must be approved by the vocational coordinator.

VI. Student Discipline and Conduct

- h. Chains in excess of 10 inches worn on pants, protruding studs from clothing, or sharp objects on clothing or jewelry will not be permitted due to the potential for damage and/or injury;
- i. Items worn or displayed that refer to affiliation with gangs or illegal activities;
- j. Heavy winter coats worn indoors;
- k. Wheeled footwear.

Wearing your student ID on its lanyard around your neck should be considered a part of your daily appropriate attire. Your ID should be visible for review by any faculty or staff member, and it should not be altered or vandalized in any manner.

Each trade area has designated specific “shop attire” to be worn during trade week. This does not apply to the freshman exploratory program.

Students will have the opportunity to correct the offensive appearance or attire before being disciplined including having an adult transport acceptable attire to the school. Building administrators shall have within their authority the right to determine inappropriate dress, and to discipline students for repeated infractions.

ELECTRONIC DEVICES

Monty Tech recognizes the role that personal electronic devices – iPods, cell phones, etc. – might play as a learning tool specifically within a classroom environment. However, student use of such devices in the classroom should only occur with the explicit authorization of a teacher and no student should assume such authorization at any time. The attempted use of an electronic device by a student in a classroom without specific authorization of the teacher is unacceptable and may result in confiscation of the device, a detention or even a suspension based on the frequency of the offense. Use of electronic devices in open areas such as the cafeteria and hallways is not allowed.

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, 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 suspension based on frequency of the offense.

Finally, students are particularly reminded that the use of cell phones is entirely limited to educational purposes. The use of a cell phone to make a call, send/read a text message, access social media, or to take pictures or videos during the school day is never acceptable. This includes the capturing of images of students in the background. The use of cell phones or other recording devices in locker rooms or bathrooms is strictly prohibited and may result in serious disciplinary consequences, including suspension. In particular, students should ensure that cell phones are stored and put away during any assessment. Students are reminded to use the school nurses’ office in lieu of calling parents when they are feeling ill. 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 his/her electronic device

VI. Student Discipline and Conduct

when requested, the student will be required to serve one (1) day of in-house suspension. (Refer to Dishonest Behavior) If an electronic device is confiscated, it will be turned into the Dean of Students' Office and will be returned to the student at the end of the day, after the bell. Repeat offenders may be required to have a parent/guardian pick up the electronic device at the discretion of the Dean of Students.

Parents and students are reminded that a student's dismissal due to illness MUST be approved by the school nurse. Failure to properly visit the Nurse's Office could result in demerits.

Use of cellphones is prohibited during the school day, except during class-time with teacher permission.

MAINTENANCE AND POSSESSION OF STUDENT CHROMEBOOKS

With our 1:1 Chromebook Initiative, it has become essential that students properly ensure that they have their device in their possession, or immediately accessible, in order to complete classroom assignments.

In order to ensure that students do not fall behind in their assignments, a device can be loaned out by the Library or from the Technology Office. The following includes an outline of specific rules that apply to these loaned devices:

Borrowing Chromebooks

- Students can borrow a device up to 10 times without consequence
- After the 10th time that students borrow a device, they will receive 2 demerits each time thereafter. Parents/guardians will be contacted by the Dean's Office.

Returning Chromebooks

- Chromebooks must be returned to the Library no later than 4pm on the day that it was borrowed. Students will receive 2 demerits for every school day it is not returned.

- After the 10th day, students will receive at least 1 Extended Detention and parents/guardians will be contacted by the Dean's Office.

Finally, as a reminder to the Chromebook Guidelines, repairs to student devices will be completed by the school as long as the damage is determined not to be caused by the student's own misconduct or poor handling. If the damage is determined to be due to the student's negligence, then the cost of repairs will be the responsibility of the student. Similarly, the determination of the cost to replace a lost or stolen Chromebook will be based on whether the student was negligent in their care of the device. A full replacement of the device at the expense of the school will only occur once.

ACADEMIC INTEGRITY

Cheating in any form on homework, during tests, using another person's words, research or ideas as one's own will not be tolerated. Any student caught cheating by a teacher will receive a grade of zero (0) for the work involved. In addition, the incident will be reported to the Dean of Students on a referral form. Repeated offenses may result in course failure and/or suspension.

Plagiarism Definition: To plagiarize is to steal and use (the ideas and writings

VI. Student Discipline and Conduct

of another) as one's own (American Heritage Dictionary, 1973:1001). Legally, plagiarism has been defined as the act of appropriating the literary composition of another, or parts or passages of his/her writings, or language of the same, and passing them off as the product of one's own mind (O'Rourke v. RKO Radio Pictures: 473). The student should note that neither of these definitions includes intention or motivation—it is the act itself which constitutes plagiarism.

Ignorance, naiveté or sloppiness is no excuse.

FINANCIAL RESPONSIBILITY

Every student is financially responsible for books, tools, locks, uniforms, safety glasses, tool tags, etc., which have been loaned to him/her by the School District. Students will be required to pay for lost items. Failure to settle outstanding debts will result in exclusion from extra-curricular activities (i.e. prom).

LOST AND FOUND

The finder of a lost article should return it to the Main Office at once. If a textbook cannot be located, the student must report such loss to the subject teacher. The teacher may give the student another book and notify their Coordinator to initiate billing procedures.

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 the School District. 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 and laboratories are furnished at the School District'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.
- d. Students are not permitted to borrow tools to take home.
- e. Students defacing/damaging school property will be disciplined at the discretion of the Dean of Students, depending on the damages.
- f. Each student is responsible for the desks that he/she uses and will be required to refinish or pay for refinishing a desk if it is defaced.
- g. Each student is asked to respect school property and to display pride in keeping the corridors, rooms, and grounds free from paper and debris.

SEARCH OF STUDENTS

- a. The search of a student will be based upon "reasonable suspicion" that the student has in his/her 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

VI. Student Discipline and Conduct

school related purposes (i.e. transportation to co-op placement).

- b. Note: Procedures are listed under Controlled Substances/ Weapons/Assault Education Reform Act 1993 of this handbook.
- c. In partnership with Fitchburg/Westminster Police Department random use of drug sniffing canines may be utilized on school grounds.

ANONYMOUS REPORTING

An extension has been set up to receive important information by an anonymous caller. Parents/students who wish to share important information without revealing their identity may do so by calling 978-345-9200 ext. 5247 and reporting the information to staff or to voice mail. This voice mail will be monitored daily by school personnel. The above is an effort to create a safer school environment.

VII. Technology and Computer Use

COMPUTER NETWORK

Monty Tech is fortunate to have one of the best computer networks available. The school has access to many different services including 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 Monty Tech.

INTERNET SAFETY

Monty Tech is committed to insuring the highest standards of online safety for all of our students. The staff and administration at Monty Tech take very seriously our obligation to insure that our students are protected from websites and computer resources that are not appropriate.

This document explains what Monty Tech 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. Monty Tech 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 insure 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. Monty Tech 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. Monty Tech also restricts electronic email to Monty Tech provided email accounts. All messages are archived.

ACCEPTABLE USE POLICY

Monty Tech has an Acceptable Use Policy (AUP) that outlines guidelines for acceptable use of our computer network and resources. A summary of the AUP can be found in the Student Handbook, and the full AUP can be found on Monty Tech's 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.

VII. Technology and Computer Use

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. The 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 himself/herself. 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, give a copy to the Dean of Students.
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 user names 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.

VII. Technology and Computer Use

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 he/she visits.
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.

Monty Tech Acceptable Use Standards
MontyTech Acceptable Use Policy (AUP)

These guidelines are contained in our Acceptable Use Policy (AUP). Please read the most recent version, which is posted on our 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 web sites 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. Monty Tech 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. Both the Technology Office and the Dean of Students deal with violations of our Acceptable Use policy. In some instances law enforcement agencies may be contacted.
9. Monty Tech explicitly disclaims liability for monetary obligations and inappropriate content access for users who knowingly engage in network activities in violation of our policy.

VII. Technology and Computer Use

10. As a public school Monty Tech must comply with Public Records Law, M.G.L. c. 66, § 8 requiring that all incoming and outgoing Monty Tech 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.

VIII. Building & Facility Security/Safety

Student safety at Monty Tech 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 Monty Tech 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.

FIRE DRILLS

a. The purpose of fire drills is to safeguard students in the event of an actual fire. Instructions are prominently displayed in each classroom regarding the route to be used in leaving the building during fire drill.

a. Students shall evacuate the building with their teacher, meet for attendance, and will not re-enter the building until notice is given.

b. Procedure for the physically handicapped in building 1 and 2, second floor: Students who are physically handicapped (requiring the elevator use due to physical condition) should report to either room 157 or 278, whichever is closest to the area they are located in when a fire alarm occurs. The student is to remain in this room of “safe refuge” and follow the instructions of the Dean of Students or In-House Supervisor who will check on the status of the rooms and students and report condition to the Main Office, Principal.

SCHOOL IDENTIFICATION BADGES

School ID's are an important part of a safe and secure school environment. ID's are required to be worn with a tear away lanyard (issued by Monty Tech) by all staff and students. Replacement ID's are available through the Media Center at the cost of \$5.00. Only ONE ID (current school year) shall be worn. The current school year ID is the only one which will provide access via the slide readers. Defacing an ID will result in disciplinary action, and student will be required to purchase a new ID.

VISITORS

Parents/Guardians are encouraged to visit the school. All visitors must stop at the Main Office and sign in electronically with LobbyGuard and receive a visitor's picture ID which shall be prominently displayed. Although we welcome visitors to the school, a scheduled appointment is required. Tours of the school and staff conferences should be arranged in advance.

Students from other schools, not accompanied by adults, may visit Monty Tech by prior arrangement through Student Support Services. These visits are designed as informational and are encouraged.

VIII. Building & Facility Security/Safety

For safety reasons, babies/toddlers being transported to and from the Day Care Center should only be in designated school areas. This does not include crowded hallways or the crowded cafeteria.

Students are not permitted to bring guests to school during the regular school day.

In order to minimize classroom disruptions and encourage personal responsibility, items that are dropped off for a student during the school day will remain in the Main Office until:

- The student goes to lunch or
- The student comes in to pick it up on their own or
- Ten minutes before the end of the school day (2:30)

Office staff will not call a student out of a class to come pick up the item up during the school day.

SECURITY OF VALUABLES

All students are assigned a corridor locker. This locker is intended for outerwear, books and personal shop tools. Lockers have a secure combination lock. Students should report a non-functioning locker to the teacher immediately. The locker will be repaired or a new locker assigned. Students are also urged not to share lockers, and to keep their locker combination confidential. It is advisable for students taking Physical Education to secure their valuables in gym lockers provided by their instructors.

SCHOOL RESOURCE OFFICER

Monty Tech has a full time School Resource Officer (SRO) on-site, during the school year. Our SRO is a Fitchburg Police Officer who is trained as a School Resource Officer. Although the SRO may assist with criminal issues that arise on school property, the Officer's primary purpose is to support a safe and positive learning environment for Monty Tech community. The SRO is a familiar face for students and staff to use as a resource, and works with administration as an integral part of day to day functions involving, but not limited to, emergency preparations, event coordination, educational outreach, and student assistance. The SRO may be reached at extension 5100.

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.

VIII. Building & Facility Security/Safety

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 SCHOOL BUILDING OR ON SCHOOL GROUNDS.

PERFORMING ARTS CENTER

Please adhere to the following while attending performances in the Stratos G. Dukakis Performing Arts Center:

1. No food or drink is allowed in the auditorium
2. Sit with the other students in your class.
3. Wear appropriate attire.
4. Do not place feet on seatbacks.
5. Treat performers and fellow students with dignity and respect.

Violation of these rules will lead to disciplinary action.

LIBRARY

- a. The library is open Monday to Friday from 7 a.m. to 4 p.m.
- b. Food and drink are not allowed.
- c. Students scan their IDs when they enter and when they leave the library, unless they are with a class.
- d. Students must scan their ID to borrow a laptop when using the library independently.
- e. Students must have a pass from a teacher to use the library during regular school hours, unless with a class. Passes are needed after school, only if student is taking the late bus home.
- f. Directed Study students must obtain a pass from a teacher for a specific purpose and check in with their Directed Study teacher before coming to the library. If a student does not have a pass, the teacher may call the library to see if there is space available.
- g. Computers are available on a first come, first served basis, if not already reserved for a class.
- h. Students must adhere to the district's Acceptable Use Policy when using computers.
- i. Books and other materials may be borrowed for a three-week period, and may be renewed if no reserves have been placed on the item(s).
- j. All of the library's electronic equipment must remain in the Library.
- k. The small rooms are available on an "as needed" basis. No prior sign up is needed.
- l. The library is an area for research, reading, independent study, and learning. Students are expected to respect the rights of others.

VIII. Building & Facility Security/Safety

LOCKERS

- a. Lockers are school property and may be opened at any time by school authorities.
- b. Gym baskets are issued to all students. These are equipped with a combination padlock which must be used to lock the basket and the locker used to place clothing when dressing for gym classes.
- c. Students should not attach a private lock on any school locker or basket. Private locking devices will be cut off immediately.
- d. Students are responsible to maintain the locker assigned to them with reasonable care.
- e. Valuables should not be left in any locker. The school will not be liable for lost items.
- f. Students may not share lockers and should keep the combination confidential.

ELEVATOR

Students who may require the use of the elevator must report to the nurse who will determine if sufficient need warrants a key for the student's use of the elevator. At this time, the nurse will issue a key for the elevator.

TELEPHONE

- a. Telephone usage in the Dean of Students Office by students shall be:
 1. Before/after school
 2. During lunch
- b. Students are not to leave classes to use the telephone, nor is there adequate time during passing between classes for students to use the telephone.
- c. Outside calls to students during the school day:
 1. Emergency medical calls will be processed via the Dean of Students' Office.
 2. Other outside calls will be screened by the Dean of Students' Office to determine appropriateness for forwarding information.
- d. Use of cell phones is prohibited during the school day except with permission of the teacher

BUS TRANSPORTATION

- a. Students are not permitted to change buses or means of transportation without permission from school. A note must be presented to the Dean of Students' Office before permission will be granted.
- b. Students are under school jurisdiction and subject to school 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.
- c. Pupils are under the authority of the driver of the bus while being transported to and from school, and the bus driver shall have full authority to enforce order.
 1. Whoever willfully throws or shoots a projectile at a school bus, or at a person on such school bus, or in any way assaults or interferes with an operator while in the performance of a bus driver's duties shall be suspended from the school bus transportation for a minimum of one week.
 2. Pupils are permitted to converse in a normal tone, but loud or profane language is prohibited.
 3. Opening or closing windows is not permitted except by permission of the driver.

VIII. Building & Facility Security/Safety

4. Extending arms or hands from open windows is not permitted at any time.
 5. Pupils are to cooperate in keeping the school buses clean.
 6. Pupils must be on time for the bus.
 7. No smoking.
 8. Bus driver may assign seats.
 9. If a skateboard is transported on a school bus, it must be contained in a backpack. Note: Skateboards and roller blades are not allowed to be used in the school building or on school grounds.
 10. Failure to obey any of the above rules or to obey the driver may make a pupil liable to be suspended from school and/or to be refused permission to ride on a school bus.
- d. Students who have concerns regarding the bus transportation and/or the employees thereof should direct these concerns to their guidance counselor, Dean of Students, or Principal.

Please note: Only Monty Tech students may ride school buses.

PARKING PERMITS – AUTOMOBILES

Monty Tech provides bus transportation to and from school for students, thus the use of private vehicles as transportation to school will be based on need and on available space. Parking at Monty Tech is limited and therefore not guaranteed for all students who may have a need. Applications for parking may be obtained from the Dean of Students. Permits will be given at the discretion of the Dean of Students to those students who fit the criteria.

Grades, Attendance, and Discipline will be considered when issuing Permits. Students must not owe any Detentions.

Students who desire parking permits must present proof of hours of after school employment and a note from their employer stating why they need the permit.

Parking permits will be available for distribution two days before the first day of school and will be distributed as follows –

- Seniors only for the two days prior to school and then the first ten (10) days of school.
- Juniors beginning on the 11th day of school.
- Sophomores and Freshmen are not eligible for parking permits.

Employment and hours of employment may be verified periodically. For those students involved in sports and extracurricular activities, a parental note stating the reasons for the permit and a note from the coach or activity director will be required. This is a privilege which may be revoked at any time.

- a. An appeal process is available through the Principal for extenuating cases.
- b. Students should lock their cars. Students will not be allowed to return to their cars during school hours.
- c. Any vehicle not displaying a proper permit may be towed at the owner's expense.
- d. Students using automobiles may enter the building through the front and rear main student entrances.

VIII. Building & Facility Security/Safety

- e. Students with more than five (5) unexcused tardies, absences or dismissals during any given quarter will lose parking privileges for the next quarter. A professional note (doctor, legal, etc.) must be submitted within three (3) days of the tardy, absence or dismissal. Parking permits will be issued at the discretion of the Dean of Students. (Refer to Rules and Regulations for Attendance).
- f. A \$30 fee will be charged each driver and/or auto to help defray the cost for supervision.
- g. Each student will be assigned a parking permit upon payment of fee. Students are not allowed to share spaces with other students.
- h. Students needing a temporary permit for a limited period of time will make a request to the Dean of Students in sufficient time (minimum 1 day).
- i. Upon arriving to school and parking in the morning, students are expected to immediately enter the school building.
- j. Students are reminded that student vehicles are subject to search while parked on school grounds.
- k. Students are not authorized to park at any other location other than the designated student parking area.
- l. Students who apply for a parking permit must have a Massachusetts Driver's License.
- m. Students who leave school grounds without permission (truant) in a vehicle will lose parking privileges.
- n. Permits may not be transferred from one student to another.
- o. Permits may be suspended and/or revoked for disciplinary reasons.
- p. Vehicles deemed to be unsafe will not be allowed on the property.
- q. Out of state vehicles may be required to provide proof of acceptable insurance.
- r. All Massachusetts driving laws apply on school grounds. Students may not text or use cell phones while driving on school property.

IX. Special Programs

GUIDANCE, COUNSELING AND SCHOOL PLACEMENT SERVICES -

Each student has an assigned counselor who will work with the student through their experience at school. A student may at any time feel free to contact their counselor for either short-term or long-term counseling. Except for emergencies, the student should fill out an appointment slip in the Student Support Services prior to homeroom after which the counselor will contact the student at the best available time for the appointment.

Guidance and Counseling Services for Students Include:

- a. Personal Counseling – Help students achieve better understanding of themselves and others. Many students seek help for personal and emotional problems, including the need to “talk out” a family conflict, teacher conflict, problems with friends, sex, drugs, alcohol, etc.
- b. Group Counseling – This is a unique experience involving six to ten students, meeting once a week. Groups may be all female, all male, or mixed. The primary function of these groups is to provide time and space for students to work out mutual concerns and problems (similar to those discussed in personal counseling). Students are only accepted through appropriated referral
- c. Vocational Counseling – Help students to better understand themselves in relation to the world of work so that the best career choice can be made. Vocational assessments, information and counseling is provided.
- d. Assessments – Students are assessed to enhance self-understanding. Areas assessed are interest, aptitude, achievement in college and career pathways, reading, math and written language.
- e. Additional Guidance and Counseling Services include: Information services, assistance with course selection, college and career pathways and requirements, career readiness, post-secondary education, College Board requirements, and financial aid.
- f. It is the responsibility of each student to be aware of his/her graduation status. Course completions and schedule changes should be checked regularly and any discrepancies brought to the attention of the school counselor. Communications with school counselors will be facilitated by use of the appointment slips available in the Student Support Services prior to homeroom.

STUDENT RECORDS REGULATIONS

Under the provisions of General Laws Chapter 776, any student fourteen (14) years of age or in the ninth grade may request to see his or her records. Records will be available within 48 hours after the request to Student Support Services. A log will be kept that will indicate all changes made to the record. Each person shall state their name, position, the portions disseminated and the date. Temporary student records are destroyed seven (7) years after the student's graduation and permanent records are kept for sixty (60) years after graduation. Students who wish to keep their temporary records may do so by

IX. Special Programs

contacting the guidance office during the seventh year after graduation. School records are sent to any school which the student seeks to transfer to without the consent of the student or parent. From time to time, Monty tech may release certain "directory information" about a student without prior consent. Examples of directory information are name, address, date of birth, athletic team and/or activities participation. Parents have a right to request that such information not be released without prior consent.

STUDENT RECORDS: NON-CUSTODIAL PARENT

Under federal and state law, a divorced or separated parent has full access to his/her child's student records unless there is a court order, state statute, or legally binding document relating to matters such as divorce, separation or custody that specifically revokes this right. The Massachusetts legislature recently passed a statute (Mass. Gen. L. ch 71, 38 H) that is designed to standardize the process by which public schools provide copies of student records to parents who do not have physical custody of their children (non-custodial parents). Non-custodial parents who want copies of their child's student records must submit a written request to the school principal. More specific information regarding access procedures for non-custodial parents as required by M.G.L. c. 71, 34H can be obtained by contacting Student Support Services.

RETENTION AND DESTRUCTION OF RECORDS

Our school retains a transcript of student records for sixty years. Graduating seniors leave with all other records.

SPECIAL NOTE ON MAILINGS

Our school periodically mails home important correspondence. Newsletters are only available on our website and a hard copy may be picked up in the Main Office. Parents are responsible for the security of U.S. mail at home. Please forward a change of address notice to the school in writing.

STUDENT INFORMATION DEPARTMENT OF DEFENSE MILITARY OPT-OUT

Federal law requires our school to provide names, addresses, and telephone numbers of high school students to the military.

Unless we receive written notification to remove a student's name, we will provide this information to military recruiters. You can change your option at any time by submitting your request in writing. Forms are also available in the main office.

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

It is the responsibility of the Special Education staff to investigate problems interfering with a student's progress in meeting academic and/or trade objectives. This involves a diagnosis to determine the source(s) of the difficulty and the eligibility for an IEP.

Examples of eligible disabilities are a communication impairment, sensory impairment, physical/health impairment, specific learning disability, neurological impairment, intellectual impairment and autism.

All Special Education students are expected to abide by the code of behavior

IX. Special Programs

described in this handbook. Should a student's handicapping conditions require special modification of the code, these modifications will be clearly described in the student's Individual Educational Program .

The members of the Special Education Department at Monty Tech Vocational Technical School District comply with special education and related services as consistent with the provisions set forth in IDEA, its accompanying regulations, and which meet the education standard established by statute or established by regulations promulgated by the MA Board of Education.

ENGLISH LANGUAGE EDUCATION: ENGLISH LANGUAGE FLUENCY AND LITERACY

The Montachusett Regional Vocational Technical School District 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. The District will comply with all Department of Elementary and Secondary Education English language fluency and literacy requirements for teachers who teach English language learners, including providing required professional development opportunities that support teacher licensure.

The District will identify students for placement in Sheltered English Immersion (SEI) classrooms using a variety of evaluation tools including, but not limited to: home language surveys, observations, intake assessments, recommendations of parents, teachers and other persons, and results from the annual ACCESS for English Language Learners assessment.

Montachusett Regional Vocational Technical School District shall provide additional information as required by the Massachusetts Department of Elementary and Secondary Education.

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, cooperating employers, and the school all work in partnership to provide a comprehensive educational opportunity.

- Co-op is for seniors and juniors, who have passed the MCAS assessment and meet the criteria specified below.
- Students must have at least one and a half (1 ½) years of full time study in the vocational technical area to be eligible for Co-op.
- If a co-op student is suspended, she/he will be ineligible for co-op for a period of one week for each school day suspended after returning from suspension. 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.
- The appeal of any decision must be made to the Principal.

IX. Special Programs

A. Eligibility for Seniors:

- Must be at least 16 years old.
- Complete a Cooperative Education application/agreement
- Recommendation of the trade instructors, Dean of Students, School Nurse, Guidance Counselor, and Co-op Coordinator.
- Maintain a minimum grade of 75 in both shop and related. (If applicable).
- Maintain an overall academic average of 75, with no failures. (Previous year 4th quarter average will be used for first term eligibility)
- Not received a “failing for the year” warning for the quarter of application.
- Not had more than two (2) absences or two (2) tardies (without approved medical documentation) during the previous quarter.
- Not been suspended from school during the previous six (6) weeks of school.
- Must provide his/her own transportation to and from the work site.
- Must not depend on others for rides.
- Must have at least 1½ years in their trade area.
- Must have up-to-date physical and immunization forms on file in the Nurses’ Office.

B. Eligibility for Juniors: (Juniors are NOT eligible for Co-Op until the start of the 3rd quarter)

- Must be at least 16 years old.
- Complete a Cooperative Education application/agreement
- Recommendation of the trade instructors, Dean of Students, School Nurse, Guidance Counselor, and Co-op Coordinator.
- Maintain a minimum grade of 75 in both shop and related (if applicable).
- Maintain an overall academic average of 75, with no failures.
- Not received a “failing for the year” warning for the quarter of application.
- Not had more than two (2) absences or two (2) tardies (without approved medical documentation) during the previous quarter.
- Not been suspended from school during the previous six (6) weeks of school.
- Must provide his/her own transportation to and from the work site.
- Must not depend on others for rides.
- Must have at least 1½ years in their trade area.
- Must have up-to-date physical and immunization forms on file in the Nurses’ Office.

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.

The co-op coordinator will review interim progress reports. A “may fail for the year” comment will warrant being placed on co-op probation as well as communication with the employer, warning of the possible termination of the student’s co-op employment.

AFFILIATIONS - EXTERNSHIPS - RELATED WORK EXPERIENCE IN INDUSTRY

AFFILIATIONS currently are an integral part of the Early Child Care, Health Occupations and the Dental Trade areas. Students must come to school prepared for this and will be graded according to their participation and willingness to complete these assignments. These are unpaid learning/work experiences in selected situations that are required to meet the objectives of

IX. Special Programs

the respective programs. The affiliation site is a supervised, school-directed extension of the school/shop experience. Other vocational programs may consider entering into affiliation agreements.

EXPLORATORY PROCESS AND FINAL SHOP SELECTION

Freshmen will participate in a vocational technical exploratory program designed to help them learn about their talents and interests relative to a variety of different programs. Students initially pre-explore all of the vocational technical programs. Students then decide their top twelve vocational technical exploratory choices. They will explore nine career areas from September through January before being placed into their permanent vocational technical area. Students are placed into their vocational technical programs at the end of their exploratory through a competitive process. Students are ranked according to their assessment ratings. High assessment ratings in all vocational technical exploratories, along with hard work, self-discipline, good attendance and intrinsic motivation will be major factors in this competitive process.

A copy of the complete admissions policy is available in the student support services office and online at www.montytech.net.

WORK PERMITS

The primary purpose of students in school is to participate in school activities and benefit from the education provided. While it is recognized that students may need/want to work outside of school time, this work should not deter the main goal of secondary education which is to develop technical skills, academic and communicative skills, and social interaction skills. Students may apply for a work permit in the Main Office. To be eligible for this permit at Monty Tech the student's grades, discipline, and attendance record will be reviewed by the Principal.

DRIVER EDUCATION PROGRAM

Monty Tech offers a Driver Education Program after school, open to any student over 15 years and 9 months of age. The program offers thirty (30) hours of classroom instruction, after school by qualified instructors. Students schedule their twelve (12) hours of driving time and six (6) hours of observation time on an individual basis with the instructors.

Parents are now required by the RMV to take a mandatory two (2) hour classroom session before the student is allowed to receive their license.

Upon completion of the course, the student's Driver Education Certificate of Completion will be recorded electronically in the RMV's database. The student is then eligible to go to the Registry for a road test. Each student must complete the full scope of Driver Education (both the classroom and motor vehicle on road instruction), and the parent/guardian must complete the Parent Class, within two (2) years of the first session in a driver education program in order to obtain a Driver Education Certificate. This is the responsibility of the parent and /or guardian.

One half (1/2) of the total program fee must be paid to the school's Business Office before the class begins.

IX. Special Programs

To participate, a student may not receive two “failing grades” in academics or fail his/her trade for any one (1) marking quarter. If a student is declared ineligible due to a failing grade(s) for a quarter, he/she may not participate in Driver’s Ed until acceptable grades are verified by the student’s next report card.

X. Student Government, Extracurriculars & Athletics

STUDENT GOVERNMENT ELIGIBILITY

To be an officer in a student organization that meets during the school day, a student must meet criteria of a 75 or higher overall average with no failing grades in academics, and a 75 or higher overall average in trade. If a student is an officer and fails to meet the criteria established, the maximum time to meet the criteria will be one marking period as determined by the Principal. Once a student is removed from office for failing to meet the criteria, this removal shall be for the balance of the school year.

STUDENT COUNCIL

The purpose of the Student Council is to address student concerns within the school. It also serves to improve student responsibility, attain student privileges and serve as a liaison between the student body and the administration. Student election occurs each spring. Grade 9 elects students in the fall.

There is a maximum of 10 members elected for each grade level, including the class vice-president, who is a member ex officio. At the end of each school year, a Student Council President, Vice-President, Secretary and Treasurer will be elected for the following year.

SCHOOL COUNCIL

The Education Reform Act of 1993 established that each school will have a School Council. Each council must have the following categories of members: Principal, teachers, parents, "other persons" who are not parents or teachers, students at the school and at least one student from any school that contains any of grades 9 through 12. The purpose of the school council is to advise the Principal in matters such as class size, safety and discipline, extra-curricular activities, school improvement plan, budget, etc.

REGIONAL STUDENT ADVISORY COUNCIL

Two (2) students meet with the student council and travel monthly to the Regional meeting on a school day. Students are elected by the student body each spring for the ensuing year. As these students will miss a school day each month, it is essential that they meet all criteria.

STUDENT ADVISORY COUNCIL

Each year five (5) students will be elected by the student body to represent the students through a Student Advisory Council. Its purpose is:

- To represent, before the administration and the School Committee, the attitudes, interests and concerns of the student body.
- To advise the School Committee and to support specific proposals and items of concern to the student body and to initiate projects and proposals for presentation to the School Committee.

One (1) of the five (5) students is selected to be the student representative on the School Committee. The student has similar rights of School Committee members except the right of voting and participating in executive session.

Note: These students meet monthly during the school year and are welcome to attend the School Committee meetings which occur in the evening on a monthly basis.

X. Student Government, Extracurriculars & Athletics

NATIONAL HONOR SOCIETY

The goal of Monty Tech Chapter of the National Honor Society shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students at Monty Tech.

Students are elected to the National Honor Society by a screening committee of faculty. Students' grades, attendance, achievements, and discipline serve as the criteria to be elected to this prestigious society.

You must be a Junior or Senior with an overall weighted academic average of 87% or above and an overall shop average of an 87% or above. Should a member's grade average drop below the 87% requirement, the member will be notified in writing of their probationary status. The member will have one term to reestablish their average of 87%. Please refer to Monty Tech website for the chapter by laws.

SKILLS USA

SkillsUSA prides itself on developing well-rounded vocational students and quality employees by building self-confidence, positive work attitudes and good communication skills. Challenge yourself to begin personal quality improvements including the pursuit of excellence in academic studies and vocational training. SkillsUSA provides a feeling of unity, identity and pride. All students at Monty Tech are SkillUSA members. Each student decides to what degree they wish to participate in the program. Opportunities include but are not limited to being a chapter officer, member of the leadership team, participating in community service as well as competitions. To participate in any SkillsUSA district, state and national conferences/competitions, the student must meet the eligibility criteria as defined in Monty Tech's Interscholastic Athletics Regulations.

CLUBS

All Monty Tech students are strongly encouraged to participate in our extra-curricular clubs, which meet after school. Our clubs include the following:

3D Club	Gaming Club
Animé Club	Leo Club
Cyber Patriot Club	Media Club
Diversity Club	Robotics Club
Drama Club	Science, Technology, Engineering and Math Club
Fish and Game Club	Student Spaceflight Experiment Program
Friends of Rachel Club	United Way Youth Venture
Math League	Yearbook Committee
Women in Technology	National Honor Society
Guitar Club	

Students wishing to form a new club or organization are asked to find an instructor to advise and sponsor the group. The advisor and/or the students will then discuss the formation of this club with the Principal.

X. Student Government, Extracurriculars & Athletics

DRAMA CLUB

The Drama Club is for individuals interested in the performing arts. Our goal is to provide a variety of avenues for students to express themselves through music, dance, stage crew and acting. Students are encouraged and challenged to stretch their personal boundaries, be creative, develop communication and public speaking skills, make lasting friendships and have fun. Throughout the school year, the Drama Club provides various forms of entertainment in addition to plays or musicals.

INTERSCHOLASTIC ATHLETICS

The following interscholastic programs may be offered, dependent on participation numbers in the particular sport.

Sport	Freshmen	Junior Varsity	Varsity	Season
Football	•	•	•	Fall
Boys Soccer		•	•	Fall
Girls Soccer		•	•	Fall
Boys Cross Country			•	Fall
Girls Cross Country			•	Fall
Field Hockey		•	•	Fall
Golf		•	•	Fall
Football Cheerleading		•	•	Fall
Girls Volleyball	•	•	•	Fall
Boys Basketball	•	•	•	Winter
Girls Basketball	•	•	•	Winter
Boys Ice Hockey COOP		•	•	Winter
Girls Ice Hockey COOP			•	Winter
Basketball Cheerleading		•	•	Winter
Wrestling COOP			•	Winter
Coed Swimming COOP			•	Winter
Boys Indoor Track COOP			•	Winter
Girls Indoor Track			•	Winter
Baseball	•	•	•	Spring
Softball		•	•	Spring
Boys Lacrosse		•	•	Spring
Girls Lacrosse COOP		•	•	Spring
Boys Track and Field			•	Spring
Girls Track and Field			•	Spring

REGULATIONS

In addition to the following regulations, all athletes are required to comply with the rules and regulations in Monty Tech Athletic Handbook and in the Massachusetts Interscholastic Athletic Association (M.I.A.A.) Handbook.

- Practices begin immediately after school, unless otherwise notified.
- The gymnasium is only to be used by an athlete after school hours when scheduled by a coach and with the proper supervision of a faculty member.
- Do not rely upon the late buses to provide transportation home after home or away games.

X. Student Government, Extracurriculars & Athletics

d. Dress for All Games:

- Ties and/or dress jackets or shirt with collar and sweater or appropriate team wear are required for boys.
 - Blouse and dress slacks, or blouse and skirt, dress or appropriate team wear for girls.
 - No work boots or jeans.
 - Penalty for not dressing properly: Athlete will not play in the game, or take the bus to away (and some home) games.
- e. Students may not take part in any practice or athletic contest on any day in which he or she is absent from school or fails to report to school before 11:00 a.m. unless permission is granted by the Dean of Students.
- f. All practices must be attended unless excused by the coach prior to the absence.
- g. The Athletic Director can answer all questions regarding athletic eligibility.
- h. A student may not receive two “failing grades” in academics or fail his/her grade for any one (1) marking quarter. If a student is declared ineligible due to a failing grade(s) for a quarter, he/she may not participate in any games or scrimmages until acceptable grades are verified by the student’s next report card. Participation in fall activities shall be determined by the final grades of the previous school year and summer school.
- i. A grade of “Incomplete” is considered a failure until a numerical grade is verified by the appropriate teacher.
- j. Any student, who is suspended In-House or Out-of School, shall not be allowed to attend practices or games while serving the suspension. Students must be allowed back from suspension before 11:00 a.m. to be eligible that day. Students, who violate this rule, will receive an additional game suspension from their season.

CHEMICAL HEALTH RULE – MIAA

STUDENT AND COACH ELIGIBILITY:

CHEMICAL / HEALTH / ALCOHOL / DRUGS / TOBACCO

62.1 Once a student participates in a sport at Monty Tech, they are covered by the MIAA Chemical Health rule, 24 hours a day, 365 days a year, until they choose not to participate in a sport at Monty Tech, graduate or transfer to another school. A student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes, vape/VAP pens and all similar devices; marijuana; steroids; or any controlled substance. This policy includes products such as “NA or near beer”. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor.

The MIAA/Monty Tech statewide minimum standard is not intended to render “guilt by association” e.g. many student athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements. If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

X. Student Government, Extracurriculars & Athletics

Minimum PENALTIES:

First violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive contests (regular season and tournament) totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that a student be allowed to remain at practice for the purpose of rehabilitation. During the suspension the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school Principal. All decimal parts of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 25% of the season.

Second and Subsequent violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive contests (regular season and tournament) totaling 60% of all interscholastic contests in that sport. All decimal parts of an event will truncated i.e. All fractional parts of an event will be dropped when calculation the 60% of the season.

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of interscholastic events provided the student was fully engaged in the program throughout the penalty period. The high school Principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that student is attending or issue a certificate of completion. If the student does not complete the program, the penalty reverts back to 60% of the season. All decimal parts of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 40% of the season.

Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g. A student plays only football: he violates the rule in the winter and/or the spring o the same academic year; he would serve the penalty(ies) during the fall season of the next academic year).

1st Offense – 25%

# of events/season	1-7	8-11	12-15	16-19	20+
# of events penalized	1	2	3	4	5

2nd Offense – 60%

# of events/ season	1- 3	4	5- 6	7- 8	9	10- 11	12- 13	14	15- 16	17- 18	19	20+
# of events penalized	1	2	3	4	5	8	7	8	9	10	11	12

X. Student Government, Extracurriculars & Athletics

2nd Offense w/Dependency Program – 40% if in the program throughout the penalty period.

# of events/season	1-4	5-7	8-9	10-12	13-14	15-17	18-19	20+
# of events penalized	1	2	3	4	5	6	7	8

If a student is not an athletic participant for one full year after affirmation of a violation, then the penalty period would close and the student would face no consequence. Prior to any chemical health violation, a student's request for and enrollment in a substance abuse treatment shall not in and of itself constitute a violation of the chemical health/alcohol/drugs/tobacco rule (Rule 62).

Any information, concerning athletics, may be found on Monty Tech Homepage – www.montytech.net under "Athletics". All forms needed for participation in Monty Tech Athletics may be downloaded from this site. The new state guidelines on Head Injuries/Concussions and the forms for parents/students are also available. Students/Parents must sign off on receiving information on Head Injuries/Concussions before a student is eligible to practice/play.

ATHLETIC EVENT MUSIC

Any music to be played at any and all athletic practices or games must be approved by the Athletic Director or his/her assistant at least 24 hours before it is to be played. Coaches or players must submit a list of songs and the artist to the Athletic Director so that the appropriateness of the lyrics can be determined. Songs that contain subjects of sex, racial/ethnic slurs or drug/alcohol use will not be allowed even if the offensive language is "beeped" out.

VARSITY LETTERS AND AWARDS

The criterion for earning a varsity letter award is determined by the coach.

- Before each athlete receives any award, all uniforms, equipment, and/or money must be returned or accounted for. No new uniforms will be issued if there are prior unaccounted uniforms, equipment, or money
- Injured players will receive awards only if they demonstrated to the coach their true interest in the team by attending practices, games, or offering assistance.
- Managers of all sports will receive awards provided they have been faithful to all duties.
- For each sport, there shall be a "Most Improved" plaque and a "Coaches Award".
- Students becoming ineligible for a team will receive no credit for that sport toward their varsity letters and awards.

ATHLETE OF THE YEAR (MALE/FEMALE)

Each year a male and a female athlete are selected as the "Outstanding Athletes" of the year. The selections are based upon the following:

- Skill
- Attitude
- Leadership
- Participation in athletics over his/her high school career

X. Student Government, Extracurriculars & Athletics

e. Records set or broken and other achievements

ATHLETE OF THE MONTH

During each sport season, two athletes are selected each month as “Athlete of the Month” for his/her performance during that time. Pictures and information about the athlete will be on display in the gymnasium.

ATHLETIC COUNCIL

The Athletic Council is an organization of athletes which is run solely by the athletes. Each Athletic Team will have two (2) representatives who will voice their concerns at a monthly meeting. The organization will have a President, Vice-President and Secretary/Treasurer. Suggestions for improvement will be given to the Athletic Director for possible implementation.

BULLDOG PRIDE

Bulldog Pride is a motivational incentive program that intends to promote increased attendance rates, decreased discipline concerns and overall growth of our school pride. The program targets the following four (4) areas:

1. ATTENDANCE – For each quarter that a student has perfect attendance, he/she will earn one entry slip.
2. ACHIEVEMENT - Each quarter that a student receives an “A” on his/her report card, he/she will earn one entry slip.
3. BEHAVIOR/DEPORTMENT - For each quarter that a student has a clean conduct record, he/she will be awarded one entry.
4. RECOGNITION - Each staff member including teachers, secretaries, custodians, cafeteria workers and administrators may submit the names of two students yearly. Each student will earn one entry slip.

Prizes will be awarded during a school assembly. The names of student winners will be selected at random from a rotary drum with all entry slips enclosed. The names of winning students will be selected until all prizes have been awarded.

The Bull Dog Pride Assembly will be held at the end of the fourth quarter for all students. You must be present at the assembly to receive your prize.

DANCES - PROM

Dances for the school year are scheduled by a faculty advisor. School dances are held for Monty Tech students. Guests will be permitted only if a guest pass is picked up in the Dean of Students Office, completed with the necessary information and returned to the Deans Office for approval or disapproval. Former students of Monty Tech wishing to attend a dance/prom should be aware that attendance and conduct records from when they were a student will be a determining factor of whether or not your guest pass will be accepted. Only one guest will be admitted per guest pass. Guests will be required to submit appropriate ID as security while in attendance. Monty Tech students must have their school I.D. while in attendance. Guests must present a picture I.D., or be approved by an administrator.

Regular school dances that occur at the school normally are scheduled from 7:00-10:00 p.m. Students should not arrive prior to the starting time. Also if a

X. Student Government, Extracurriculars & Athletics

student chooses to leave the immediate dance area as outlined by the dance advisor, the student will not be permitted to return to the dance program.

Students who owe money to Monty Tech for text books, supplies, uniforms, or cafeteria charges will be excluded from attending the prom.

Note: If a student is on suspension or absent without permission on the day of the dance, then the student may not participate in this dance.

If a Monty Tech school administrator signs a Monty Tech student's permission slip to attend another school's program and that student commits a disciplinary infraction at that prom, then the student is subject to whatever disciplinary consequence they would have received under the Monty Tech Students Handbook.

Not: If a student is on suspension or absent without permission on the day of the dance, then the student may not participate in this dance.

XI. MEDICAL AND HEALTH INFORMATION

Students should consult the school nurse when they have any medical or health issues. During the school day, nurses are available to treat injuries and emerging illness as well as medication administration and coordination of care for students. A student who wishes to see the nurse during school hours must secure a pass from the teacher and report directly to the nurse's office. If a student needs to leave school during school hours because of injury or illness, the nurse will contact the parent/guardian of record so they may arrange for transportation for the student. If a parent/guardian is unable to be reached, the emergency contact will be called.

PHYSICAL EXAMS

Up to date physical exams, within the past year, are required for ALL new students and those entering grade 9. Physical exam forms need to be returned to the school nurse, where it becomes part of the student's health record. With signed parent permission, a school physician will examine students if they do not have or cannot be seen by their family physician.

HEALTH INSURANCE

Mass. Health and Medical Security Plan applications are available from the school social worker, for those parents who do not currently have a health insurance plan for their children.

POPULATION-BASED SCREENING PROGRAMS

Population-based screening for health problems is an important component of the school health program. Students in grade 9 are required to have a scoliosis/postural screening and participate in the SBIRT (Screening, Brief Intervention, Referral to Treatment) Program. Parents may choose to have their child opt out of either or both of these screenings by returning proper documentation to the Nursing Office. Opt out forms will be distributed at the beginning of each year.

Grade 10 students are screened for vision and hearing abnormalities, as well as height, weight and body mass index.

The Nurse will notify the parent/guardian of record by mail if the student fails a vision and/or hearing test or if there are any abnormal findings during the postural screening. Written documentation of medical follow-up is essential. This may be submitted to the Nursing Office.

IMMUNIZATIONS

Massachusetts General Law requires all students enrolled in school to have an up-to-date immunization record before the school year begins. Incoming ninth graders are required to have had a Tdap (tetanus, diphtheria and pertussis) within the past 5 years. Two doses of varicella vaccine are required. Failure to comply with this requirement can lead to exclusion from school.

CONTAGIOUS ILLNESS

The Department of Public Health has published guidelines concerning a student's return to school after a contagious illness, including strep throat, scarlet fever, lice, chicken pox, impetigo, conjunctivitis, and scabies. If your student is diagnosed with any of these illnesses/conditions, please contact the school nurse immediately to discuss the guidelines for returning to school. Any student with symptoms of vomiting, diarrhea or fever, is requested to remain

XI. MEDICAL AND HEALTH INFORMATION

home until 24 hours after symptoms have cleared without medication.

MEDICATION POLICY

Monty Tech District has a policy to ensure the health and safety of students needing medication during the school day. The following summarizes the policy:

Our school district 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 school.

1. All medications taken during school hours must be delivered to school, 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 must be written to cover the school year. These orders must be renewed each year.
4. Acetaminophen, Ibuprofen, and Tums may be administered by the school nurses with parental permission. The school physician covers orders for these medications.
5. Narcan is available for use in an emergency opioid overdose situation as per Monty Tech Narcan Policy.
6. Students are not allowed to carry medication, with the exception of prescribed inhalers an/or epi-pens.

Student's health records are kept in confidence according to HIPAA privacy regulations (law finalized - Aug. 14, 2002).

SCHOOL BREAKFAST & LUNCH PROGRAM

\$3.25 per lunch, 55¢ per extra milk. Other a la carte items are available at an added expense. Reduced lunches are 40¢. Breakfast is \$1.75 with reduced breakfast 25¢. No food or drink may be taken from the cafeteria.

Returning Monty Tech students who were eligible for free and reduced lunch last year will continue on same status for the first two (2) weeks of school only. All students must apply and be approved each school year in order to receive free lunch or reduced price lunch. New students should apply immediately and will be responsible for their lunch the first two (2) weeks of school.

CAFÉ CHARGE POLICY

A Student is allowed to charge up to \$10.00, which must be paid before any additional charges can be made and must be paid by the end of each school year. A substitute meal will be provided to a student if they do not have funds available.

All students must present their ID card to the Cashier to purchase or to receive any lunch including a free/reduced lunch.

PRE-PAID LUNCH PROGRAM

Payments may be made by cash or check directly to the cafeteria manager. Credit Card payments may only be made on-line. For additional information visit us on the web at www.montytech.net. To pay for lunches on-line, go to

XI. MEDICAL AND HEALTH INFORMATION

the Parents/Students/Alumni tab, then Cafeteria Online Payment, then Free and Reduced Lunch App. For assistance, please contact our Business Office at extension 5215.

CAFETERIA RULES AND POLICIES

Students should extend to the cafeteria staff every courtesy and consideration.

- a. Students must pass to and from the cafeteria in an orderly manner using the designated entrance and exits. Running in the corridors is not allowed.
- b. Cafeteria is not to be used as a passageway to and from classes.
- c. Students must go directly to the cafeteria during the lunch period; roaming around the building and grounds is not permitted. Students are not to leave the cafeteria until dismissed.
- d. Students are to eat in the cafeteria. They may purchase lunch there or bring their own lunch.
- e. No open food or beverage is to be taken from the cafeteria.
- f. Students must clear their tables after eating; they must take trays and dishes to the proper area and place waste materials from tables and floor in proper containers. Students disregarding this provision may be assigned a cleaning detail in the cafeteria.
- g. Students may not cut in line.
- h. Pass System: A student may not leave the cafeteria without signing out a pass from the supervisor on duty for that particular lunch.
- i. Students must observe ordinary manners and common sense rules of health, safety, and consideration for others. For example, fighting, throwing food, stomping milk cartons, yelling, whistling, etc., are prohibited.
- j. Students may not put feet on chairs, bring trays or chairs outside, or eat in the corridors.
- k. Faculty members (including substitutes) may go to the front of the lunch line.
- l. Students will remain seated until the area is checked and the staff on duty dismisses them.
- m. The instructions of administrators, teachers, cafeteria personnel, and/or custodians must be followed.
- n. Students violating the above rules or disregarding staff instructions should be referred to the Dean of Students. Chronic offenders will be isolated during their lunch period, suspended, or both.
- o. Student ID must be worn and shown for the purpose of purchasing a lunch.

PROGRAMS FOR PREGNANT STUDENTS

Montachusett Regional Vocational Technical School District wishes to preserve educational opportunities for those students who may become pregnant. Montachusett Regional Vocational Technical School District shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, unless the student requests voluntarily to participate in a separate portion of the program or activity of the school.

All separate portions of the school's programs or activities, admittance to which are completely voluntary on the part of the student, shall be comparable to that offered to non-pregnant students.

Montachusett Regional Vocational Technical School District shall treat pregnancy as a justification for a leave of absence for so long a period of time

XI. MEDICAL AND HEALTH INFORMATION

as is deemed medically necessary by the student's physician, at the conclusion of which the student shall be permitted to return to the same academic and extracurricular program as before the leave.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as home tutoring, are offered; that return to school after leave is encouraged; and that every opportunity to complete high school is provided.

PHYSICAL EDUCATION

- a. Students may be excused from physical activity for medical reasons, only on written instructions from a physician which must be brought to the school nurse. In lieu of physical activity for medical reasons, students will be assigned appropriate non-physical activities.
- b. Sneakers and a change of clothes are required.
- c. Shorts or sweat pants are desirable

INSURANCE

- a. Monty Tech District Committee has purchased accident insurance coverage for all students attending the school. This coverage includes all sports played at Monty Tech.
- b. 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.
- c. This insurance covers students to, from, and while at Monty Tech, including shops, field trips, etc., for the school year.
- d. Students will have the option to extend their coverage to a 24-hour, 12-month coverage on a voluntary basis for an additional charge. Students interested in full-time coverage should inquire at the Business Office. This insurance could be helpful if parent/guardian of record does not carry regular medical insurance on their student to provide 24-hour accident insurance.

ACCIDENT REPORTS

All accidents, no matter how minor, must be reported to the shop, classroom teacher, or athletic coach 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 school nurse or with the Athletic Director if the injury occurs during an athletic event.

XII. APPENDIX

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 device.

- a. For reasons of safety, certain shop areas require personal protection that meets industry standards:
 1. Footwear
 2. Safety glasses
 3. Hairnets/ 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. In addition, the student may be referred to the Director of Vocational Programs.
- c. Only those body adornments which meet health and safety standards in trade areas as determined by the Vocational Director 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 no cost to the students.
- e. Lost or damaged safety glasses may be replaced at a cost of approximately \$3.00 in the Business Office.
- f. Any student coming to school with a cast, on crutches, or restraint of any nature must report to the school nurse upon arrival at school on the first day of his/her return.
- g. All students enrolled in shop programs where there is rotating machinery shall be required to maintain their hair styles at a length which is no longer than that which would cover the upper half of their ears. Pigtails and ponytails are not permitted. 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 and referral to the Dean of Students. ID badges must be visible and attached to a Monty Tech 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 in the Media Center at a cost of \$5.00.

XII. APPENDIX

A. RIGHTS AND RESPONSIBILITIES OF MONTY TECH STUDENTS

(Resolution passed by Monty Tech District Committee, April 5, 1972)

a. School Committees are legally responsible for the establishment of school policy. Responsibilities flow from the exercise of rights and privileges. Among these are:

1. Respect for others and their rights.
2. Respect for individual dignity.
3. Respect for legally constituted authority and the legal responsibility of those in authority.

b. Local school officials have the right and duty to prescribe and control school conduct provided that the constitutional rights of the student are respected and the right of due process is applied in all circumstances.

c. Students must be free to establish and should be encouraged to participate in student governments, which provide all students, through a respective system, a voice in school affairs. However, we feel that disqualification for a specified period from participation in student affairs might, in appropriate cases, be imposed as a penalty for serious or repeated infractions of school rules. Students have the right to hold regularly scheduled meetings during the normal school day with the sanction of the Principal.

d. Students should be encouraged to participate with faculty as well as other adult and advisory groups in the formation of goals and curriculum objectives.

e. Assemblies are an important part of the total instructional program and topics or speakers of contemporary interest to students should be encouraged whenever possible.

f. Teachers should, at all times, strive to promote tolerance for the views and opinions of others and for the rights of individuals to form and hold differing views and opinions. The teacher should further be responsible to permit the expression of the views and opinions of others and to encourage students to examine, analyze, evaluate and synthesize all available information about such topics and materials.

School newspapers, yearbooks, literary magazines and other publications should be guaranteed the right of freedom of the press, subject to the existing laws of libel and obscenity. As learning experiences within the school, the staff should have qualified advisors and should seek the highest publication standards. Other non-school sponsored publications should be subjected to locally determined procedures for distribution on school premises.

g. The activities of students other than at school functions, carried on entirely outside of normal hours and off school premises, should not be the responsibility of the school.

h. Students should be allowed the use of school facilities for extracurricular activities and should be encouraged to participate in these, including clubs, recreational events, and other such related activities. These activities must be scheduled in keeping with normal school committee regulations and provide for supervision according to school rules.

i. Protests or demonstrations (synonymous terms) fall into two categories: Violent and Non-Violent.

- Violent protests are overt disruptive behavior such as vandalism, deprivation of rights of others, or the intimidation or disruption of classes, groups or individuals. Violent protest or overt disruption of the educational process is not acceptable behavior in the school building, classroom, upon

XII. APPENDIX

- school grounds, or at other school functions.
- Violent protests of any kind will not be tolerated.
- Non-violent passive protest which threatens to disrupt directly or indirectly the education process, requires the approval of the School Administration in order to adequately arrange for such an activity.
- Because the effects on the educational process of non-violent passive protest cannot be determined in advance without knowledge of the specific facts involved, the Superintendent-Director reserves the right, on review of the facts in any given circumstance to prohibit non-violent passive protest, whether by a group or an individual, if there is reasonable belief that the educational process will be disrupted.

B. NON-DISCRIMINATION DECLARATION

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The Montachusett Regional Vocational Technical School District 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 Montachusett Regional Vocational Technical School 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, national origin, or homelessness.

The parent, guardian or custodian of a child refused admission to or excluded from Montachusett Regional Vocational Technical School or from its advantages, privileges and courses of study shall, on application, be furnished by the 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.

XII. APPENDIX

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.

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

The Montachusett Regional Vocational Technical School District, 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.

D. 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 his/her 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.

E. 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."

F. 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.

XII. APPENDIX

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, disability, or homelessness (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 himself 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

XII. APPENDIX

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.

G. 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 his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- 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

XII. APPENDIX

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.

- When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

H. SCHOOL CHILD ABUSE NEGLECT TEAM

The Massachusetts Child Abuse and Neglect Reporting Statute, Chapter 119, Section 51A states that any school employee “who, in his/her 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 him/her 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 Monty Tech 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, school nurse, 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.

XII. APPENDIX

I. 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 these 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 nighttime residence, including:

- Sharing the housing of other persons due to loss of housing or economic hardship.
- Living in motels, hotels, trailer parks or camping grounds due to 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 district is also charged with identifying a staff liaison to work on homeless student issues. The 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.

XII. APPENDIX

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 enrolling in school and ensuring 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 who experience 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 enhance not only the student's academic and social growth but also permit 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. At the present time the district has a Student Assistance Fund that can help defray the cost of supplies, and fees. The 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 state's address confidentiality program when necessary.

XII. APPENDIX

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 parents 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 districts 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 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

XII. APPENDIX

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 guidance 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 students 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 in 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.

XII. APPENDIX

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

J. 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 himself or herself 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.
3. Treatment of individuals with medical conditions that have increased likelihood of causing the HIV Virus to spread
 - a. Because the 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 individual 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.

K. HARASSMENT POLICY

PURPOSE: Monty Tech 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. Monty Tech 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

XII. APPENDIX

with whom the victim must interact in order to fulfill school/job duties. Monty Tech'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 or unreasonable 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

L. HARASSMENT PROCEDURES FOR STUDENT HARASSMENT POLICY

Guidelines For Dealing With Harassment: Monty Tech 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

XII. APPENDIX

that conduct falling within the unwanted behaviors for harassment has occurred, we want to know. Monty Tech assures students that this system favors behavior changes and respect for others.

Monty Tech 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 counselor 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.

XII. APPENDIX

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 receive training concerning harassment on a yearly basis. This policy will be introduced during the freshman year and reviewed annually.

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

XII. APPENDIX

M. STUDENT BULLYING PREVENTION POLICY

PURPOSE:

Monty Tech (Monty Tech) 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. Monty Tech 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 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:

- I. Causes physical or emotional harm to the target or damage to the target's property;
- II. Places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- III. Creates a hostile environment at school for the target;
- IV. Infringes on the rights of the target at school; or
- V. Materially and substantially disrupts the education process or the orderly operation of a school.

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.

N. 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. Monty Tech 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. Monty Tech 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

XII. APPENDIX

a report. Monty Tech will: 1) make it available in the school's main office, the counseling office, the school nurse's office, and other location determined by the principal or designee; and 2) post it on the school's website.

At the beginning of each school year, Monty Tech 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.

Reporting by Staff

A staff member will report immediately to the principal or designee when he/she witnesses 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.

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

Monty Tech 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.

B. False Reporting

If the Dean(s) of Students 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

A. Safety

Before fully investigating the allegations of bullying or retaliation, the principal or designee will takes 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

XII. APPENDIX

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.

B. 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 he/she has 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 investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

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

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

Procedures for investigating reports of bullying and retaliation will be consistent

XII. APPENDIX

with Monty Tech 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/pr disciplinary action is necessary.

SUMMARY:

Consistent with state and federal laws, and the policies of Monty Tech, no person shall be discriminated against in admission to Monty Tech or in obtaining the advantages, privilege and courses of study at Monty Tech on account of race, color, sex, religion, national origin, gender, gender identity, or sexual orientation. Nothing in the Bullying Prevention and Intervention Plan prevents Monty Tech 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 Monty Tech 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.

O. STUDENT RESTRAINT POLICY AND PROCEDURES

The Montachusett Regional Vocational Technical School District complies with the provisions set forth in Massachusetts General Law c. 71, Sec. 37G and its accompanying regulations, relating to physical restraint of students.

The Superintendent-Director or his/her designee has developed written procedures regarding student restraint, and in addition, provides training on an annual basis as mandated by Title 603 CMR. Section 46.03

As used in 603 CMR 46.00, the following terms shall have the following meanings:

Commissioner shall mean the commissioner of the Department of Elementary and Secondary Education appointed in accordance with G.L. c.15, §1F, or his or her designee.

Consent shall mean agreement by a parent who has been fully informed of all

XII. APPENDIX

information relevant to the activity for which agreement is sought, in his or her native language or other mode of communication, that the parent understands and agrees in writing to carrying out of the activity, and understands that the agreement is voluntary and may be revoked at any time. The agreement describes the activity and lists the records (if any) which will be released and to whom. In seeking parental consent, a public education program shall not condition admission or continued enrollment upon agreement to the proposed use of any restraint.

Mechanical restraint shall mean the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional, and are used for the specific and approved positioning or protective purposes for which such devices were designed. Examples of such devices include: adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; vehicle safety restraints when used as intended during the transport of a student in a moving vehicle; restraints for medical immobilization; or orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

Medication restraint shall mean the administration of medication for the purpose of temporarily controlling behavior. Medication prescribed by a licensed physician and authorized by the parent for administration in the school setting in not medication restraint.

Physical escort shall mean a temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location.

Physical restraint shall mean direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

Prone restraint shall mean a physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student's body to keep the student in the face-down position.

Public education programs shall mean public schools, including charter schools, virtual schools, collaborative education programs, and the school day of special education schools approved under 603 CMR 28.09, as provided in 603 CMR 18.05(5)(h), and school events and activities sponsored by such programs. The term "programs" may be used in 603 CMR 46.00 to refer to "public education programs." For purposes of 603 CMR 46.00, public education programs shall not include the educational services provided within Department of Youth Services, Department of Mental Health, Department of Public Health, and County Houses of Correction operated or contracted facilities.

XII. APPENDIX

School Working Day shall mean a day or partial day that students are in attendance at the public education program for instructional purposes.

Seclusion shall mean the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Seclusion does not include a time-out as defined in 603 CMR 46.02.

Time-out shall mean a behavioral support strategy developed pursuant to 603 CMR 46.04(1) in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed.

46.03: Use of Restraint

(1) Prohibition.

(a) Mechanical restraint, medication restraint, and seclusion shall be prohibited in public education programs.

(b) Prone restraint shall be prohibited in public education programs except on an individual student basis, and only under the following circumstances:

1. The student has a documented history of repeatedly causing serious self-injuries and/or injuries to other students or staff;
2. All other forms of physical restraints have failed to ensure the safety of the student and/or the safety of others;
3. There are no medical contraindications as documented by a licensed physician;
4. There is psychological or behavioral justification for the use of prone restraint and there are no psychological or behavioral contraindications, as documented by a licensed mental health professional;
5. The program has obtained consent to use prone restraint in an emergency as set out in 603 CMR 46.03(1)(b), and such use has been approved in writing by the principal; and,
6. The program has documented 603 CMR 46.03(1)(b) 1 – 5 in advance of the use of prone restraint and maintains the documentation.

(c) Physical restraint, including prone restraint where permitted, shall be considered an emergency procedure of last resort and shall be prohibited in public education programs except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances.

(d) All physical restraints, including prone restraint where permitted, shall be administered in compliance with 603 CMR 46.05.

(2) Physical restraint shall not be used:

- (a) As a means of discipline or punishment;

XII. APPENDIX

- (b) When the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;
 - (c) As a response to property destruction, disruption of school order, a student's refusal to comply with a public education program rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm; or
 - (d) As a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.
- (3) Limitations on use of restraint. Physical restraint in a public education program shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious, physical harm.
- (4) Referral to law enforcement or other state agencies. Nothing in these regulations prohibits:
- (a) The right of any individual to report to appropriate authorities a crime committed by a student or other individual;
 - (b) Law enforcement, judicial authorities or school security personnel from exercising their responsibilities, including the physical detainment of a student or other person alleged to have committed a crime or posing a security risk; or
 - (c) The exercise of an individual's responsibilities as a mandated reporter pursuant to G.L. c. 119, § 51A. 603 CMR 46.00 shall not be used to deter any individual from reporting neglect or abuse to the appropriate state agency.

CRISIS PHONE NUMBERS

National Runaway Switchboard	1-800-786-2929
Suicide Hotline	1-800-784-2433
Lipton Mental Health	978-537-0956
Lipton Mental Health Crisis Hotline (24 hours)	1-800-977-5555
North Central Human Services	978-632-9400
LUK Crisis Center	978-345-0685
Substance Abuse Helpline	1-800-327-5050
Planned Parenthood-Fitchburg	978-516-0900
AIDS Information	1-800-448-0440
Department of Children & Families	978-353-3600
Child at Risk	1-800-792-5200
National Domestic Violence Hotline	1-800-799-7233
Herbert Lipton Mental Health Center, <i>Leominster</i>	978-534-6116
<i>Fitchburg, MA</i>	978-343-6957
Parents Helping Parents (Parent Stress Hotline)	1-800-632-8188
Rape Crisis Center	1-800-870-5905
PFLAG of Worcester	1-508-631-2699
Clinical & Support Options <i>Athol</i>	978-249-9926
Battered Women Resources	978-537-2306
Leominster Spanish American Center	978-534-3145
Gardner Community Action Committee	978-632-8700
MOC Community Services	978-343-5706
Community Health Link	978-401-3970



HOMEWORK RECORDING

2019/2020

Week Beginning: August 26, 2019

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: September 2, 2019

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: September 9, 2019

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: September 16, 2019

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: September 23, 2019

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: September 30, 2019

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: October 7, 2019

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: October 14, 2019

Subject		Homework Details	Date Due	<input checked="" type="checkbox"/> Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: October 21, 2019

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: October 28, 2019

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: November 4, 2019

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: November 11, 2019

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: November 18, 2019

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: November 25, 2019

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: December 2, 2019

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: December 9, 2019

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: December 16, 2019

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: December 23, 2019

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: December 30, 2019

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: January 6, 2020

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: January 13, 2020

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: January 20, 2020

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: January 27, 2020

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: February 3, 2020

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: February 10, 2020

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: February 17, 2020

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: February 24, 2020

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: March 2, 2020

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: March 9, 2020

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: March 16, 2020

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: March 23, 2020

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: March 30, 2020

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: April 6, 2020

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: April 13, 2020

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: April 20, 2020

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: April 27, 2020

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: May 4, 2020

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: May 11, 2020

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: May 18, 2020

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: May 25, 2020

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: June 1, 2020

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: June 8, 2020

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Week Beginning: June 15, 2020

Subject		Homework Details	Date Due	✓ Done
Monday				
Tuesday				
Wednesday				

Homework Recording

Subject		Homework Details	Date Due	✓ Done
Thursday				
Friday				

Notes and Reminders

Long-Term Planning

August:

September:

October:

November:

December:

January:

February:

March:

April:

May:

June:

July:

Parts of Speech

Noun

A person, place or thing.

Common noun - Any person, place, or thing.

Examples: baby, school, or book

Proper noun - Particular person, place, or thing.

Examples: Kara, North Dakota, or Saturday

Pronoun

Used in place of a noun or more than one noun.

Examples: him, her, it, they

Nominative case - Takes the position of the subject of a sentence.

Example: She went to the movies.

Possessive case - Shows ownership.

Example: That phone is his.

Objective case -Receives action, or follows a preposition.

Example: The teacher gave him his assignment back.

Adjective

Describes a noun, or pronoun by telling "which one," "what kind" or "how many."

Examples: that car, brown eyes, six members

Verb

Shows action, tells what someone or something is doing.

Examples: kick, jump, laugh, talk, think, or study

Adverb

Describes or modifies a verb, adjective or another adverb.

Adverbs always answer the question: when, where, how and why (or to what extent).

Examples: marched slowly, very red apple, walked very quickly

Conjunction

Joins words, phrases, or clauses.

Coordinating conjunction - connects words of the same element

Examples: and, but, for, to, nor, yet, or so

Subordinating conjunction - joins the clause to the rest of the sentence.

Examples: until, since, because, unless, as, if, or after

Preposition

Shows the relationship of one noun or pronoun to another word in the sentence.

Example: She went across the field.

Interjections

Communicates strong emotion or surprise.

Examples: Ha!, Oh no!, Hooray!, Hello!, Ouch!, Yes!, or No!

150 Commonly Misspelled Words

alot	disappear	maintenance	skiing
absence	disappoint	maneuver	souvenir
acceptable	disapprove	maybe	strictly
accommodate	discussion	meant	stubbornness
accuracy	dividend	mortgage	succeed
acquaint	division	necessary	success
acquire	effect	nickel	summarized
adapt	embarrassed	ninety	superintendent
adequately	exaggerate	noticeable	surprise
adolescent	excellent	nuclear	swimming
advertise	expense	nuisance	tendency
affect	facsimile	occasion	therefore
aggravate	fascinate	occurrence	thorough
all right	February	occurring	through
amateur	finally	oppressed	transferred
among	financially	parallel	truly
analyze	forty	particle	unanimous
annually	fulfill	pastime	until
apparent	government	possibly	used to
appearance	governor	practically	usually
argument	guarantee	precede	vacuum
athletic	humorous	precedent	vertical
attendance	illogical	preference	vitamin
auxiliary	imaginary	privilege	weird
awkward	immediately	probably	
battery	inconvenience	proceed	
beginning	independent	pronunciation	
beneficiary	indispensable	propaganda	
bureaucracy	inoculate	proposal	
calendar	interest	questionnaire	
carefully	interruption	receive	
catalog	invariably	recommend	
cemetery	irresistible	responsibility	
chief	jewelry	responsible	
commitment	judgment	restaurant	
committee	knowledgeable	rhythm	
controlled	laboratory	satellite	
criticized	latter	secretary	
definitely	leisurely	seize	
description	liaise	separate	
develop	license	signature	
difference	lonely	sincerely	

ACT Test Preparation

Here are some general tips for successful test taking:

The English, Reading, and Science Tests ask for the best answer. Read and consider all of the answer choices before you choose the one that best responds to the question.

The Mathematics Test asks for the correct answer. Read each question carefully to make sure you understand the type of answer required.

The test time limits give nearly everyone enough time to answer all the questions. However, because some tests include reading passages, don't spend too much time on a single passage or on anyone question.

Your proctor will announce when five minutes remain for each test.

- Carefully read the instructions on the cover of the test booklet.
- Read the directions for each test carefully.
- Pace yourself. Read each question carefully.
- Answer the easy questions first.

After you answer all of the easy questions, go back and answer the more difficult ones.

- Use logic to answer difficult questions.

When you return to the most difficult questions, use logic to eliminate incorrect answers. Eliminate as many incorrect answers as you can, then make an educated guess among those remaining.

- Answer every question.

Your ACT scores are based on number of questions you answer correctly. There is no penalty for guessing, so it is to your advantage to answer every question during the time allowed for each test.

- Review your work.

If you finish a test before time is up, go back and check your work in that test before time is called.

- Mark your answers neatly.

Do not mark or alter any ovals on a test for which time has been called. To do so will disqualify you from the examination.

- If you erase an answer, erase completely.

The preceding information is from www.act.org. This is a great source for information concerning the ACT testing preparation and progress. © 2005 by ACT, Inc. All rights reserved.

Approaches and reminders on how to do well on the SAT Subject Tests™

Approaches

- Take the SAT Subject Tests when the content is fresh in your mind.
- For subjects like biology, chemistry and world history, you should consider taking the test at the end of the course.
- For languages, you may want to take the tests after you have been studying the language for several years.
- Take an educated guess by ruling out one or more answer-choices for a multiple-choice question as definitely wrong; your chances of guessing correctly among the remaining choices improve.
- Omit questions only when you really have no idea how best to answer them. You don't gain or lose points for omitting an answer.
- Use the test book for scratch work to cross off answers you know are wrong, and to mark questions you did not answer.
- Be sure to mark your answers on the separate answer sheet. You won't receive credit for any answers you marked in the test book.
- Avoid extra marks on the answer sheet. The answer sheet is machine-scored, and the machine can't tell an answer from a doodle.

Tips

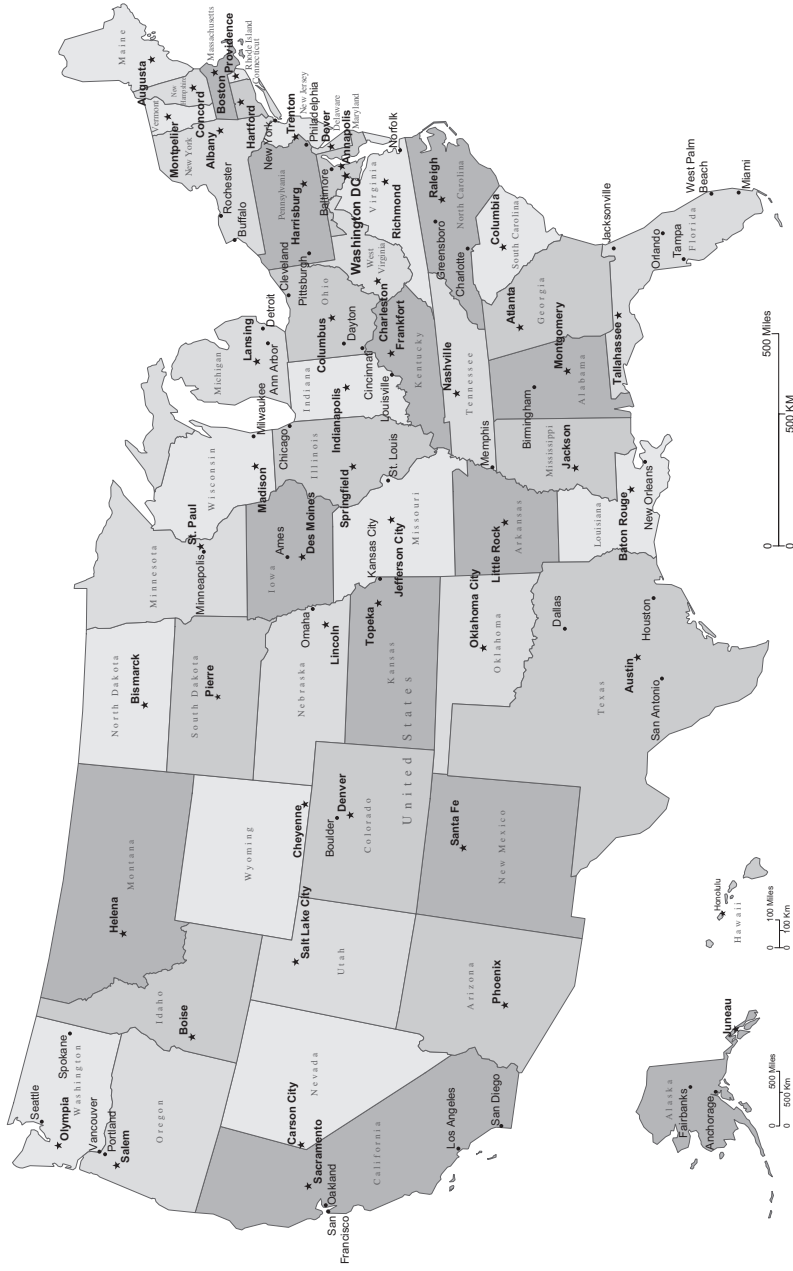
- Become familiar with the organization of the tests you are interested in, the SAT Subject Test answer sheet, types of test questions on each test, and the test directions ahead of time.
- Check out free SAT Subject Tests practice.
- Answer the easier questions first.
- The easier questions are usually at the beginning of a grouping of questions.

Items you may use:

- Use a calculator on the SAT Subject Tests Mathematics Level 1 and Mathematics Level 2 tests only.
- Bring an acceptable CD player and extra batteries to the test center if you are registered for any of the Language with Listening tests.
- Get familiar with the SAT Subject Tests.
- The SAT Subject Tests are the only admissions tests that give you the opportunity to demonstrate your knowledge and skill in specific subjects. This is another chance to shine, especially if you are interested in a particular subject area.

The preceding information is from www.collegeboard.com

Map of the United States of America





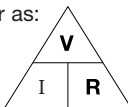


Massachusetts



Conversions			
	U.S. Customary System	Metric System	
Length	1 foot (ft) = 12 inches (in) 1 yard (yd) = 3 feet (ft) = 36 inches (in) 1 chain = 22 yards (yd) 1 furlong = 10 chains 1 mile (mi) = 8 furlongs = 5280 feet (ft) 1 mile = 1760 yards (yd)	10 millimeters (mm) = 1 centimeter (cm) 10 centimeters (cm) = 100 millimeters (mm) 1 meter (m) = 1000 millimeters (mm) 1 kilometer (km) = 1000 meters (m)	Conversions Length/Area to go from to multiply by cm → in 0.3937 m → ft 3.2808 km → mi 0.6214 m ² → ft ² 10.76 km ² → mi ² 0.3861 in → cm 2.54 ft → m 0.3048 mi → km 1.609 ft ² → m ² 0.0929 mi ² → km ² 2.59
Weight	1 pound (lb) = 16 ounces (oz) 1 ton = 2000 pounds (lb)	1 gram (g) = 1000 milligram (mg) 1 kilogram (kg) = 1000 grams (g) 1000 kilogram (kg) = metric ton (t)	Weight/Volume to go from to multiply by g → oz 0.0353 kg → lb 2.2046 t → T 1.1023 ml → fl oz 0.0338 L → US gal 0.2642 oz → g 28.35 lb → kg 0.4536 T → t 0.9072 fl oz → ml 29.575 US gal → L 3.785
Capacity	1 cup = 8 fluid ounces (fl oz) 1 pint (pt) = 2 cups (c) 1 pint (pt) = 16 ounces (oz) 1 quart (qt) = 2 pints (pt) 1 quart (qt) = 4 cups (c) 1 gallon (gal) = 4 quarts (qt)	10 milliliter (ml) = 1 centiliter (cl) 10 centiliters (cl) = 1000 milliliters (ml) 1 liter (l) = 1000 milliliters (ml) 1 kiloliter (kl) = 1000 liters (l)	
Volume	1 cubic foot = 1728 cubic inches 1 cubic yard = 27 cubic feet	1 cubic meter (m ³) = 1000000 cubic centimeters (cm ³)	
Area	1 square foot = 144 square inches 1 square yard = 9 square feet 1 acre (a) = 43560 square feet 1 square mile = 640 acres	1 square meter (m ²) = 10000 square centimeters (cm ²) 1 hectare (ha) = 100 acres (a) 1 square kilometer = 100 hectares	Temperature to go from to multiply by °C → °F n x 1.8 + 32 °F → °C (n-32) x 0.555
Temperature	Degrees Fahrenheit (°F)	Degrees Celsius (°C)	

Science Equations - Physics

Physical Quantity	SI Unit	Other Units	Physical Quantity
Length (L)	meter (m)		1 kilometer (km) = 1,000m 1 centimeter (cm) = 0.01m (10 ⁻² m) 1 millimeter (mm) = 0.001m (10 ⁻³ m)
Area (A)	square meter (m ²)		1 hectare (ha) = 10,000m ² 1km ² = 100ha
Volume (V)	(m ³)		1m ³ = 1,000 liters = 1,000,000cm ³
Mass (m)	kilogram (kg)		1 metric tonne (t) = 1000 kg 1 kg = 1000 grams (g) 1 g = 1000 milligrams (mg)
Time (t)	second (s)		60s = 1 minute (min) 60 min = 1 hour (h)
Temperature (T)	kelvin (K)		0°C = 273K, 1°C = 274K a change of 1°C = a change of 1K
Velocity (v)		m/s	$v = \frac{s}{t}$ v = velocity (m/s) s = displacement (m) t = time (s)
Acceleration (a)		m/s ²	$a = \frac{v - u}{t}$ a = acceleration (m/s ²) u = initial velocity (m/s) v = velocity at time (t)
Force (F)	newton (N)	kgm/s ²	F = ma F = force (N) m = mass (kg) a = acceleration (m/s ²)
Energy (or work done) (W)	joule (J)	kgm ² /s ²	W = Fs W = energy (J) F = force s = distance
Power (P)	watt (W)	J/s	$P = \frac{W}{t}$ P = power (W) W = work done t = time taken
Pressure (p)	pascal (Pa)	N/m ²	$p = \frac{F}{A}$ p = pressure (Pa) F = work done A = area (m ²)
			For a fixed mass of gas: $\frac{pV}{T} = \text{constant}$ p = pressure (Pa) V = volume (m ³) T = temperature (K)
Frequency (f)	hertz (Hz)	/s	$v = fl$ v = velocity (m/s) f = frequency (Hz) l = wavelength (m)
Resistance (R)	ohm (Ω)		$R = \frac{V}{I}$ $I = \frac{V}{R}$ remember as: 
Electric current (I)	ampere (A)		
Potential difference (V)	volt (V)		

Working With Numbers

Types of number

- Factor** - Numbers that divide into a number exactly,
e.g. the factors of 12 are 1, 2, 3, 4, 6 and 12.
- Whole number** - Positive and negative counting numbers including 0,
e.g. -5, -4, -3, -2, -1, 0, +1, +2, +3, +4, +5...
- Integer** - Positive and negative whole numbers including 0,
e.g. -5, -4, -3, -2, -1, 0, +1, +2, +3, +4, +5...
- Multiples** - In a "times" table, e.g. multiples of 5 are 5, 10, 15, 20...
- Square** - Multiply a number by itself,
e.g. 5^2 is the same as $5 \times 5 = 25$.
- Square root** - e.g. $\sqrt{4} = 2$ because $2 \times 2 = 4$.
- Prime number** - A number with only 2 factors, 1 and the number itself,
e.g. $3 = 1 \times 3$.
- Rational number** - A number that can be expressed in the form of a fraction,
e.g. $\frac{a}{b}$ where a and b are integers ($b \neq 0$).

Rounding off

Rounding is where a number is made into an approximate amount. A number can be rounded off to the nearest tenth, whole number, ten, hundred, thousand, etc.

e.g. 37 to the nearest number of tens = 40

832 to the nearest hundred = 800

A number that lies half way between tens, hundreds, thousands, etc. is always **rounded up**, numbers below this are **rounded down**.

e.g. 6.5 to the nearest 1 = 7 (rounded up)

748 to the nearest hundred = 700 (rounded down)

Significant figures

A number with many figures may be too large and impractical. Rounding off to a specific number of significant figures can solve this problem.

e.g. A reading of 77.058 can be rounded off as:

80 to 1 significant figure

77 to 2 significant figures

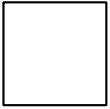
77.1 to 3 significant figures, etc.

Multiplying and dividing by powers of ten

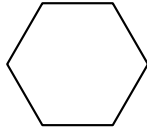
↑ Multiplying by powers of ten	100	200	300	400	500	600	700	800	900	↓ Dividing by powers of ten
	10	20	30	40	50	60	70	80	90	
	1	2	3	4	5	6	7	8	9	
	0.1	0.2	0.3	0.4	0.5	0.6	0.7	0.8	0.9	
	0.01	0.02	0.03	0.04	0.05	0.06	0.07	0.08	0.09	

Geometry

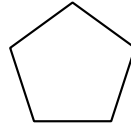
Shapes



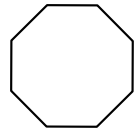
Square



Hexagon



Pentagon



Octagon

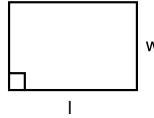
Perimeters, Volumes and Surface Areas

2-D Shapes

The **Perimeter** is the total distance around a 2-D shape.
Note. The Perimeter of a circle is called the circumference

The **Area** is the amount of space inside a 2-D Shape

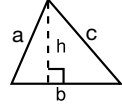
Rectangle



$$\text{Perimeter} = 2(l + w)$$

$$\text{Area} = l \times w$$

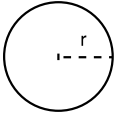
Triangle



$$\text{Perimeter} = a + b + c$$

$$\text{Area} = \frac{b \times h}{2}$$

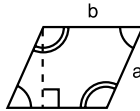
Circle



$$\text{Circumference} = 2\pi r$$

$$\text{Area} = \pi r^2 \quad \pi = 3.14159$$

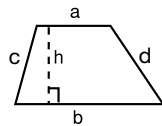
Parallelogram



$$\text{Perimeter} = 2(a + b)$$

$$\text{Area} = b \times h$$

Trapezoid



$$\text{Perimeter} = a + b + c + d$$

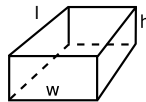
$$\text{Area} = \frac{1}{2}(a + b)h$$

3-D Shapes

The **Volume** is the total amount of 3-D space an object occupies

The **Surface area** is the total area of the surface of a 3-D object

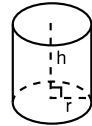
Rectangular Prism



$$\text{Volume} = l \times w \times h$$

$$\text{Surface area} = 2wh + 2lh + 2wl$$

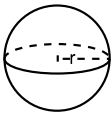
Cylinder



$$\text{Volume} = \pi r^2 h$$

$$\text{Surface area} = 2\pi r^2 + 2\pi rh$$

Sphere



$$\text{Volume} = \frac{4\pi r^3}{3}$$

$$\text{Surface area} = 4\pi r^2$$

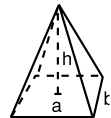
Cone



$$\text{Volume} = \frac{\pi r^2 h}{3}$$

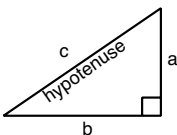
$$\text{Surface area} = \pi r^2 + \pi rs$$

Pyramid



$$\text{Volume} = \frac{a \times b \times h}{3}$$

Pythagoras' Theorem



The longest side of the triangle is called the "hypotenuse".

In a right angled triangle the square on the hypotenuse is equal to the sum of the squares on the other two sides.

$$c^2 = a^2 + b^2$$

Trigonometry

Trigonometry Formulas

A = measure of - A

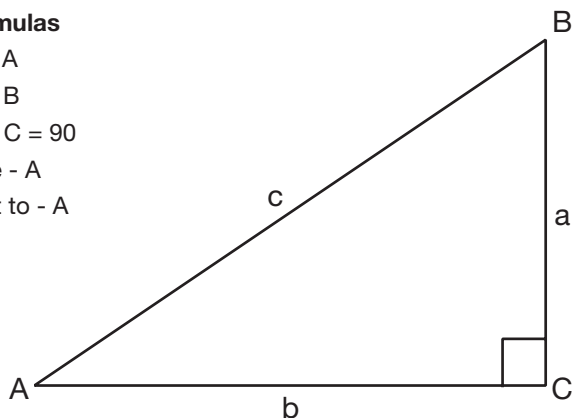
B = measure of - B

C = measure of - C = 90

a = side opposite - A

b = side adjacent to - A

c = hypotenuse



Basic Formulas

$$\sin A = \frac{\text{side opposite}}{\text{hypotenuse}} = \frac{a}{c}$$

$$\csc A = \frac{\text{hypotenuse}}{\text{side opposite}} = \frac{a}{c}$$

$$\cos A = \frac{\text{side adjacent}}{\text{hypotenuse}} = \frac{b}{c}$$

$$\sec A = \frac{\text{hypotenuse}}{\text{side adjacent}} = \frac{c}{b}$$

$$\tan A = \frac{\text{side opposite}}{\text{side adjacent}} = \frac{a}{b}$$

$$\cot A = \frac{\text{side adjacent}}{\text{side opposite}} = \frac{b}{a}$$

$$A = 90^\circ - B$$

$$B = 90^\circ - A$$

$$\text{Pythagorean Theorem: } c^2 = a^2 + b^2$$

Radian-Degree Conversions

$$1 \text{ degree} = \frac{\pi}{180} \text{ radians}$$

$$1 \text{ radians} = \frac{180}{\pi} \text{ degrees}$$

Table of Values for Trigonometry Functions of Special Angles

angle (degree)	angle (radian)	sine	cosine	tangent	cotangent	secant	cosecant
0	0	0	1	0	undefined	1	undefined
30°	$\frac{\pi}{6}$	$\frac{1}{2}$	$\frac{\sqrt{3}}{2}$	$\frac{1}{\sqrt{3}}$	$\sqrt{3}$	$\frac{2}{\sqrt{3}}$	2
45°	$\frac{\pi}{4}$	$\frac{1}{\sqrt{2}}$	$\frac{1}{\sqrt{2}}$	1	1	$\sqrt{2}$	$\sqrt{2}$
60°	$\frac{\pi}{3}$	$\frac{\sqrt{3}}{2}$	$\frac{1}{2}$	$\sqrt{3}$	$\frac{1}{\sqrt{3}}$	2	$\frac{2}{\sqrt{3}}$
90°	$\frac{\pi}{2}$	1	0	undefined	0	undefined	1

Notes

[illegible]

Index

Acceptable Use Policy	46-49	Graduation Credit Requirements	10-11
Athletics, MIAA Chemical Use Policy	65-67	Guidance Services	56
Athletics, Event Music	67	Harassment Policy	84-85
Athletics, Teams	64	Hazing Regulations	76-78
Attendance Policy, Appeals	18	Homeless Students	80-81
Attendance Policy, Procedures	16-17	Homework	13
Attendance Policy, Purpose	16	Honor Roll	13
Breakfast/Lunch Payments	70-71	In-school Suspension	28-29
Bulldog Pride	68	Insurance Offerings	69
Bullying Regulations	88-90	Interim Progress Reports	13
Bus Transportation	53-54	Library	52
Cafeteria Rules	71	Lockers	53
Carnegie Credit System	10	Make-up Work	18
Cheating	44	Medical Needs	69-70
Class Cuts	19	Merit Program	28
Cooperative Education	58-59	National Honor Society	63
Chromebooks	43	Night School	14
Demerits	27	Non-Discrimination Policy	75-76
Detention	22-27	Out of School Suspension	29-30
Discipline Appeal to Superintendent	33	Parent Conferences	14
Discipline, Chap.		Parking Permits	54-55
37H & 37H1/2	32	Peer Mediation	39-40
Discipline, Consequences	36-39	Promotion Requirements	10
Discipline, Emergency Removal	32-33	Report Cards	12
Discipline, Students with Disabilities	25-26	Restraint Policies	91-94
Discipline, Types	24-25	Safety Requirements	72-73
Dismissals	20	School Closing Information	19
Dress Code	41	School Dances/Proms	67-68
Driver's Education	60	School Property,	
Dual Enrollment	14-15	Student Responsibility	44-45
Electronic Devices	42-43	School Resource Officer	51
English Language Learners	58	SkillsUSA	63
Exploratory Program	60	Student Government	62
Expulsion	34-35	Student IDs	50
Extra Help	13	Student Information,	
Extracurricular Clubs	63-64	Dept. of Defense	57
Financial Responsibility	44	Student Records	56-57
Grades, Numeric	12	Student Rights	74-76

Index

Summer School	14
Tardies	20
Telephone use	53
Tobacco Violations	40
Truancy	19
Use of Student Images/Recordings	51-52
Visitors	51-52
Withdrawal from School	21
Work Permits	60

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