

**PARENT-STUDENT HANDBOOK 2011-2012**  
***UPPER CAPE COD***  
***REGIONAL TECHNICAL SCHOOL***

**220 Sandwich Road**  
**Bourne, MA 02532**

**Telephone: (508) 759-7711**

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**[www.uppercapetech.com](http://www.uppercapetech.com)**

Kevin C. Farr, Superintendent  
Robert A. Dutch, Assistant Superintendent / Principal  
Mark Dufresne, Director of Special Education  
Roger Forget, Director of Curriculum & Instruction  
Susan White, Dean of Students

***This Agenda Book belongs to:***

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***Upper Cape Cod Regional Technical School  
220 Sandwich Road, Bourne, MA 02532***

Dear Student:

This Upper Cape Tech Parent - Student Agenda Book is provided to help students become familiar with their responsibilities as well as the general procedures and school regulations at Upper Cape Tech. In addition, it serves as a useful planning tool.

Most successful individuals set goals for themselves and develop a plan to achieve their objectives. In the fast-paced and ever-changing society in which we live, the effective utilization of our time is more important than ever. Organization is a time management skill that most successful individuals have learned. The ability to arrange and use one's time efficiently will help ensure success both today and in the future. We are pleased to present this book to you with the hope that it would be utilized to provide you with guidelines and responsibilities for a successful school year. We ask you to be responsible for your own learning and behavior and to set goals and objectives that will make this school year a valuable learning experience for everyone.

Sincerely yours,

**Robert A. Dutch**

Robert A. Dutch  
Assistant Superintendent / Principal

2011-2012

Dear Parent / Guardian:  
2011

August

In an effort to maximize communication between home and school, we are requiring students to bring home the Upper Cape Tech 2011 –2012 Parent-Student Handbook to inform you of our policies and procedures.

Please take time to read and discuss this handbook with your child, especially the Attendance Policy. It is imperative that your child attend school every day and on time. Also, please note that students will be required to *carry their handbook at all times in the hallways*. The **Hallway Passport** in the back of the handbook will serve as a pass for students who are out of class or shop – any student in the halls without a hallway passport will be subject to appropriate discipline. The attached tear-out sheet should be signed by both parent/ guardian and student and returned to the office of the Dean of Students by Friday, September 9<sup>th</sup>. Students entering Upper Cape Tech after the beginning of school should return the slip to the office of the Dean of Students within three days. If a Parent-Student Handbook is lost, the student will be required to purchase a new handbook for \$8.00.

**All Upper Cape Tech students are required to turn in the emergency card [yellow] to the School Office prior to Friday, September 9<sup>th</sup>. Students who do not have an emergency card on file will not be allowed to participate in shop.**

If you have any questions regarding the handbook or other issues, please feel free to call the school. Working together, parents and school staff assure a successful year for your student at Upper Cape Tech.

Very truly yours,

**Robert A. Dutch**

Robert A. Dutch,  
Assistant Superintendent / Principal

220 Sandwich Road, Bourne, MA 02532

**2011 – 2012 Parent - Student Handbook**  
**Parent Signature Sheet**

My signature indicates that I have read, and understand the 2011 – 2012 Upper Cape Tech Parent - Student Handbook including the Acceptable Use Policy/ Internet statement and Electronic Devices/Cell Phone Policy.

\_\_\_\_\_  
Student Name [PRINTED]

\_\_\_\_\_  
Student Grade

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Guardian Signature*

*Parent/*

*Please sign tear-out sheet and return to Dean of Students Office by Friday, September 9<sup>th</sup>.*

**Upper Cape Cod Regional Technical School  
220 Sandwich Road Bourne, MA 02532**

**MEDIA RELEASE FORM                      2011-2012 SCHOOL YEAR**

During the school year, opportunities arise to provide positive information and publicity about our school, our programs, our students and events to the general public or specific audiences. In some cases, we receive requests from the news media or professional persons to interview, photograph, and/or film students for news publications, television or radio broadcasts, or for educational information and training. The school also has its own various publications and outlets of information including the school catalog, student/principal newsletters, and our school website. Permission is needed for your child to be the subject of any news media publicity or educational information.

Please sign this form and check off the box that applies.

- Student's name (print):

\_\_\_\_\_

<i>First</i>	<i>Last</i>	<i>Grade</i>
--------------	-------------	--------------

- Address:

\_\_\_\_\_  
\_\_\_\_\_

- Has** my permission
- Does not** have my permission  
to be
- Interviewed
- Photographed
- Filmed

for public information for use in the news media, educational information and school website. I agree to participate without financial remuneration, and I understand that this releases the school / photographer/ interviewer from any liability arising from the use of such material.

Parent / Guardian Signature \_\_\_\_\_

PRINTED NAME

\_\_\_\_\_  
*Please Sign and Return to School  
Office*

*Upper Cape Cod Regional Technical School  
BELL SCHEDULE - 2011 – 2012 School Year*

***ACADEMIC BELL:***

Warning Bell 7:35 a.m.

**LUNCH 1**

**LUNCH 2**

**A week / Grade 9  
B week/ Grade 10**

**A week / Grade 11  
B week / Grade 12**

Period 1	7:39 – 8:22	Period 1	7:39 – 8:22
Period 2	8:25 – 9:08	Period 2	8:25 – 9:08
Period 3	9:11 – 9:54	Period 3	9:11 – 9:54
Period 4	9:57 – 10:40	Period 4	9:57 – 10:40
<b>Lunch 1</b>	<b>10:43 - 11:06</b>	Period 5	10:43 – 11:26
Period 5	11:09 – 11:52	<b>Lunch 2</b>	<b>11:29 – 11:52</b>
Period 6	11:55 – 12:38	Period 6	11:55 – 12:38
Period 7	12:41 – 1:24	Period 7	12:41 – 1:24
Period 8	1:27 – 2:10	Period 8	1:27 – 2:10

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***SHOP BELL:***

Warning Bell 7:35 a.m.

Morning Shop Session Begins 7:39 a.m.  
Break (IN SHOP) 9:45 – 10:00  
Shop Session Resumes 10:03

**LUNCH 2** 11:29 – 11:52  
*(Auto Body, Automotive, Marine)*  
Shop Session Resumes 11:55

**LUNCH 3** 12:00 – 12:23  
*(All Other Shops)*  
Shop Session Resumes 12:26

Dismissal to Buses 2:10

	<b>September</b>		<b>October</b>
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	M	T	W	Th	F
A	29	30	31	1	2
B	5	6	7	8	9
A	12	13	14	15	16
B	19	20	21	22	23
A	26	27	28	29	30
<b>November</b>					
B		1	2	3	4
A	7	8	9	10	11
B	14	15	16	17	18
A	21	22	23	24	25
B	28	29	30		
<b>January</b>					
B	2	3	4	5	6
A	9	10	11	12	13
B	16	17	18	19	20
A	23	24	25	26	27
B	30	31			
<b>March</b>					
A				1	2
B	5	6	7	8	9
A	12	13	14	15	16
B	19	20	21	22	23
A	26	27	28	29	30
<b>May</b>					
A		1	2	3	4
B	7	8	9	10	11
A	14	15	16	17	18
B	21	22	23	24	25
A	28	29	30	31	

	M	T	W	Th	F
B	3	4	5	6	7
A	10	11	12	13	14
B	17	18	19	20	21
A	24	25	26	27	28
B	31				
<b>December</b>					
B				1	2
A	5	6	7	8	9
B	12	13	14	15	16
A	19	20	21	22	23
	26	27	28	29	30
<b>February</b>					
B			1	2	3
A	6	7	8	9	10
B	13	14	15	16	17
	20	21	22	23	24
A	27	28	29		
<b>April</b>					
B	2	3	4	5	6
A	9	10	11	12	13
	16	17	18	19	20
B	23	24	25	26	27
A	30				
<b>June</b>					
A					1
B	4	5	6	7	8
A	11	12	13	14	15
B	18	19	20	21	22
	25	26	27	28	29

**First Day of School** August 30      **Last Day of School** June 21 [includes 5 snow days – deduct one day for each day not used.]

**Vacations / Holidays**

Sept. 2      Vacation Day  
 Sept. 5      Labor Day  
 Oct. 10      Columbus Day

Jan. 16      M.L. King, Jr. Day  
 Feb. 20-24      Vacation Week  
 April 6      Vacation Day

**Nov. 11** Veterans' Day      **April 16-20** Vacation Week  
**Nov. 23-25** Thanksgiving      **April 27** Teacher In-Service  
**Dec. 23-Jan 2** Vacation Week      **May 28** Memorial Day  
MCAS TESTING DATES March 20, 21, 22 / May 15, 16 / June 5, 6

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## ***ADMINISTRATIVE POLICIES AND PROCEDURES***

### **MISSION STATEMENT**

The mission of Upper Cape Cod Regional Technical School is to educate a diverse student population in order to actualize their personal, social, academic, and technical potential within a collegial learning community.

### **VISION STATEMENT.**

Our vision is that Upper Cape Cod Regional Technical School graduates will be personal and professional role models in the workplace, post-secondary schools, and in their communities.

### **PHILOSOPHY**

The Upper Cape Cod Regional Technical School is committed to the development of self-reliant, responsible, lifelong learners capable of successfully competing in a rapidly changing technological world. Administration, faculty, and staff seek to educate the whole student by preparing graduates who know how to think, lead healthy lives, behave ethically, and assume the responsibility of citizenship in the pluralistic society in which we live and work.

We are committed to developing students who enter the workforce prepared for change, with employability skills that can be transferred and adapted as technology advances. We must equip students to be able to find answers to questions that have not yet been asked. We adhere to the philosophy of intensive occupationally specific instruction integrated with strong academic preparation. These high standards will enable students to realize their lifelong employment and educational goals.

We recognize our responsibility to the communities we serve by providing quality equal opportunity post-secondary programs to educate and retrain workers in preparation for the challenges of the 21<sup>st</sup> century. Upper Cape Cod Regional Technical School addresses the ancillary needs of our communities by providing services and facilities to business, labor, public service, and recreational organizations.

Success in fulfilling our goals is contingent on a sufficient and qualified multicultural staff and on policies that foster professional development and a positive work environment. We believe open communication and participation with all segments of the school and the community will create an atmosphere of mutual respect and cooperation necessary for successful teaching and learning.

## **GOALS AND OBJECTIVES**

1. Strengthen academic and technical knowledge and inspire excellence
2. Develop intellectual curiosity, logical judgment, and critical thinking skills
3. Create an environment which supports concern for the welfare of all students and their right to learn
3. Develop each student's maximum potential
4. Provide students with skills that can be applied to current and future technologies and enable them to adapt to change
5. Promote personal development and citizenship
6. Create and support professional and staff development

### **ACCIDENTS**

For your own safety, any accident in the school building, on school grounds, at practice sessions or at events sponsored by the school must be reported immediately to the staff person in charge of the class or activity and the School Office. Any student incurring a serious injury or industrial accident that occurs in any shop area shall, *when ordered by the Assistant Superintendent/ Principal or designee*, require a full drug screen within 24 hours, at parent expense. An accident or injury report form should be completed immediately for all occurrences and submitted to the School Nurse.

### **EMERGENCY PROCEDURES**

#### **SAFETY AND SECURITY CODE**

Emergency conditions may at some time necessitate one of three safety procedures to be employed. Each of the three situations requires a unique response on the part of students, faculty, and staff. Regardless of the emergency situation, it is paramount that the safety of all is of the utmost concern and importance.

The three emergency conditions referred to above are:

1. FIRE:

In the event of a fire, the fire alarm system will activate. Students and staff are to evacuate the building using the nearest means of exiting the building. Upon leaving the classroom, windows should be closed, doors closed (left unlocked) and lights turned off.

    - All staff and students follow FIRE EXIT INSTRUCTIONS posted in each academic and technical area.
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- Staff members and students should assemble at a safe distance from the building and far enough away from the path that emergency vehicles or personnel may travel.

- Teachers are to assemble their class as a group and take attendance, assuring that all are safely accounted for.
  - Students and staff are not allowed to re-enter until the “all clear” signal has been given by the Superintendent or Assistant Superintendent/ Principal who will be so advised by the fire department official in charge.
2. BOMB, EXPLOSIVE DEVICE, GAS LEAK:  
**(CODE RED)**
- In the event that an explosion from an incendiary device or gas, etc. is a possibility, an announcement will be made to evacuate the building. This announcement will be made as a **CODE RED** EMERGENCY. (The fire alarm will not be sounded as it triggers fire doors throughout the building.
  - In a **CODE RED** emergency, students and staff will exit the building using a minimal number of exits.
  - All staff and students follow FIRE EXIT INSTRUCTIONS posted in each academic and technical area.
  - Staff members, upon leaving their rooms, will open all windows, leave classroom doors open and turn off lights.
  - At the area where assembled, staff members will take attendance, assuring that all are accounted for.
  - Students and staff are not allowed to re-enter until the “all clear” signal has been given by the Superintendent or Assistant Superintendent/ Principal.
3. LOCK DOWN
- In the event that an emergency situation necessitates all personnel and students to remain in their classrooms until restored, a **LOCK DOWN** announcement will be made.
- Under a **LOCK DOWN**, staff should secure their rooms by closing doors and prohibiting anyone from leaving until the emergency situation is resolved. Since classroom doors lock only from the outside, locking the door would be in order providing that the staff member is assured that students who might have left the room have returned or can safely gain access if necessary. *All staff and students must remain out of sight of doors and windows.*

- All staff and students are to remain in place until the “all clear” announcement is given by school administration. It is possible that in this situation passing bells may sound. Staff should not allow students to pass until the official “all clear” notice is received.

- Unattached students will report to the nearest classroom or shop. Teachers will note any student additions and relay the information to the administrative team.

**SEVERE WEATHER**

In the event of excessive snow or other hazardous weather conditions, tune in to one of the following stations for school closing information. All staff and students will be notified of any school closing or delayed school opening (two hour delay) by an automated phone calling system. PLEASE DO NOT CALL THE SCHOOL as the switchboard needs to be clear for emergency calls.

RADIO

WCIB	101.9 FM	WFAL	101.1 FM
WXTK	95.1 FM	WKPE	104.7 AM & FM
WQRC	99.9 FM	WFHN	107.1 FM

TELEVISION

Channel 4 /Channel 5 /Channel 7 /Channel 25 BOSTON

**NOTE:** *Delayed openings or school closings in the sending towns do not necessarily apply to Upper Cape Tech.*

**STUDENT VEHICLES AND PARKING**

***PARKING AND TRAFFIC CONTROL POLICY***

The following Rules and Regulations pertain to the use of motor vehicles on the grounds of Upper Cape Cod Regional Technical School. They are designed to (1) provide orderly and safe movement of all vehicles; (2) provide for pedestrian safety; and (3) assure free and continuing access to all areas of the school.

**A. OPERATION OF VEHICLES – Speed Limit / Operation**

- All vehicles shall be operated at all times at a speed that is reasonable and proper.
- At no time shall a speed on any Upper Cape Tech **roadway** be in excess of **fifteen (15) miles per hour**.

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- At no time shall any vehicle exceed **five (5) miles per hour** in any Upper Cape Tech **parking lot area**.
- At no time shall any vehicle be operated upon land or ways not specifically designed or designated for vehicular traffic.
- All motor vehicles, including motorcycles, which are creating a noise or disturbance, while parked in the proximity of the school, must be turned off. This includes excessive noise from radios, tapes, CDs or any electronic device.

- f. At no time shall any vehicle be operated with passengers sitting, lying, or standing on the exterior part of the vehicle .
- g. All vehicles shall be operated in accordance with all posted signs, signals, and markings.
- h. Upon arriving to school, students must leave their vehicles immediately and go directly into the building.**
- i. **Stop when school buses stop.** Passing a school bus will result in immediate loss of parking privilege and possible fine/citation from Registry of Motor Vehicles.
- j. Never pass any vehicle on the hill when leaving or arriving at the school. This will result in immediate loss of parking permit.
- k. Students shall request authorization from the Dean of Students for use of a temporary vehicle.
- l. Vehicles must have a current valid Massachusetts Inspection Sticker and display a valid Massachusetts license plate on the front and rear of the vehicle in accordance with Mass. DOT Regulations.
- m. ALWAYS BE A COURTEOUS DRIVER !

#### **SEAT BELT USE ON SCHOOL PROPERTY**

**All operators and passengers of motor vehicles are required to properly fasten safety belts while on school property, and are strongly urged to utilize them at all other times. Any operator of a vehicle in which the driver or any passenger is not wearing a safety belt will receive the following sanctions:**

- **First time student offender will lose parking privilege for one week and parent(s)/guardian will be notified.**
- **Second and/or any subsequent offense student will result in further disciplinary action up to and including revocation of parking permit.**

#### **SCHOOL BUILDINGS**

No motor vehicles, including motorcycles, shall be parked so as to obstruct an entrance or egress to or from any school exit, loading dock, or building.

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#### **OPERATING CONDITIONS OF VEHICLES**

Motor vehicles parked on school property shall be kept in such condition of mechanical repair so they can be removed at any time under their own power. Vehicles must have a current valid Massachusetts Inspection Sticker.

#### **SCHOOL SECURITY / TRAFFIC CONTROL DUTY**

**All students operating a motor vehicle on school grounds shall comply with any verbal and/or hand signals utilized by School**

**Security/ Traffic Control Individual on duty at the intersection of Sandwich Road and Upper Cape Tech School exit during dismissal.**

Students will not leave vehicles while awaiting exit. Students are reminded that the School Security/ Traffic Control Individual has a responsibility to ensure your safe exit from school property. Failure to follow directions may result in disciplinary action.

**B. REGISTRATION OF VEHICLES**

**Decal Requirements**

- a. All users (students and employees) of Upper Cape Tech parking are required to have a valid parking permit affixed in the proper location on their vehicles. Parking Permits are obtained from the School Security Office.
- b. **Failure of a student to register a motor vehicle** and display an authorized parking permit within the three (3) days of driving to school will subject that student to revocation of parking privileges. Deliberately circumventing this policy also subjects a student to this penalty.
- c. A valid parking permit will be affixed to the vehicle by the School Security Office. Registration is not complete until the permit is visibly affixed to the vehicle. Operators of motorcycles will retain permit on their person. The school assumes no liability for damage to windows by affixing the permit.
- d. Any vehicle bearing a parking permit that has been mutilated or damaged shall be treated as improperly registered. Altering or forging a parking permit is an offense punishable by loss of parking privileges for one (1) calendar year.
- e. The price of a student parking permit is as follows; **\$10.00 per school year**, \$2.00 allocated to parking fund, \$8.00 allocated to the Student Benefit Fund.
- f. If a student no longer has possession of the vehicle for which he/she initially purchased a permit and needs one for another vehicle, he/she may purchase a new permit for \$2.00. He/she

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must show proof of new vehicle registration and return the old permit. **Parking Permits are NON TRANSFERABLE. You may NOT remove a parking permit and place it on a different vehicle.**

- g. **All drivers must have a valid driver's license.**

**EXPIRATION OF PARKING PERMITS**

Upper Cape Cod Regional Technical School parking permits are non-transferable. They expire annually on June 30, and under the following conditions:

- a. All permits – Upon revocation, replacement of the vehicle, or change of the License plate registration number.

- b. Students – Upon termination of status as a student at Upper Cape Cod Regional Technical School.

#### **AUTHORIZED STUDENT PARKING AREA**

The only student parking area authorized by the Superintendent is the student area defined as that on the northeast side of the school, from the center of said lot, by overhead lighting, toward the athletic field. **Students are prohibited from parking in the first row, closest to where buses line up.** Students with disabilities are to park in the front of the school in the authorized disability parking places.

#### **LIABILITY INSURANCE**

No vehicle shall be registered for operation on the school property unless the person requesting a parking permit has met the motor vehicle liability policy requirements for operation and use of motor vehicles on the ways of the Commonwealth of Massachusetts. Each person requesting a parking permit must have liability insurance coverage at least in the amount of limits required in a motor vehicle liability policy as defined in Chapter 90, Section 34A of the General Laws of the Commonwealth of Massachusetts.

#### **SEARCH AND SEIZURE**

School officials maintain the right to seize items in a student's possession and to search school property (lockers, desks, etc.) assigned to a student under the following guidelines:

1. There is a **reasonable suspicion** to believe that the items in possession are illegal or in violation of school rules, or constitute a hazard to health and safety of the students or others.
2. **Lockers in their entirety remain the property of Upper Cape Cod Regional Vocational Technical School District**, and we maintain the right to open any locker at any time for inspection purposes. This may be done with or without the presence of the student and shall be done under the direction of the Assistant Superintendent/ Principal or designee.

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3. Upper Cape Tech and law enforcement agencies will work cooperatively re: K-9 search of school property. Student vehicles parked on school grounds will be searched if there is reasonable suspicion of illegal items or violation of School rules.

Upper Cape Tech assures that no individual rights will be violated in conjunction with searches. Students who, in the opinion of the Assistant Superintendent/ Principal, Dean of Students, administrator, or school nurse, may be in possession of, or under the influence of any controlled substance or may be in possession of any materials dangerous to the student or other students, may be asked to empty their pockets and/or possessions and may be subject to a search. Examples of items subject to this regulation include, but are not limited

to: drugs, alcohol, weapons, pornography, stolen goods, fireworks, explosives, and/or tobacco products.

It is not the intent of the School District to violate individual liberties; however, the obligation of the school is to provide a **safe environment conducive to learning** for all students.

#### **BUS RULES AND REGULATIONS**

1. **Riding the bus is a privilege** and pupils riding buses must obey all rules and regulations.
2. **The driver is in charge of the bus** and students shall render the driver the respect and courtesy given a teacher and/or administrator.
3. **Bus drivers have the authority to assign seats to individual students** if they feel it is in the interest of safety and/or good conduct. It is essential that each student cooperate with the bus driver for the safety of all. **Misconduct may result in temporary or permanent loss of transportation.**
4. While on the bus:
  - **Remain seated** until the bus stops at your destination.
  - Keep feet and articles out of the aisles.
  - Keep all body parts inside the bus.
  - Never throw items out of the windows or on the bus.
  - Help keep the bus clean.
  - Show respect for your driver and fellow students.
  - Talk in normal tones, as loud and/or vulgar language is disrespectful and will not be tolerated
  - Do not shout, whistle or gesture to strangers from the bus window.
  - Students must move over to make room for others.
  - **Use of tobacco is never permitted.**
5. **All students will be picked up and returned to their designated bus stops.** Any exception to this will require written permission from parent/guardian and authorization from the School Office. A bus pass must be presented to the bus driver.
6. Students using bus transportation to school in the morning will enter the school building directly upon release from the buses and will not enter the Student Parking lot.

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#### **VISITORS**

**All visitors must sign at the Lobby Guard machine located in the main foyer upon entering the building. Visitors will be required to present valid identification.** Parents and other persons who have

reason to visit the school relative to the educational programs are welcome. Parents wishing to meet with individual teachers are asked to schedule these meetings through the Guidance Office in advance. Visitors are not to interfere with the learning process while observing the designated educational program(s). Those individuals who do not observe the above policy may be subject to arrest.

## ***ATTENDANCE POLICY***

### **PHILOSOPHY**

Regular student attendance represents an essential cornerstone for learning and employability. The student, the parent/guardian and the school share responsibility for student attendance. We also must form a partnership between home and school as we assist our youth in making good choices. Attendance, tardiness and dismissals will be considered when quarterly grades are computed.

It is the position of Upper Cape Tech that a **student must satisfy two (2) basic requirements in order to earn class credit:**

1. Satisfy academic and shop requirements
2. Satisfy attendance requirements as follows:

### **ATTENDANCE POLICY**

#### **DEFINITION OF ATTENDANCE TERMS**

- A. Administratively Excused Absence: Absence from school certified by a physician, court documentation, death of a relative, or religious holiday. **Documentation must be received within three (3) days of absence.**
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- B. Parentally Verified Absence: Absence from school with a written verification from parent or guardian (not administratively excused).
- C. Unexcused Absence: Absence from school without acceptable written verification.
- D. Documented family emergency at Assistant Superintendent/Principal's discretion.
- E. Perfect Attendance requires students to be present for all full days.
- No tardies
  - No dismissals
  - Field trip (school affiliated) or college visits do not count as absence
- F. Pathways Policy: see section Loss of Credit/Grade - C, D, E

### **ABSENCE**

Upper Cape Tech considers regular and full attendance to be essential **for all students**. Thus, upon return to school, students who have been absent must bring a signed note from a parent or guardian giving a clear

reason for absence. **There will be no exceptions to this policy regardless of age.**

#### **LOSS OF CREDIT/GRADE**

- A. Administratively Excused Absence: No loss of credit.
- B. A student must not miss more than two (2) academic or two (2) shop days during a quarter.
- C. A student who **exceeds** two (2) unexcused absences in academics and/or two (2) unexcused absences in shop will be required to participate in the after-school program, *Pathway to Success*, for 10 hours for academics and/or 10 hours for shop.
- D. Time and work in *Pathways to Success* can be made up on Monday and Wednesday from 2:15 to 4:15 p.m. / Tuesday and Thursday with extra help teacher from 2:15 to 3:15 p.m. / Tuesday and Thursday at 6:30 a.m. in the School Security Office.
- E. Report cards will reflect a grade of “Z” for shop and/or all academic courses until *Pathway to Success* has been completed for that term.
- F. Deadline for make-up time in the *Pathways* program: Students must complete time by the end of the next term for the previous term. “Z” grade converts to a “50” or student’s actual average if lower [grade not to exceed 50].

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#### **MAKE-UP WORK**

- A. Students are responsible to obtain all work missed from their instructors when absent from class.
- B. Excused Absences: Teachers may allow make-up work for partial credit as appropriate.
- C. Unexcused Absences and Out-of-School Suspensions: Students have opportunity to make up work and receive partial credit as deemed appropriate by individual teacher.

#### **SIGN IN / OUT PROCEDURES**

Students who enter the building after first period are to sign in at the School Office. Students who need to leave the building are to proceed to the School Office for sign out. Students signing out (regardless of age) must submit proper verification prior to first period. In the case of an 18-year old living away from home, the Assistant Superintendent/ Principal or designee will assume this role. Failure to sign in or out will result in disciplinary action.

#### **TARDINESS**

#### **LATE TO CLASS**

Student promptness is an important indicator of future success. This implies **being in the room and seated for the final bell**. If a student has in excess of **two (2) unexcused** tardies, he/she must stay for teacher detention. In the event a student does not show for teacher detention, he/she will be expected to serve an office detention **in addition** to the original teacher detention. The high school staff encourages parents/guardians to emphasize high performance standards in this area.

#### **LATE TO SCHOOL**

When a student is late to school (tardy), he/she must report to the School Office immediately upon arriving at school for an admit slip before going to class.

When a school bus arrives at school late, all students from this bus will report to the School Office before checking into class. (Students arriving on a late bus are not considered tardy.)

Excessive tardiness will result in detention, revocation of a student's driving privilege, parental conference and/or disciplinary action necessary to resolve the problem.

#### Tardiness within one quarter:

- Three tardies – one detention
- Second three tardies – two detentions
- Third three tardies – ISS and/or loss of parking privileges
- Fourth three tardies – may result in Out-of-School Suspension

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Students are responsible to obtain all work missed from their instructors when tardy to class. **A parent/guardian's note does not necessarily excuse a student's tardiness.** The reason for tardiness will be evaluated by the Dean of Students.

#### **DISMISSALS**

If a student is excused from class to the nurse due to illness and is subsequently dismissed, the documented dismissal time begins at the time of admittance to the nurse's office.

Time out of class will be taken into consideration in determining absent or present status. Excessive dismissals will result in detention, revocation of a student's driving privilege, parental conference and/or disciplinary action necessary to resolve the problem. Students are responsible to obtain all work missed from their instructors when dismissed from class.

#### ***CODE OF CONDUCT***

##### **STUDENT DISCIPLINE**

##### **STUDENT IDENTIFICATION (I.D.) CARDS**

Students are required to wear photo I.D.'s that are provided by Upper Cape Tech. I.D. badges provide the school community a means to quickly identify who belongs in the building and who does not. In addition, students will utilize their I.D. badges to purchase lunch. Student I.D.'s shall be displayed on the upper body using only the safety lanyard provided by Upper Cape Tech. If lost, replacement ID badges can be purchased at the School Security Office - \$5.00 for first replacement ID cards; \$10.00 for second and subsequent replacement ID cards.. Failure to display the ID may result in disciplinary action. Using another student's ID card or agenda may result in disciplinary action. Students shall not deface Identification Cards.

### **SAFE SCHOOLS**

It is the responsibility of school administration and staff to provide and maintain a safe learning environment for all students and staff. Educators, of necessity, have **broad authority** to maintain order, discipline and safety; the exercise of such authority must be left to their sound discretion since so many variables are inherently involved. It is the responsibility of each and every student to work with school staff in the promotion of a safe and educationally productive school environment.

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It is expected that young adults are in high school to acquire knowledge. Each teacher has but a short time for the teaching of a lesson; a pupil whose persistent misconduct takes the instructor's time is obstructing the educational progress of other students and has no legitimate place in the high school.

The role of education is to assist every student to acquire the skills, knowledge, and habits necessary to become self-sufficient, productive thinking members of our society. Good discipline is best thought of as positive, and of turning unacceptable conduct into a positive pattern of behavior. For these reasons:

1. Each student infraction will be dealt with individually, according to his/her age maturity, experience, abilities, interest, and values.
2. Sports and extracurricular activities provide a positive program to reward students for good behavior and academic performance. Students are encouraged to participate, to develop solid work habits, and to maintain high academic standards.
3. In summary, all rules are governed by one word ... RESPECT. Respect for oneself, respect for authority, respect for fellow students, respect for school property, etc. Students are expected to behave in an orderly and respectful manner at all

times. Student behavior must take into account the rights of others as well as the effective operation of the school. These rules and regulations may be supplemented by teachers' rules for individual classes.

### **SEXUAL HARASSMENT, BULLYING & HAZING**

#### **I. Policy**

- A. It is the policy of the Upper Cape Cod Regional Technical School to provide a learning and working atmosphere for students, employees and visitors free from sexual harassment, bullying, hazing, and intimidation. These terms are referenced herein as "harassment." Such action may occur on the basis of race, color, religion, national origin, age, gender, sexual orientation or disability, or for any other reason.
- B. It is a violation of this policy for any administrator, teacher or other employee, or any student to engage in or condone harassment in school or to fail to report or otherwise take reasonable corrective measures when they become aware of an incident of harassment.
- C. This policy is not designed or intended to limit the school's authority to take disciplinary action or take remedial action  
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when such harassment occurs out of school but has a nexus to school, or is disruptive to an employee's or student's work or participation in school-related activities. Reports of cyber bullying by electronic or other means, occurring in or out of school will be reviewed and, when a nexus to work or school exists, will result in discipline. Parents of students alleged to have engaged in cyber harassment will be invited to attend a meeting at which the activity, words or images subject to the complaint will be reviewed. A student disciplined for cyber bullying will not be re-admitted to the regular school program until his or her parent(s) attend such meeting.
- D. It is the responsibility of every employee, student and parent to recognize acts of harassment and take every action necessary to ensure that the applicable policies and procedures of this school district are implemented.
- E. Any employee or student who believes that he or she has been subjected to harassment has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties, but proper enforcement of this policy may require disclosure of any or all information received.
- F. The Principal/Designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to any form of harassment.

#### **II. Procedures**

A. Definitions – Sexual Harassment Prohibited

“Sexual Harassment” means unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronically transmitted, or physical conduct of a sexual nature, including but not limited to unwelcome comments, touching, written notes, pictures/cartoons or other inappropriate conduct, such as leering, whistling, brushing up against the body, commenting on sexual activity or body parts or other activity referred to by the Model MCAD policy prohibiting such behavior. Harassment has the effect of creating an intimidating, hostile, or offensive work or learning environment that takes place under any of the following circumstances:

1. When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in school activities or programs;
2. When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subjected to sexual advances;
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3. When such conduct has the effect of unreasonably interfering with the individual’s work, attendance at school or participation in academic or curricular activities, or
4. When such conduct has the effect of creating an intimidating, hostile, or offensive work or learning environment.

B. Definitions – Bullying Prohibited

Bullying may take a variety of forms. It is unacceptable in a school or work environment. As a result, no student or employee shall be subjected to harassment, intimidation, bullying, or cyber bullying in any public educational institute:

1. “Bullying and cyber bullying,” means unwelcome written, electronic, verbal or physical acts or gestures where a student or employee feels coerced, intimidated, harassed or threatened and under the circumstances (1) may cause a reasonable person to suffer physical or emotional harm to a student or employee, (2) may cause damage to another student’s or employee’s property, or (3) may cause a disruptive or hostile school environment. The behavior must interfere with an employee’s ability to perform his or her duties or with a student’s academic performance or ability to learn, or interfere with a student’s ability to participate in or benefit from services, activities or privileges:

- a. that are being offered through the school district; or
  - b. during any education program or activity; or
  - c. while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school-sanctioned events; or
2. Through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public education institute.
  3. As used in this Section, “electronic communication” means any communication through an electronic device including a telephone, cellular phone, computer or pager.

C. Definitions – Hazing Prohibited

The term “hazing” shall mean any conduct or method of initiation, even if consented to, 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.

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1. Such conduct shall include, but is not limited to, 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 person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.
2. Whoever knows that another person is the victim of hazing and is at the scene of such activity, shall, to the extent that such person can do so without danger or peril to himself or others, report such activity to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such behavior shall be subject to discipline.

D. Guidelines for Investigating Harassment Claims

In school systems, harassment may take many forms and cross many lines. The situation may be an instance of staff member to staff member, staff member to student, student to staff member, or student to student. Guidelines for dealing with any charge of harassment are as follows:

1. By law, harassment is defined by the victim’s perception in combination with objective standards or expectations. What one person may consider acceptable behavior may be viewed as harassment by another person. Therefore, in order to protect the rights of both parties, it is important that the victim make it clear to the harasser that the behavior is objectionable.

2. In all charges of harassment, the victim should describe in writing the specifics of the complaint to ensure that the subsequent investigation is focused on the relevant facts. Oral and anonymous complaints will be reviewed but are inherently difficult to investigate and may not be procedurally fair; as a result, no disciplinary action shall be taken on anonymous complaints unless verified by clear and convincing evidence. All other complaints will be reviewed based on a preponderance of evidence standard.
3. Any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of harassment, bullying, or intimidation shall immediately report it to the administration; each school shall document any prohibited incident that is reported and confirmed, and report all incidents of discrimination, harassment, intimidation, bullying or cyber bullying and the resulting consequences, including discipline and referrals, to the Superintendent's office as they occur.

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4. A good faith report from a staff member renders the staff member immune from discipline for making a report and is considered to have been made in the course of the staff member's employment for purposes of M.G.L. c. 258. As a result, the school district shall indemnify staff members from any cause of action arising out of a good faith report of harassment or the district's subsequent actions or inaction in connection thereto.
5. If an instance of student or student harassment is reported to a staff member other than an administrator, the staff member must inform the Principal/designee or the Curriculum Director.
6. If a situation involving a charge of staff member to student harassment is brought to the attention of any staff member, the staff member should notify the Principal or Superintendent immediately.
7. In a situation involving a charge of student to staff member sexual harassment, the staff member should notify the Principal or Superintendent.
8. In a situation involving a charge of staff member to staff member harassment, the staff member should notify the Principal or the Superintendent.
9. Once a charge of harassment has been made, including charges of mental, emotional or physical harassment as well as threats to a person's safety or position in the school or work environment, the following course of action should be taken:
  - a. The Principal should investigate the charge through discussions with the individuals involved. In situations involving allegations against a staff member, he/she should be informed of his/her rights to have a third party

present at the time of the discussion. In situations involving students, the Principal should engage the appropriate classroom or special subject area teacher. Parents will be informed of the situation and invited to participate in resolution discussions. It is important that the situation be resolved as confidentially and as quickly as the circumstances permit.

- b. If the harasser and the victim are willing to discuss the matter at a resolution meeting in the presence of the Principal/designee or Superintendent, a supportive faculty member and /or parent should be included in the discussion. During this discussion, the offending behavior should be described by the victim and administration, a request for a change in behavior should be made, and a promise should be made

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that the described behavior will stop. If circumstances do not permit, a face to face meeting with the administration will present the victim's position. Follow-up verification procedures will be explained. Failure to comply after a resolution meeting will result in appropriate discipline.

- 10. If after a resolution meeting with the involved parties, the Principal determines that further disciplinary action must be taken, the following could occur:

- a. In instances involving student to student or student to staff member harassment, the student may be subject to discipline including but not limited to counseling, suspension, and in appropriate cases expulsion.
- b. In instances involving staff member to student and staff member to staff member harassment, findings will be reported to the Superintendent for further action. Personnel action may also be initiated at this point, consistent with the applicable law and collective bargaining agreement.
- c. In all cases a referral to law enforcement will be considered by the Principal or Superintendent based on the circumstances. School officials will coordinate with the police department to identify a police liaison for harassment cases.

11. Retaliation

Retaliation in any form against any person who has made or filed a complaint relating to harassment is forbidden. If it occurs, it could be considered grounds for dismissal of staff personnel and/or removal from the educational setting for a student. A referral to law enforcement may be made.

12. Confidentiality

Reports of harassment should be kept completely confidential, consistent with necessary investigation procedures, with the goal of protecting the victim and stopping the behavior.

For further information about these guidelines or help with sexual harassment problems or any other form of harassment, consult:

- Harassment Coordinator, Upper Cape Cod Regional Technical School

### **DISCIPLINARY ACTION SHORT OF SUSPENSION**

Efforts shall be made by the staff to resolve disciplinary problems within the school setting. The following actions are suggested for dealing with behavioral problems short of exclusion from school.

(Not necessarily in this order.) This list does not preclude the use of other methods or approaches which are reasonable and purposeful. All students will be granted due process.

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1. Student Conference – A conference involving student and staff member(s) for the purpose of discussing and resolving behavioral problems.
2. Warning – A verbal or written notice to a student that a specific behavior is unacceptable and may result in stronger action if the behavior is not corrected.
3. Parent Conference – A conference involving the parent(s)/guardian(s) and staff member(s) for the purpose of discussing and resolving behavioral problems. The emphasis is upon enlisting the assistance of the parent(s)/guardian(s).
4. Referral to a Resource Agency/ Person – Referral to an in-school or out-of-school agency or person may be made whenever it is felt that such an agency or person may be of assistance in the resolution of a behavioral problem(s).
5. Behavioral Probation – The Assistant Superintendent/Principal and/or the Dean of Students may place a student on behavioral probation for a specific period of time. This may include a written contract with the student. The contract represents an agreement between the student and administrator concerning the specific changes expected. Failure to fulfill the contract or a further infraction of school rules during the period of probation will result in the imposing of further disciplinary action as set forth in the terms of the contract.  
Parent(s)/guardian(s) will be encouraged to discuss and assist in assuring that the intent and terms of the probation are fulfilled.
6. Alternative Disciplinary Action – The Assistant Superintendent/Principal may offer an alternative form of disciplinary action. Such action will be defined and described by the Assistant Superintendent/Principal and is generally taken with the approval of the parent(s)/guardian(s).

### **DETENTION**

A detention is the keeping of a student after school hours for an infraction of rules.

#### **TEACHER DETENTION**

Academic and shop teachers may require students to attend individual detention sessions for infractions of the disciplinary procedures of shop or classroom rules. Students will remain with the teacher until the end of detention period at 3:20 p.m. Failure to report for teacher detention will result in an office detention, and subsequent completion of the assigned teacher detention.

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#### **ADMINISTRATIVE / OFFICE DETENTION**

Administrators will require students to attend administrative detention for more serious violations of the disciplinary code.

**Students who fail to report to assigned detention may be required to serve one or more days of In-School Suspension, in addition to serving the assigned detention.**

Failure to report to administrative detention may result in suspension and loss of privileges (i.e. break, driving privilege, Canalside Dining Room, dances, etc.)

The number of detentions issued for disciplinary infractions will be determined by the circumstances of the individual situation.

#### **IN-SCHOOL SUSPENSION**

An in-school suspension is a temporary removal of a student from class, school programs and activities following an infraction. An in-school suspension will involve assignment to a designated area where academic / shop assignments will be completed.

#### **EXCLUSION FROM SCHOOL**

When other procedures fail to attain satisfactory behavioral changes, or where specifically required by the nature of the problem, a student may be excluded from school. Such exclusion may involve any of the following:

1. Suspension for a period of ten (10) days or less
2. Suspension pending expulsion
3. Expulsion

Expulsion is defined as removal of the student from school attendance in the district. In some cases, where expulsion is being considered, a suspension may be invoked pending the decision.

Under the Fourteenth Amendment to the Constitution, **students are guaranteed due process and fair treatment at school.** Prior to a

school administrator taking disciplinary action, the school administrator shall provide the student with appropriate due process. When the disciplinary action consists of ten days of suspension or a lesser penalty, this process shall consist of informing the student of the charges against him/her and giving the student an opportunity to respond.

**APPEALS PROCEDURES – SUSPENSION  
OF TEN SCHOOL DAYS OR LESS**

In the case of suspension of ten (10) days or less, if the suspending official is the Dean of Students, the initial appeal should be directed to the Assistant Superintendent/ Principal. If the suspending official is the Assistant Superintendent/ Principal, the initial appeal should be directed to the Superintendent

**SUSPENSION PENDING AN EXPULSION HEARING**

In the event an offense has been committed which, following investigation, results in an administrative recommendation for expulsion, the Superintendent and/or Assistant Superintendent/ Principal may impose a suspension pending the expulsion hearing before the Superintendent and/or School Committee.

**EXPULSION PROCEDURES**

The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against a student will be supplied to the student and student's parent(s)/guardian(s). Included in this notice will be a statement establishing the location and a reasonable meeting time for all parties involved in the hearing.
2. Parent(s)/guardian(s) will have the opportunity to be present.
3. The student(s), parent(s)/guardian(s) may be represented by legal counsel.
4. The student will be given an opportunity to give his/her version of the facts and other implication. He/she will also be allowed to offer the testimony of other witness(es) and other evidence.
5. The student will be allowed to observe all evidence offered against him/her.
6. The hearing will be conducted by the Assistant Superintendent/ Principal or School Committee, whichever is appropriate, who will make a determination solely upon the evidence presented at the hearing.
7. A record will be kept of the hearing.
8. Within ten (10) school days, the Assistant Superintendent/ Principal or School Committee, whichever is appropriate, will issue a decision in writing. The decision will set forth the

conclusion and the penalty. The decision will be immediately served upon the student.

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In accordance with Chapter 71, Section 37H of the Massachusetts General Laws, the Principal may expel students for the following reasons:

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- 1) possession of a dangerous weapon;
- 2) possession of a controlled substance as defined in Chapter 94C of the General Laws;
- 3) assaults upon a principal, assistant principal, teacher, teacher's aide or other educational staff; and
- 4) charged with and/or convicted of a felony.

NOTE: SEE APPENDIX A; APPENDIX B

**MAJOR DISCIPLINARY OFFENSES OR ILLEGAL ACTS**

The following is intended to use as a guide and not be all inclusive. The suggested penalties are to be considered minimum and may be increased as each case is evaluated on its own merit. The appropriate discipline is at the discretion of the Dean of Students, Assistant Superintendent/ Principal, or Superintendent. **Criminal charges may ensue where appropriate and will be in addition to school-related penalty.**

<b>PROHIBITED ACTS</b>	<b>1<sup>ST</sup> OCCURRENCE</b>	<b>2<sup>ND</sup> OCCURRENCE</b>
Arson	5-10 day suspension/ contact authorities	10 day suspension recommend expulsion
Bullying/Harassment/ Hazing	3-10 day suspension	5-10 day suspension Recommend expulsion
Cyberbullying	3-10 day suspension	5-10 day suspension Recommend expulsion
Assault / Student / Staff	5-10 day suspension 10 day suspension / expulsion	10 day suspension recommend expulsion
Causing Safety Hazard	5-10 day suspension	10 day suspension recommend expulsion
Disrespect	1-3 day suspension	1-10 day suspension recommend expulsion

Disruptive Behavior	1-3 day suspension	1-10 day suspension Recommend expulsion
Drug Paraphernalia	1-5 day suspension	5-10 day suspension
Extortion or Coercion	5-10 day suspension	10 day suspension recommend expulsion contact authorities

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<b>PROHIBITED ACTS</b>	<b>1<sup>ST</sup> OCCURRENCE</b>	<b>2<sup>ND</sup> OCCURRENCE</b>
Failure to Carry Agenda	Documented Warning	Office Detention
Failure to Display I.D. Badge	Documented Warning	Office Detention
False allegation of bullying or retaliation	3-5 day suspension	5-10 day suspension
False Fire Alarm / Tampering with Fire or Defibrillator Apparatus	5-10 day suspension contact authorities	10 day suspension recommend expulsion contact authorities
Fighting	3-5 day suspension	5-10 day suspension recommend expulsion for third occurrence
Fireworks /Explosives/ Flammable Materials	5-10 day suspension contact authorities	10 day suspension recommend expulsion contact authorities
Forgery	1-3 day suspension	3-5 day suspension
Gambling	1-3 day suspension	3-5 day suspension
Harassment / Hazing	3-10 day suspension	5-10 day suspension
Inappropriate Displays of Affection	Office Detention	May result in suspension
Indecent Exposure	3-5 day suspension	5-10 day suspension
Internet Abuse	See ACCEPTABLE USE POLICY / INTERNET	
Intimidation Behavior (as outlined in the UCT Bullying Plan)	1-3 day suspension	5-10 day suspension
Leaving School Grounds Without Permission	1-3 days suspension	3-5 days suspension

Obscene Language / Gestures to Student	1-5 day suspension	1-10 day suspension
Toward Staff	5-10 day suspension	10 day suspension

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**PROHIBITED ACTS**    **1<sup>ST</sup> OCCURRENCE**    **2<sup>ND</sup> OCCURRENCE**

Plagiarism / Cheating	In-School suspension	1-3 day suspension
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Possession / Use / Distribution of Alcohol or Drugs

SEE DRUG / ALCOHOL POLICY

Refusal to Work  
Academic

ISS for one period and  
One hour detention

ISS full day

Shop

ISS for day

ISS full day  
**3<sup>rd</sup> Offense**-Out-of School  
Suspension

Repeated Misconduct

1-3 day suspension

1-10 day suspension  
recommend expulsion

Repeated Tardiness

1 after-school detention

(2) after-school detentions

**3<sup>rd</sup> OCCURRENCE**

In-School Suspension and/or loss of parking permit

Smoking

SEE TOBACCO / SMOKING POLICY

Theft / Stealing or Possession Of Stolen Property

5-10 day suspension  
contact authorities

10 day suspension  
contact authorities

Threats – student

3-10 day suspension

10 day suspension  
recommend expulsion

Threats – staff

5-10 day suspension

10 day suspension  
recommend expulsion

Truancy

1-3 day suspension

3-5 day suspension

Vandalism / Defacing

3-10 day suspension  
restitution

recommend expulsion

Vandalism / Destruction of Property

5-10 day suspension  
restitution  
contact authorities

recommend expulsion



- 4) Upper Cape Tech reserves the right to require random urinalysis testing for the duration of student's enrollment at Upper Cape Tech, at the students expense.
- 5) Student will be required to complete a contractual agreement [*see sample contract in appendix*].

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Any second violation of the drug/alcohol policy will result in expulsion or exclusion from Upper Cape Cod Regional Technical School.

#### **TOBACCO SMOKING AND CHEWING**

The health hazards of tobacco have been well researched and recognized by society. Therefore, the policy stated below is created to:

- Reflect and emphasize the hazards of tobacco use
- Offer school programs by educating and discouraging students from using tobacco products

Students are not permitted to smoke or chew tobacco at any time or at any location in the Upper Cape Tech school building or its adjacent ground, on school buses, and at any out-of-school activity including work projects and field trips.

Tobacco materials or implements of any kind are considered contraband on school grounds and will be confiscated if seen, whether or not they are being used. This includes cigarette lighters.

Holding a lighted cigarette is considered smoking. To avoid suspicion of guilt, students should report the smell of smoke to nearest teacher / administrator before using that area or they may be subject to disciplinary action.

The recommended penalties have degrees of flexibility so as to allow the exercise of discretion by the administration.

**First offense:** May result in any or all of the following: parent contact, one day in-school suspension to three days out-of-school suspension.

**Second offense:** Attendance in Tobacco Education Program in ISS for one day; all worksheets and materials will be mailed to home after completion.

**Third offense:** Parent conference, five to ten day out-of-school suspension and/or possible exclusion from school.

#### **IDEA 2004 DISCIPLINE POLICY**

All students are expected to meet the requirements for behavior as set forth in this handbook. Chapter 71B of the Massachusetts General Laws, known as IDEA 2004, requires that additional provisions be made for students who have been found by an evaluation TEAM to have special needs and whose program is described in an

Individualized Education Plan (IEP). The following additional requirements apply to the discipline of special needs students:

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1. The IEP for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's disability requires a modification. Any modification will be described in the IEP.
2. The Assistant Superintendent/ Principal (or designee) will notify the Special Education Office of the suspendable offense of a special needs student and a record will be kept of such notice.
3. When it is known that the suspension(s) of a special needs student will accumulate to ten days in a school year, a review of the IEP as provided in the IDEA 2004 Regulations will be held to determine the appropriateness of the student's placement or program. The TEAM will make a finding as to the relationship between the student's misconduct and his/her disability and either:
  - a. Design a modified program for the student  
or
  - b. Write an amendment to provide for the delivery of special education services during the suspension and any needed modifications of the IEP relative to discipline code expectations.

In addition, the Department of Education will be notified as required by law, and the procedures promulgated by the Department of Education for requesting approval of the alternative plan will be followed.

### ***STUDENT INFORMATION***

#### **ATHLETIC, EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES**

Upper Cape Tech offers a variety of athletics and activities which foster competitiveness, build leadership and encourage teamwork in a cooperative and fun atmosphere.

The following are athletic offerings:

Baseball	Football
Basketball (Boys / Girls)	Ice Hockey (Co-operative team with Mashpee High School) *
Cheerleading (Fall / Winter)	
Cross Country	
Golf	
Lacrosse	
Soccer (Boys / Girls)	
Softball	
Volleyball	

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In addition, we offer the following activities:

Book / Literary Club	National Honor Society
Chess Club	Non-Traditional support
Drama Club	Peer Mediation / Peer Mentoring
Dances / Prom	Renaissance
Gay / Straight Youth Alliance	SADD
Interact (Rotary International)	Student Government
Multi-Cultural Unity Team	Yearbook

\* Co-curricular activity or sport may result in an activity fee.

If a group of students is interested in forming a new club or activity and they have a faculty member interested in being its advisor, the Dean of Students will process their request for approval.

### **ATHLETIC, EXTRACURRICULAR AND CO-CURRICULAR ELIGIBILITY REQUIREMENTS**

In order to be eligible to participate in athletics, extracurricular, or co-curricular activities during the 1<sup>st</sup> marking period, the student must have been promoted to the next grade level and have displayed good citizenship. All required major projects must be completed prior to athletic, extracurricular or co-curricular requirements (including junior research paper).

To be eligible to participate for the second marking term and every marking term thereafter, a student must:

1. be passing all subjects for the most recently completed term for the season. Students not eligible on the first day of the season may become eligible during the season. This would include one failing grade in any subject and time owed in the *Pathways* attendance program.
2. be passing shop for the previous term and for the year
3. display good citizenship (i.e. all detentions must be served and student should have a record of responsible behavior.) There will be no participation in any athletic, extracurricular/ co-

curricular activity while a student is suspended. Eligibility is subject to review by Advisor, Coach, and/or Dean of Students.

### NATIONAL HONOR SOCIETY

#### MEMBERSHIP

Individuals under consideration as candidates for the National Honor Society, Upper Cape Tech chapter, shall be selected based upon the following characteristics which the candidate regularly exhibits and which have been observed and validated by his/her instructors.

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- Maintain a scholastic average of 88% un-weighted or 110% weighted
- Character
- Leadership
- Service
- Scholarship

Students to be considered for membership will be selected by rank. Each selected student will fill out a student activity information form. Final selection of National Honor Society members will be made by the Faculty Advisor and members of the Faculty Council (five voting faculty members), appointed by the Principal. Induction will be made in the fall of each school year.

#### NEED HELP ?

<u>If you need help or information concerning:</u>	<u>You'll find it here:</u>
Athletics	Athletic Director
Club Information	Dean of Students
Enrollment Issues	Guidance Office
9 <sup>th</sup> Grade Guidance	Guidance Office
10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> Grade Guidance	Guidance Office
I.D. Badges	Security Office
Illness / Health	School Nurse
Job Placement / Cooperative Education	Vocational Supervisors
Lockers	Guidance Office
Lost and Found	In School Suspension
Media Service	Media Specialist
Parking Privileges	Security Office
Personal Problems	Guidance Counselors
Safety Glasses	Security Office
School Yearbook	Yearbook Advisors
Student Agenda / Hall Pass	Dean of Students
Subsidized Lunch Application	School Office
Student Council / Class Council	Assist. Supt./ Principal
Textbooks	Specific Teacher

**EXTRA HELP**

Students who experience difficulty with their school work may request extra help from classroom teachers. Each teacher is available at least one afternoon a week for students to make up tests and work missed for valid reasons and to provide additional instruction to students who are having difficulty with work presented during regular classes. Late bus transportation is provided.

**LIBRARY MEDIA CENTER**

Your library contains a wealth of information, print, audio-visual, and electronic (computer) resources, as well as a fine collection of books, magazines, and newspapers for your enjoyment.

The Library is located on the second floor and is open daily from 7:30 a.m. until 3:30 p.m. Students are welcome at all times during the school day and will be admitted with an agenda signed by their teacher. Agendas are not required during lunch, but seating is limited. After school session appointment forms must be used by students planning to use the Library after 2:10 p.m.

**Publicity**

News articles and features, including pictures about Upper Cape Tech students appear in local newspapers and on our school website from time to time. Parents are requested to sign the release form included at the front of this agenda and return it to the school office. Full names and other personal information such as home addresses, email addresses, etc. will not be used on the website.

**LUNCHES**

Upper Cape Tech utilizes the FastLane computerized cafeteria system. Each student will have a cafeteria account that is accessed with their student I.D. number or student last name.

- Students can bring in checks only (no cash) to place money on their account. This money can be used to purchase anything in the food line. Once money is placed on account, students cannot receive cash out of their account at any time.
- Students are not allowed to charge food or snacks to their accounts. You must pay for what you receive.

- Any student with food allergies should inform the school nurse and culinary arts instructor (cafeteria) regarding any allergies.
- Medical documentation must be submitted to substantiate food allergies and food substitution.
- Juice is available for substitution of milk for lactose intolerant students.

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- Vegetarian substitutions are available upon request. Please see the culinary arts instructor for what is available.

Upper Cape Tech participates in the free and reduced lunch program. Questions may be directed to the School Office.

#### **SALES AND SOLICITATIONS**

All sales and solicitations within the school or at school sponsored events by individuals or groups must have the approval of the Dean of Students.

A student may not sell any item(s) to any school personnel or another student for individual profit.

#### **ELECTRONIC DEVICES / CELL PHONES**

For security reasons and to insure a productive educational environment, electronic devices [to include, but not limited to radios, cameras, tape players, disc players, pagers, laser pointers or other electronic devices] are not to be in view or utilized in the school building. This also includes headsets, which are not allowed while students are working on computers. The same will apply during extra-curricular activities and/or athletic events.

Upper Cape Tech shall assume no responsibility for any electronic device or cellular telephone misplaced, lost, or stolen during school, after school, or while on any school related trip or event.

- **All electronic devices are to be put away upon entering the school and throughout the day.**

Violation of the above will result in confiscation and/or suspension.

#### **Cell Phone / Electronic Devices Use Policy**

- **These items are not to be utilized in the school building or on school grounds during school hours or during after-school detention and extra help.**
- **Use of these items on school externships and field trips may be used ONLY with permission of a faculty member.**

- **Cell phones / electronic devices seen in use by staff members during the school day will be confiscated, turned in to the Dean of Students, and returned to the student:**
    - **1<sup>st</sup> time: after serving an assigned and scheduled office detention.**
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- **Each subsequent offense may result in a number of scheduled office detentions equal to the number of times the item has been confiscated, after which the item is returned.**
  - **Cell phones confiscated shall be turned over intact – to include battery and memory cards.**
  - **Cell phones/ electronic devices can be used at extra-curricular activities OUTSIDE of the building.**

#### **LOST AND FOUND**

The lost and found department is located in the In-School Suspension office. If you have any lost articles or lose anything, check with the In-School Suspension instructor. From time to time unclaimed articles will be donated to charity.

#### **LOCKERS**

Lockers are not to be shared. You are responsible for the care and contents of your locker and liable for any damage. Only school-issued locks are to be placed on students' lockers; all other locks will be removed. All student lockers must be maintained in a neat and orderly manner. No application of stickers or writing either inside or outside of lockers.

#### **MONEY AND VALUABLE ARTICLES**

Please do not bring large amounts of money or valuables to school. All valuable articles should be in possession of the owner at all times or held in the school safe located in the School Office. The school cannot accept responsibility for stolen money or other articles.

#### **SCHOOL INSURANCE**

Students attending the Upper Cape Cod Regional Technical School are covered during school hours by an accident policy purchased by the school. A school accident and health insurance program providing extra coverage is made available to all students at the beginning of each school year.

#### **INDUSTRIAL ACCIDENT**

A student may be required to submit to drug/alcohol screening if; in the course of the school day the student is involved in any incident concerning personal injury or property damage to the student or others.

In the event that any student requires off-site medical treatment as a result of the industrial accident; the student may be required to submit to drug/alcohol screening as medical treatment is being provided or as soon thereafter as practicable.

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### **TEXTBOOKS**

Textbooks are provided to all students in required subject areas. You are responsible for their condition and security. Should your book become damaged, written in, or lost, you will be required to pay for its replacement promptly.

### ***STUDENT RESPONSIBILITIES***

#### **CARE OF YOUR SCHOOL AND PERSONAL PROPERTY**

“Through these doors walk students who have been recognized for their outstanding attitude and performance.”

We feel it is a matter of personal and school pride that each and every student make a commitment to do everything possible so that the appearance of our school and grounds expresses a positive message to everyone.

This commitment includes using the common sense approach. Trash belongs in trash cans, food is to be eaten only in designated areas, gum and graffiti have no place on the floor, desks, tables or walls. The furniture and equipment in our school are for your use; please help take care of it.

Open containers (drinks) are not allowed (without prior medical approval) in classrooms and/or corridors and will be subject to confiscation.

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school.

Students who disfigure property, break windows or do other damage to school or personal property or equipment will be required either to pay for the damage which is done or replace the item. Appropriate discipline will also be administered.

### **HOMEWORK POLICY**

Every academic and technical teacher is required to assign homework daily/weekly as appropriate to the curriculum. Assignments requiring significantly more time such as lengthy compositions, research papers, or projects will be scheduled in advance, taking into consideration the amount of time required to complete the assignments.

Homework assignments will vary to reflect the different purposes they serve. Homework grades must be incorporated into the student's daily or weekly grade and hence will impact on the final average.

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#### **ACCEPTABLE USE POLICY / INTERNET**

Upper Cape Cod Regional Technical School offers Internet access through our school network for students and faculty solely for educational purposes. The network is to be used to support teaching and learning and is to be used in a responsible, legal, and ethical manner. Failure to comply with this acceptable use policy will result in the termination of network privileges for the user and/or disciplinary action.

Network users, including students, faculty, staff and guests are responsible for behaving appropriately on the network and containing their research to support the educational goals of the school. All users are required to conduct themselves in accordance with school policies and the laws of the United States and Commonwealth of Massachusetts. Use of the network for any illegal or commercial activities is prohibited. Illegal activities include downloading of copyrighted software, music and videos.

Students are not to use outside email, chat rooms, message boards, blogs, or other forms of direct electronic communication in school unless authorized by their teacher as part of a school-related assignment approved by the teacher.

Students may access the Internet only with adult supervision. Every effort will be taken to protect students from abuses that may be encountered on the web. However, there is no system in place that can totally filter out all objectionable material. Teachers are asked to vigilantly monitor student use of the network. Students and teachers are asked to notify the technology administrator immediately if they come across inappropriate content.

Every family must decide if their children should have access to the Internet. Parents and guardians must sign the Parent Signature Sheet (tear-out sheet) at the front of the Student Handbook and return it to Upper Cape Tech before the student can use the Internet in school

The following are prohibited:

- Making changes to the content or configuration of a computer on the network.
- Downloading or installing computer software, shareware, or freeware without permission from the Technology Staff.

- Use the Internet to access and/or transmit material in violation of any United States or Commonwealth law, including copyright law.

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- Downloading streaming video and audio (music) for recreational purposes. (This includes radio feeds.)
  - Using any social networking site.
  - Using commercial web-based email such as Hotmail, Yahoo-mail, etc. on any school computer.
  - Using any type of instant messaging, including, but not limited to, AOL Instant Messenger, MSN Messenger, etc.
  - Attempting to gain access to unauthorized network resources.
  - Attempting to trespass in another person's files or folders.
  - Permitting or authorizing any other person to use your personal network username and password.
  - Attempting to destroy data or disrupt the operation of the network or PCs in school.
  - Storing personal data or files on the local hard drive of any computer. Data and files should be stored in your assigned network folder only.
  - Knowingly spreading computer viruses.
  - Accessing, downloading, or transmitting material of a profane or obscene nature, including materials depicting illegal or dangerous acts, advocating violence, or discriminating toward other persons.
  - Using the Internet to harass or annoy any other person or send anonymous messages.
  - Forwarding chain letters.
  - Intentionally wasting resources such as paper, ink cartridges, electronic storage space, etc.
  - Engaging in "hacking" or any other illegal activity using the network.
  - Using school computers/Internet for other than educational purposes including:
    - Playing non-educational games
    - Participating in non-academic activities
    - Commercial purposes
    - Political lobbying
    - Fund raising
  - Participating in any type of teleconferencing, chat, or listserv without permission from the Technology Staff.
  - Engaging in any other inappropriate use of the system.
- A responsible network user will:
- Always use polite, non-abusive language.
  - Conform to copyright laws.

- Never reveal personal information such as full name, address, age, parents' names, telephone number, credit card numbers, social security numbers, etc. 42
- Never tamper with the system or alter, delete, or destroy files or data.
- Never agree to meet in person someone whom you have "met" online.
- Be aware that an online survey, contest, or free product offer may be a scheme to get your personal information.
- Evaluate the reliability of online sources of information and realize not everything posted online is true.
- Be aware of security risks and minimize risks by logging off the network when a computer is unattended.
- Use the Internet and other electronic resources in support of education and research consistent with the educational objectives of Upper Cape Tech.

#### **PRIVACY**

Internet use is not guaranteed to be private. Use of the Upper Cape Tech network is electronically monitored and controlled. You may expect only limited privacy in the content of your personal files or record of Internet research activities. Information sent or received via the Internet, or other means, over computers owned by the school is the property of Upper Cape Cod Regional Technical School and may be assessed at any time for its review.

From time to time routine maintenance of files will be performed on individual computers and files may be deleted. Always keep a backup of your files on flash memory or other electronic media. Routine maintenance and monitoring may lead to the discovery that you have violated this Policy or the law. In that event, appropriate action will be taken.

#### **SOFTWARE**

Installation, troubleshooting, and training for standardized software purchased by the district will be given priority. Other software purchased by classroom teachers will be supported as time permits. Software used in the curriculum or lab environment must be licensed for the greatest number of simultaneous users or as site licenses and must be owned by Upper Cape Tech. Single copies will be considered evaluation copies and will not be supported, installed on multiple computers, or made available through the network.

Software that makes computers or the network harder to maintain and support and which offers little or no benefit over comparable software will not be supported. No software should be installed without permission of the technology administrator. The technology administrator reserves the right to uninstall unsupported media or reimagine any computer as necessary. No personal data or files are to be

stored on the local hard drive of any computer. Store all data and files in your assigned network folder. 43

#### **HARDWARE**

- The school does not support equipment brought in from the outside by any user.
- The technology administrator reserves the right to confiscate any outside equipment that interferes with the operation of the school network.
- The school district is not responsible for damage to or loss of equipment brought in from the outside.
- Permission to set up any outside equipment must be given in advance by the technology administrator or designated agent.
- Permission must be granted for use of electronic devices not owned or provided by the school district.

#### **CONCLUSION**

Use of the network and the Internet is a privilege, not a right. Inappropriate use of the network and the Internet will result in loss of privileges and, where appropriate, in disciplinary action pursuant to the Code of Discipline.

Students may use the Internet only with permission of their parent or guardian. The student and parent/guardian must sign the form enclosed in the Student Handbook as evidence that they have read, understand, and will observe the limitations set forth in this Acceptable Use Policy and agree that the student has permission to use the Internet.

#### **WEB SITE PRIVACY STATEMENT FOR PARENTS AND STUDENTS (www.uppercapetech.com)**

Upper Cape Cod Regional Technical School respects the privacy of all visitors to our district web site and is committed to protecting your privacy to the extent permitted by law.

You can read and download information at the UCT web site without identifying yourself or providing any personal information. No personal information is collected about you unless you voluntarily choose to provide it by sending e-mail, completing online forms, or filling out online surveys. You are not required to participate in any of these activities to view or download any information from our web site. Any personal information you voluntarily provide to us through e-mail messages, forms, or surveys will only be used to respond properly to your request. UCT does not share, disclose, or sell e-mail addresses or telephone numbers to other organizations.

### **DANCE REGULATIONS**

In order to ensure that school dances are run efficiently with a minimum of problems, the following policies will be in effect:

- All regular school rules are in effect. UCT students may register one guest at the time of purchasing tickets with the Dean of Students Office.
- No tickets will be sold at the door and the UCT student is responsible for the behavior of the guest. Appropriate disciplinary action will be used as with any school situation.
- Dances will be held from 7:00 to 10:00 p.m. All students must be picked up by 10:30 pm or they will not be allowed to attend the next dance. Students will not be allowed to enter the dance after 8:00 pm and students will not be allowed to re-enter if they leave for any reason.
- Students absent from school on the day of the dance or under current school suspensions are not permitted to attend dances.
- Regular school dress code according to the Student Handbook will be in effect.
- No sexually explicit or “dirty dancing”. Excessive body contact is not allowed. Hands remain on other person’s hands, waist, or shoulders only. Inappropriate dancing will result in immediate removal from the dance.
- There is absolutely no “moshing”, “head banging”, shoving, lifting people off the floor, crowd surfing. Any student involved in such dangerous activities will be removed from the dance immediately.

### **CLOSED CAMPUS REGULATION**

During the regular school day, students shall not leave the school building. Students shall not be allowed outside of the building or off school grounds during the regular school day without permission from the administration.

### **DRESS CODE**

Students of the Upper Cape Cod Regional Technical School District are expected to dress in a manner that is supportive of a positive learning environment that does not cause disruption or disorder in the school, and does not compromise the health and safety of students. The purpose of this dress code is to create consistency of interpretation of appropriate dress and will be enforced school wide.

- Clothing which resembles loungewear, pajamas, or underwear is prohibited.
- Undergarments may not be exposed at any time.
- Blouses/shirts should be constructed so that:
  - ◆ The top of the shoulder is covered and is fitted under the

arms (no halter tops, tank tops, strapless tops, spaghetti straps, or bare-shouldered tops of any type will be allowed).

◆ Females shall cover chest to insure that cleavage is not exposed

◆ Waist, hips, or midriff, may not be exposed.

- Pants must be secured/fitted around the waist at all times, and underwear must not be visible. Baggy and/or sagging pants will not be permitted at UCT.
- Leggings/ tights are considered an accessory and must be worn with dress/ skirt or shorts.
- Clothing shall be free of inflammatory, suggestive, racial, or other inappropriate writing, advertisement, or artwork.
- No clothing or other article may be worn or displayed which may indicate membership in a gang at school or any school function.
- Shorts, skirts, and dresses must be no more than two inches above the knee.
- Excessively ripped/torn pants or shirts are prohibited.
- Shoes/sandals must be worn at all times.
- Metal studded belts, wrist bands, necklaces, or chains are prohibited.
- **Students may not wear or carry coats, jackets, hats, caps, sweatband type headbands, bandanas, or sunglasses inside the building unless it is for religious or medical purposes.**

#### **SHOP DRESS**

**Each shop will have the latitude to require appropriate shop dress of students.** Appropriate dress will be understood to **include a uniform in most technical areas and proper footwear in each shop.**

For safety reasons, sneakers will not be considered appropriate in any shop area. Students not adhering to this rule will be subject to exclusion from shop instruction until proper footwear is worn.

Uniform style and color vary per shop and students' input is encouraged. When entering permanent shop placement, each student will be informed regarding required dress. Body jewelry may be inappropriate for shop environment.

Hats, appropriate to the individual trade area, may be worn only in the shop and at the discretion of the shop teachers. Hats must be removed when leaving the shop for other areas in the school building.

#### **INAPPROPRIATE DISPLAYS OF AFFECTION**

While teaching proper socialization skills, one of our objectives is to teach students that their behavior reflects upon themselves and their families. Simply put, "There is a time and a place for everything."

Inappropriate displays of affection constitute improper behavior for a school environment and are therefore not acceptable and subject to appropriate discipline.

#### **FIELD TRIPS**

The following regulations will govern the conduct of all students relative to field trips.

1. All students **are prohibited** from smoking.
2. Dress will be in accordance with school rules and appropriate for the place being visited.
3. The use, serving, or consumption of any alcoholic beverages on a field trip is prohibited.
4. Further, students shall be barred from any field trips if they have been drinking alcoholic beverages or using illegal drugs prior to their participation in said field trip and will be subject to appropriate discipline. All incidents will be reported to law enforcement officials, parents and guardians.
5. All students must travel by transportation provided by the school and return in the same manner.
6. Students must remain with the group at all times.
7. Students must observe all rules of the institution being visited.
8. Prior to a field trip, parental permission slips must be completed, signed by the parent/guardian, and turned in to the faculty member in charge of the trip.

#### **HALL PASSES / AGENDA POLICY**

At the beginning of each school year, all students will receive a free Agenda Book that will be the student's handbook, the academic time management tool, and the hall pass. This book must be kept available for every course, every period, every day of the school year.

- Students are expected to record all assignments daily.
  - **Students must write their name at the top of each hall pass page immediately after receiving the Agenda Book.**
  - Parents can refer to the Agenda Book to review the assignments, homework, and entries on the hall pass pages.
  - Students should not tear out or fold back pages of the Handbook.
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- If the Agenda Book is lost or damaged, a replacement must be purchased immediately from the Dean of Student's Office at a cost of \$8.00.
  - Disciplinary action may result if the Agenda Policy is violated.

#### **POSTERS / ANNOUNCEMENTS**

1. All posters / announcements to be displayed at Upper Cape Tech must first be approved by the Dean of Students. An indication of the approval must be displayed on the poster / announcement.
2. The individual(s) responsible for the poster / announcement is to remove them as well.

#### **TELEPHONE / STUDENT MESSAGES**

A public phone for student use is located outside the School Office. This phone is to be used before school, during lunch, or after school.

At no time are students to use the pay phone during class or passing time. Emergency phone calls can be made from the Guidance Office with counselor permission.

Emergency messages from a parent/guardian will be delivered to students. Beepers and cell phones are never necessary in school as they are disruptive to the school environment. All messages will be processed through the administration.

#### **EYE PROTECTION**

Students will be expected to wear approved safety glasses in shops where such eye protection is required. Approved safety glasses are available for purchase in the School Security Office.

#### **DISCRIMINATION / HARASSMENT POLICY**

Harassment is the unwanted attention from anyone through annoying, threatening, or demanding behavior causing fear and/or preventing another's normal behavior and actions. It can range from verbal baiting to name calling to sexual harassment.

The procedure dealing with harassment issues can be formal or informal. It may be possible to resolve an offensive situation informally without an extensive and involved investigation. However, any involved party may request a formal investigation at any time. Based on the seriousness of the charge, the Title IX coordinator may decide that a formal investigation is most appropriate to address issues. Upper Cape Tech's Title IX coordinator is the Director of Curriculum and Instruction.

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#### **INFORMAL PROCEDURE**

The Title IX Coordinator may facilitate a conversation between the two parties where the complainant may tell the respondent that the behavior is offensive and must stop. Examples of possible resolutions under the procedures are:

- Verbal statements of apology
- Letters of apology
- Assurances that the behavior will end

- Mediation

The informal procedure will be completed within five (5) school days and the Title IX Coordinator will notify all involved parties of the results of the informal process. The length of time for this procedure may be extended due to the illness of anyone involved in the procedure. If all parties involved in the informal process feel that a resolution has been achieved, no further action will be taken. If any of the parties feel that resolution has not been achieved, participants will engage in the following formal procedure.

**FORMAL PROCEDURE**

A formal investigation is initiated when any of the following three criteria are met:

1. Any of the parties involved requests a formal procedure.
2. The Title IX Coordinator determines that the formal procedure is necessary due to the seriousness of the allegations or repeated behavior.
3. Any of the parties involved in the informal process feels that the informal procedure was either inadequate or unsuccessful.

The formal procedures will be completed within five (5) school days. The length of time for this procedure may be extended due to the illness of anyone involved in the procedure. During this time the Title IX Coordinator will:

1. Document the allegations in written form.
2. Notify a parent/guardian if a student under 18 years of age is involved.
3. Conduct an investigation of the complaint and prepare a written report with a description of any actions already taken or proposed.
4. Notify all parties of the results of the investigation including parent/guardian if a student under 18 years of age is involved.

Recommendations for discipline will be referred to the Dean of Students. Discipline in harassment cases will be dealt with in accordance with school policy. All documentation of harassment grievances will be kept on file with the Title IX Coordinator.

**APPEALS**

A party may appeal the Title IX Coordinator's decision in writing, to the Assistant Superintendent/ Principal within ten (10) days of receipt of the findings of the formal procedure. The Title IX Coordinator's decision will be reviewed to ensure adequacy of the investigations and conclusions. Parties will be given an opportunity to submit additional relevant information. The Assistant Superintendent/ Principal will make a decision and inform all involved parties of his decision within thirty (30) school days.

The Director of Curriculum and Instruction is the coordinator for the Title IX of the Educational Amendments of 1972, Section 405 of the Rehabilitation Act of 1973, and Chapter 622 of the Massachusetts Act of 1971. These laws protect students from discrimination on the basis of gender or physical disability. Students who feel they have been excluded from participation in, denied the benefits of, or subjected to discrimination under any educational program or activity at Upper Cape Cod Regional Technical School on the basis of gender or disability should bring the grievance to the attention of the Title IX Section 504 coordinator. Chapter 622 further insures that all aspects of public school education in Massachusetts must be fully open and available to both sexes and minority groups. No school may exclude a student from any course, activity, service, or resource available in that public school on account of race, color, gender, sexual orientation, religion, or national origin.

Students who feel that they have been deprived of their rights under these Acts are encouraged to seek compliance by following the Student Grievance Procedure or by filing a complaint with the Office of Civil Rights, United States Department of Education, Region 1, 140 Federal Street, 14<sup>th</sup> Floor, Boston, Massachusetts 02110.

**PARENT / STUDENT RIGHTS  
IN ELIGIBILITY DETERMINATION  
IEP DEVELOPMENT AND PLACEMENT AND IDEA-2004**

The following is a description of the rights granted by Federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child referred for an initial evaluation to determine eligibility under Section 504 or IDEA 2004;
2. Have evaluation and educational decisions made based upon a variety of information sources and by persons who know the student and the evaluation data;
3. Receive notice with respect to eligibility determination, IEP development, and placement of your child;
4. Have the school district advise you of your rights under Federal law;
5. Have your child receive a free appropriate public education. This includes the right to be educated with students with no disabilities to maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;

6. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disability.

### **STUDENT GRIEVANCE PROCEDURES**

#### **DISCRIMINATION:**

- Level 1. Students shall be required to bring any allegations of discrimination to the attention of the Title IX and Section 504 Coordinator, who is the Director of Curriculum and Instruction.
- Level 2. If the matter is not resolved within seven (7) days, the student may appeal in writing to the Superintendent or his designee.
- Level 3. If, at the end of fourteen (14) days, the matter remains unresolved, the student has the right to appeal in writing to the School Committee.
- Level 4. The School Committee shall investigate the complaint and respond in writing to the complainant no longer than fourteen (14) days following the next regularly scheduled meeting.

#### **OTHER ISSUES:**

The student grievance procedure has been established to deal with problems that go beyond those that could be handled by your immediate teacher, guidance counselor and/or member of administration. It is designed to handle situations that may affect groups of students (i.e., shop, academic class, cafeteria, etc.)

- Step 1. Present problem to faculty member in the best position to resolve (i.e., teacher, counselor, administrator.)
- Step 2. If problem is not resolved then put it in writing and present it to the Student Council.

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- Step 3. The Student Council Executive Board will review the problem with its advisor to determine its merit. The President of the Student Council will then meet with the Assistant Superintendent/ Principal in order to discuss and resolve the problem.
- Step 4. If a satisfactory solution is not developed at Step 3, the Assistant Superintendent/ Principal and the president of the Student Council will then meet with the Superintendent to discuss all aspects of the problem. The Superintendent will then render his decision.
- Step 5. If none of the above steps satisfactorily resolves the problem at hand, the Student Council President may request it be placed on the School Committee agenda.

**‘HAZING’ IS PROHIBITED**

The term “hazing” shall mean any conduct or method of initiation into any student organization which willfully or recklessly endangers the physical or mental health of any student or other person.

\*\*Refer to School Policy Document SEXUAL HARASSMENT, BULLYING & HAZING (JICFA/JICFB) as approved by the District School Committee on April 1, 2010, posted on the Upper Cape Cod Regional Technical School website ([www.uppercapetech.com](http://www.uppercapetech.com)) or the School Superintendent’s Office.

**REMINDER:**

Upper class students are to treat new students and members of the opposite gender with respect. Failure to follow this policy will result in disciplinary actions. (See Disciplinary Procedures in Student Handbook.) Serious offenses or repeated offenses will result in suspension and may lead to exclusion.

Chapter 665 “An Act Increasing the Penalties of Hazing” is available to anyone upon request.

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“As an educational institution we support the right of every student to an equal education regardless of race, color, gender, religion, national origin or disability. To that end, derogatory racial / genderual comments are not acceptable. We request parental support to uphold the ideal that all students have the right to achieve their highest potential in a safe, friendly, non-prejudicial environment.”

ANY STUDENT HAVING QUESTIONS OR CONCERNS REGARDING HIS / HER RIGHTS AS A STUDENT MAY CONTACT THE PRINCIPAL.

**SPECIAL EDUCATION**

Access to the general education curriculum is the foundation of the Special Education Program. The Special Education Program is based on the concept that all students have the opportunity to obtain challenging courses, which will allow them to achieve high levels of performance. Through the inclusion model, special education students are supported in the mainstream by special education team teachers who provide accommodations, modifications and differentiated instruction. Academic support classes provide small group instruction and the opportunity to develop organization skills related to content area classes. The Upper Cape Tech Special Education Program reflects the philosophy that the least restrictive environment is the most appropriate placement to maximize a student’s educational experience.

**GUIDANCE**

The Guidance Department consists of: Guidance, Title I, and Health. The Guidance Department works as a TEAM to maximize each student's potential and to support parents and teachers.

#### **GUIDANCE**

In this area counselors are available to assist and advise students about academic problems, course selection, college admissions, financial aid and personal issues. A four-year developmental "in class" guidance program offers students a series of regularly scheduled lessons and activities which address the following areas:

1. Educational and occupational exploration and career planning
2. Decision making skills
3. Knowledge of self and others
4. Understanding of the global market place

Mass CIS, a web based program, provides students, parents, counselors, and supervisors with information about careers, colleges, financial aid and scholarships. It is a comprehensive guidance resource available on computers located in the Student Services office and the Upper Cape Tech Library

The Guidance Department has the following informational publications:

1. College Handbooks
2. Student and College catalogs
3. Occupational pamphlets
4. Financial aid information
5. Study aid pamphlets
6. Literature on job seeking techniques

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#### **SCHEDULE CHANGES**

Every effort will be made to place students in courses that are appropriate for their abilities and future educational or career interests. Maximum student and parent input will be allowed during the time course selections are made. Once those selections are made, we will honor them to the extent possible. No changes will be made in selections after this except for the following reasons:

1. Valid Teacher Reason
- or
2. Exceptional Circumstances

*(In the case of exceptional circumstances, the student requesting the change and the student's parent/guardian will need to meet with the guidance counselor to discuss the change.)*

#### **TITLE I**

The Title 1 Program offers "in class" support for struggling student learners. Students qualify for "in class" Title 1 support based on a multi-criteria checklist.

#### **ENGLISH LANGUAGE LEARNERS**

The Upper Cape Cod Regional Technical School district uses qualified staff and appropriate procedures and assessments to identify students who are Limited English Proficient and assess their levels of English Proficiency.

### **TESTING**

In order to evaluate the achievement of students, the Guidance Department administers several tests as follows:

#### **Stanford 10 Test**

The Stanford 10 is a standardized, norm referenced test that is administered at Upper Cape Tech in grades 9 through 12 and to accepted applicants in the sending districts in grade 8. The test is used primarily to evaluate student achievement as well as individual student progress. The Stanford 10 Achievement will be administered in late spring of 2012.

#### **ASVAB (Armed Services Vocational Aptitude Test)**

The ASVAB is an optional test that measures academic and vocational aptitude. It is administered to junior and senior students who are planning to enter the military. The ASVAB is scheduled for February 2012.

#### **PSAT / NMSQT (Preliminary Scholastic Aptitude Test / National Merit Scholarship Qualifying Test)**

This test offers students an opportunity to practice taking the SAT. Scores are used to predict SAT results and are used by the National Merit Corporation to identify scholarship candidates. The test is developed for 11<sup>th</sup> grade students. The PSAT / NMSQT is scheduled for October 2011. Pre-registration is required. (*Fee charged.*)

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#### **SAT (Scholastic Aptitude Test)**

This test is a college success indicator. The test covers English, Math, Science and Reading. The SAT is scheduled for December 2011. Pre-registration is required. (*Fee charged.*)

#### **MCAS (Massachusetts Comprehensive Assessment System)**

MCAS is a statewide test that provides information on individual student learning and on school and district progress in improving student performance. All freshman and sophomores are required to participate in this assessment program, as indicated.

*MCAS is scheduled for spring 2012*

- Grade 10 ELA Language & Literature – March 20, 21, 22
- Grade 10 Mathematics – May 15, 16
- Grade 9 Science and Technology – June 5, 6

### **MCAS FAILURES**

Students who failed one or both portions of the MCAS test will be offered remediation as follows:

#### **MCAS PREP CLASSES**

Juniors and seniors who have yet to attain an MCAS competency determination will be provided additional MCAS assistance. This will include special MCAS prep classes during academic week and tutoring after school and during shop week. MCAS remediation is required unless exempted by parent request and signature.

#### **INFORMATION SERVICES**

Guest speakers, books, and pamphlets are just some of the resources used to provide career, college and placement information for Upper Cape Tech students. College representatives, military personnel and social service agency representatives are scheduled throughout the year to provide up-to-date information for interested students.

#### **EXPLORATORY PROGRAM**

All ninth grade students participate in the exploratory. Each student selects two shop preferences on the application. Students will explore all thirteen shop areas for one day each and then they will explore five shops for one week each.

During the exploratory period, students will receive counseling in the areas of decision-making and career planning. Permanent shop placement will be determined at the end of the exploratory cycle, based upon student interest and performance evaluations throughout the exploratory period. Issued safety glasses must be utilized during the exploratory period for each shop.

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#### **ADMISSIONS**

Students are admitted to Upper Cape Tech from September to March. Admissions are based on student point totals related to grades, discipline, and attendance. Admissions occur throughout the year until all vacancies are filled. All Regional students are offered a tour of Upper Cape Tech and a presentation by Upper Cape Tech Guidance Staff at their school.

A one-day shadowing experience can be arranged at Upper Cape Tech with the permission of the student's parent and the sending school. This shadow experience allows a student to participate in a shop of their choice for one day. Shadowing experiences can be arranged by contacting the Upper Cape Tech Guidance Department.

#### **NONTRADITIONAL SUPPORT GROUP**

Students entering the freshman class are encouraged to explore all areas with an open mind. At monthly meetings, students who have chosen nontraditional shops strongly support each other and address mutual concerns. Annually, an exchange day with nontraditional groups from area technical schools gives our students an extended opportunity to address gender stereotyping and future employment opportunities open to technical graduates.

### **COOPERATIVE WORK EXPERIENCE AND PLACEMENT**

Upper Cape Tech maintains a placement service to assist students in securing positions in the Cooperative Program as well as permanent job placement upon graduation.

The “Cooperative Work Experience” is a program of supervised on-the-job training for selected 12<sup>th</sup> grade students and some highly recommended 11<sup>th</sup> grade students through a cooperative arrangement between school and the employer. At the completion of two years in a specified trade area, a candidate for the Cooperative Program must demonstrate a creditable degree of achievement in his/her shop, must maintain C or better average and give evidence of positive cooperation within the school environment as well as an acceptable record of attendance and punctuality.

Students will work on job sites under the direct supervision of a skilled tradesperson during hours parallel to a school day program. In the fields of Health Occupations and Culinary Arts, hours may vary by necessity to meet human service needs. An employer must have Worker’s Compensation Insurance to cover any cooperative student.

The student must provide transportation to the job site. Each student is responsible for returning a weekly evaluation sheet to their Co-op Advisor. If for any reason a student fails to adhere to the regulations,

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the cooperative agreement will be voided and the student will return to school full-time. Under no circumstances is a cooperative student to terminate his/her job before consulting with his/her Guidance Counselor and his/her Co-op Advisor / Supervisor.

### **PARENT CONFERENCES**

Parents have the right to confer with teachers, counselors and administrators at any reasonable time. The School Office is open from 7:30 a.m. to 3:30 p.m. for purposes of transacting the business of the regular school day program. Periodically the school conducts open house and parent night programs.

Appointments for conferences with individual professional staff members should be made in advance. Appointments for conferences may be arranged by contacting the school requesting a teacher, counselor, or administrator to set an appointment date. Conferences on student progress are most efficiently arranged through the Guidance Office.

### **HEALTH SERVICES**

The purpose of Health Services at Upper Cape Tech is to maintain and promote good health through education and preventive medicine.

Health services are available to any student in case of sudden illness or accident. First aid will be administered and the parent or guardian notified. In the event of serious injury or medical emergency, the student will be transported to Falmouth or Tobey Hospital and the parent or guardian will be notified.

All injuries, however slight, must be reported to the instructor and the school nurse so that first aid may be given and a record made for insurance purposes.

**PHYSICALS:**

Prior to admission to Upper Cape Cod Regional Technical School, each student is required to have a complete physical examination by his/her physician. A form is provided by the school identifying the information required. Prior to participating in school sports, students must be examined by the school doctor or their own personal doctor.

**IMMUNIZATIONS:**

Completion of an immunization record documented by a physician to include a Mantoux (tuberculosis) test is also required prior to admission.

**MEDICATIONS:**

**ADMINISTRATION OF MEDICATION IN SCHOOL:** Ideally all medication should be given at home. However, medication will be administered during school hours with a written, signed and dated

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statement by the prescribing physician when appropriate. This must include diagnosis, necessity for the medication, the drug, dosage, route of administration and time to be given. Students who must have medication administered during the school day are required to do so under the supervision of the school nurse. **(All medications are to be kept under the control of the nurse in the health office.)**

Consequences for carrying prescription medications on school grounds will be dealt with according to the DRUG / ALCOHOL POLICY.

The school nurse does not administer over-the-counter medication including aspirin.

Communication between the parent or guardian and the school nurse relative to any health problems concerning the student is encouraged and welcome. A student's medical problem which could affect his/her performance, safety, or general well being during school hours should be brought to the attention of the school nurse.

It is requested that any student who is absent for more than three consecutive days, due to a medical reason, report to the school nurse's office on his/her return to school. In some situations, the student may

be requested to submit a physician's statement explaining his/ her absenteeism and /or any possible restriction on physical activities.

#### **FRAGRANCE SENSITIVITY AWARENESS**

Perfume, cologne, strong smelling body sprays and lotions are common irritants that can adversely affect the health of certain individuals. Exposure to fragrances can trigger asthma, migraine headaches and other severe health ailments in people who are sensitive to chemicals. UCT is committed to the health and safety of all students and employees. Minimizing the use of fragrances at school is a key step in creating a healthy environment for all. Please be aware of the health needs of others and refrain from wearing strong smelling fragrances at school.

#### **McKINNEY-VENTO HOMELESS EDUCATION POLICY**

Members of the public and the Upper Cape Cod Regional Technical School district are hereby informed of the provisions of an act to ensure that homeless children and youth have equal access to the same free, appropriate public education as provided to other children and youth. Upper Cape Tech has designated a staff person to serve as the Homeless Education Liaison, whose role it is to assist homeless children to enroll in school and to receive the educational services for which they are eligible, and to ensure that homeless youth participate fully in the opportunities at Upper Cape Tech without segregation or stigmatization.

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#### **Definition**

The homeless population consists of preschoolers, children and youth who lack a fixed, regular and adequate nighttime residence, including those who are:

- sharing the housing of other persons due to loss of housing or economic hardship
- living in motels, hotels, trailer parks or camp grounds due to lack of alternatives
- living in publicly or privately operated emergency or transitional shelters
- living in places not designated for the sleeping accommodation of human beings
- living in cars, parks, public spaces, abandoned buildings, substandard housing
- living in temporary, transitional or emergency care, awaiting foster placement
- unaccompanied youth under age 18, not in physical custody of parent/guardian

#### **Enrollment**

The parent of a homeless child, or unaccompanied youth acting on his own behalf, has the right to choose continued enrollment in the school of origin or to enroll in the school where the child is sheltered.

- Students choosing their school of origin have a right to remain there until the end of the school year in which they get permanent housing.
- Students choosing to enroll where they are sheltered must be immediately enrolled with or without records ('enrollment' means attending classes).
- The homeless education liaison must obtain records from the school previously attended and must ensure access to all school activities and events.

#### **Transportation**

Homeless students are guaranteed transportation to and from the school of origin or the school where the student is sheltered. The school systems involved will follow the guidelines for reasonable commuting time (one hour) and for cost apportionment outlined in state advisories. The homeless education liaison will ensure that parents or unaccompanied youth are informed of their right to transportation.

#### **Access to Comparable Services**

- Homeless students will be provided services and educational programs comparable to those received by other students and for which they meet eligibility criteria, including but not limited to: services provided under Title I or similar state or local programs; 59 programs for students with disabilities; programs for students with limited English proficiency; vocational or technical programs; and school nutrition programs. (Documentation of homelessness constitutes immediate eligibility for free meals.)
- Homeless students will be referred for counseling and medical services available to other students.
- Parents of homeless students will be informed of opportunities to participate in their child's education.

#### **Dispute Resolution**

If a dispute arises over school selection or enrollment, the homeless student will be enrolled immediately in the selected school, pending resolution of the dispute. The school will attempt to resolve the dispute in-district, and will provide the parent or unaccompanied youth with a written copy of the placement decision and their right to appeal the decision. The homeless education liaison will carry out the dispute resolution process in a timely manner as specified in the state advisory.

#### **CONFIDENTIALITY**

Confidentiality of school health records and disclosure of health related information are handled in compliance with the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPPA). A release of information form must be

signed by the parent or guardian prior to disclosure of any health related information regarding students to any school faculty or associated healthcare providers. Verbal permission for disclosure of information cannot be accepted. Health related information exchanged as a result of the required signed release will become part of the student's school health record.

It is the health office policy for disclosure of health information of student to be in written memorandum form entitled "CONFIDENTIAL". The memo will include names of individuals to receive the information. The memo is to be reviewed with the parent or guardian and approved prior to disclosure of information. A signed acknowledgement indicating the receipt of the information by said individuals will be filed in the student's health record.

#### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy act (FERPA) (20 U.S.C. / 1232g; 34CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to **all schools that receive funds under an applicable program of the U.S. Department of Education.**

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- FERPA gives parents certain rights with respect to their children's education records.
- Parents or eligible students have the right to inspect and review the student's education records.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR / 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- Juvenile justice system, pursuant to specific State law.

Schools may disclose, without active consent, "Directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance as long as parents and eligible students are given enough time to request their information NOT be disclosed.

Schools must notify parents and eligible students **annually** of their rights under FERPA.

**ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)**

All children diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (TTLV III) and receiving regular medical attention are able to attend school, except when certain conditions are present as specified in the Massachusetts Department of Public Health AIDS School Attendance Policy adopted by the School Committee.

Only persons identified by the Superintendent as having absolute "need to know" should be informed of the child's diagnosis.

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**UPPER CAPE COD REGIONAL TECHNICAL SCHOOL  
GRADING PERIODS / 2011 - 2012**

**1<sup>st</sup> Quarter (46 days)**

Begins August 30 – Ends November 4  
Warning Period begins October 4  
Grades close November 4  
Grades due in Student Services November 8

**Report cards issued November 14**

**2<sup>nd</sup> Quarter (43 days)**

Begins November 7 - Ends January 20  
Warning Period begins December 13  
Grades close January 20  
Grades due in Student Services January 24

**Report cards issued January 30**

**3<sup>rd</sup> Quarter (45 days)**

Begins January 23 - Ends March 30  
Warning Period begins February 28  
Grades close March 30  
Grades due in Student Services April 3

**Report cards issued April 9**

**4<sup>th</sup> Quarter (46 days)**

Begins April 2 - Ends June 14  
Warning Period begins May 8  
Grades close June 14  
Grades due in Student Services June 14

**Report cards issued June 21**

**(Grade 12)**

Begins April 2 – Ends May 24  
Warning period begins May 8  
Grades close May 24  
Grades due in Student Services May 29

**Report cards issued June 1**

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**GRADING SYSTEM - GRADING / PROMOTION**

**Numerical Value of Letter Grades**

A =	94 to 100	C =	74 to 76
A- =	90 to 93	C- =	70 to 73
B+ =	87 to 89	D+ =	67 to 69
B =	84 to 86	D =	64 to 66
B- =	80 to 83	D- =	60 to 63
C+ =	77 to 79	F =	Below 60 (No Credit)

**PROMOTION REQUIREMENTS**

**NOTE:**

- **Any Grade 9 student failing English, Math, and/or Science will be required to attend summer school.**
- **Any Grade 10 student failing English and/or Math will be required to attend summer school.**

**HONOR ROLL**

The honor roll system is established to provide students the opportunity to achieve recognition and distinction for academic and technical achievement. There is no limit to the number of students listed on the honor roll. Each student's effort and ability are the only controlling factors.

**REQUIREMENTS FOR HIGH HONOR ROLL**

1. Grades for the marking period must be all A's, except one B.
2. All attitude marks average or above.
3. Any negative comment will prevent student from making the

## HIGH HONOR ROLL.

### **REQUIREMENTS FOR HONOR ROLL**

1. Grades for the marking period must be all A's and B's
2. All attitude marks average or above.
3. Any negative comment will prevent student from making the HONOR ROLL.

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### **STUDENT RECORDS**

Your school records are available to authorized persons in accordance with student record regulations established under Chapter 71, Section 34D and Section 34E of the Massachusetts General Laws.

Complete copies of the Student Records Regulations, IDEA 2004, Special Needs and Chapter 622 Equal Opportunity Regulations are available in the Student Services Office and in the School Library.

The Massachusetts Department of Education has written regulations for student records. A copy of these regulations is available in the Guidance Office where student records are maintained.

Students who are of the age of maturity (age 18) may request that the school records be sent directly to them. It is to be understood, however, that according to law, the parent or guardian of said student has the right to review the records of said student upon request.

Students of the age of maturity who wish their records mailed directly to them must request this change by means of a letter to the Assistant Superintendent/ Principal.

### **ACCESS TO STUDENT RECRUITING INFORMATION**

Recently Congress enacted the No Child Left Behind Act of 2001, which is listed below:

#### (a) POLICY

- 1) ACCESS TO STUDENT RECRUITING INFORMATION – notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), *each local educational agency receiving assistance under this Act shall provide on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings.*

- 2) to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students.  
NOTIFICATION – the Secretary of Education, in consultation with the Secretary of Defense, shall, not later than 120 days after the date
- 3) CONSENT – a secondary school student or the parent of the student may request that the student’s name, address, and telephone listing described in paragraph (1) not be released

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without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

- (b) SAME ACCESS TO STUDENTS – Each local educational agency receiving assistance under this Act shall provide military recruiters the same access of enactment of the No Child Left Behind Act of 2001, notify principals, school administrators,
- (c) and other educators about the requirements of this section.

**NOTE:** Any parent who does not want information on their student given to recruiters should notify the Principal in writing.

**AVAILABILITY OF ASBESTOS INSPECTION RESULTS  
AND MANAGEMENT PLAN**

The Asbestos Hazard Emergency Response Act (AHERA), requires that the school building be visually inspected by accredited inspectors and that bulk samples of suspected materials be taken where the material was not assumed to be asbestos. It further requires that management plans be created for each individual building. This document, the Asbestos Management Plan, provides the means and methods for dealing effectively with asbestos containing building materials.

This is to inform you of the availability of asbestos inspection results for the Upper Cape Cod Regional Technical School. Universal Engineering Corporation, a consulting firm, was contracted to perform the required asbestos inspections. In addition, visual inspections are conducted every six months, and a reinspection will be conducted every three years. The final reports, or plans, were received and are currently on file. One is available in the School Library, and the second copy is available at the School Administrative Office. These reports are public information and may be reviewed by any interested parties.

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**APPENDIX A / Massachusetts General Law, C. 71, S37H provides the following:**

- (a) *Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter 94 C, including, but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.*

- (b) *Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.*

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- (c) *Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.*

*After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b). (Chapter 51 of the Acts of 1994, approved July 1, 1994, effective September 29, 1994.)*

- (d) *Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.*

- (e) *When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If 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. (Amended as of October 18, 1994)*

**APPENDIX B / Massachusetts General Law, C. 71, S37H1/2 provides the following:**

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 of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal if said principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The students 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/her 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.*

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2. *The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his/her request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal 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 town with regard to the suspension.*
3. *Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such felony or felony delinquency, the principal of a school in which the student is enrolled may expel said student if such principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.*

*The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his/her 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 calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal, 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 town with regard to the expulsion.*

*Upon expulsion of such student, no school or school district shall be required to provide educational services to such student. (This section was added by Chapter 380 of the Acts of 1993 on January 4, 1994.)*

*The Department of Education and the Department of Youth Services shall, pursuant to a study and recommendations conducted by the MassJobs Council, assure that an educational opportunity is provided for a student whose*

admission to a school or right to educational services is regulated by the provisions of this act.

Said study shall contain a statistical analysis of the number of students who have been expelled and the services that are now provided, and recommendations for the provision of education to expelled students in the future. Said study shall be completed within five months and shall be submitted to the house and senate clerk and the house and senate chairmen of the Joint Committee on Education, Arts and Humanities.

**APPENDIX C / Student Contractual Agreement**

**SAMPLE**

**Upper Cape Cod Regional Technical School  
STUDENT CONTRACT**

In order for student name to return to Upper Cape Cod Regional Technical School, he /she will agree to the following:

- student name will provide a negative drug screen prior to re-entry and will undergo random drug screens as requested by the school administration, to be conducted at his/her expense. Drug screen information is available in the School Health Office.
- student name will attend individual counseling and letters should be sent to the school (guidance counselor) for documentation.
- student name will understand and agree to complete adherence of the rules set forth in the Student Handbook, in particular tardiness to school and class, attendance in school and class, and total cooperation with teachers, administrators and school personnel.
- student name will not be allowed to drive a car to school until further notice.
- student name understands and agrees that he will not be allowed to participate or attend any school activities or class events without specific prior approval.

I understand that failure to fulfill any of the conditions will be cause to have this contract terminated. I also understand that these conditions are for my benefit to help me be successful.

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Student Signature

Parent Signature

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Robert A. Dutch, Assistant Superintendent/ Principal      Date

***Upper Cape Cod Regional Technical School***

Kevin C. Farr, Superintendent  
Robert A. Dutch, Assistant Superintendent/ Principal  
Mark Dufresne, Director of Special Education  
Roger Forget, Director of Curriculum & Instruction  
Susan White, Dean of Students  
Patricia Gales, LPN Supervisor  
James McCue, Supervisor  
Thomas Silvia, Supervisor

**DISCLAIMER**

The laws, School Committee policies and school rules stated in this handbook are intended to ensure the safe, orderly, and educationally sound operation of Upper Cape Cod Regional Technical School. In addition to these written provisions, there may be times where, to further ensure the safe, orderly, and educationally sound operation of the school, the school administration may enforce a standard of conduct upon students that furthers this end. Furthermore, the school administration has the right to enforce any law, ordinance, or School Committee policy not written in this handbook. If a new law is passed, it supersedes current rules.

***Equal Educational Opportunity***

***Upper Cape Cod Regional Technical School admits students and makes available to them high school advantages, privileges and courses of study without regard to race, color, religion, national origin, homelessness, sexual orientation, gender or disability.***

***Reviewed by School Council / May, 2011  
Reviewed by School Committee / June, 2011***

***Portfolio Timelines for the 2011-2012 School Year***

**Freshman:**

September – January	Working on Reflection Journals
December	Shop Letter Applications (Begin 1 <sup>st</sup> A Week)
January	Reflection Journals Due
Spring	Career Plans in progress
May	Technical Skill Sample Due

**Sophomores:**

January	Technical Skill Sample Due
June	Career Plan for 9 <sup>th</sup> /10 <sup>th</sup> filed

**Juniors:**

September – June	Research Paper - as per teacher per quarter
January	<i>First</i> Technical Skill Sample Due
March	<i>Second</i> Technical Skill Sample Due

**Seniors:**

September	Reference Letter Requests
September - November	Career Plans completed by the end of First Quarter
September – May	Resume, Reference Letters, Forms per quarter per teacher
October	<i>First</i> Technical Skill Sample Due
March	<i>Second</i> Technical Skill Sample Due
May 11, 2012	Portfolios Due

***Note:*** Collection Days will be by appointment\* with the Related and/or Shop Instructors and the Portfolio Committee members on the Monday after grades close each quarter and the first Monday in June. \*Related and Shop Instructors will collect portfolio components throughout the year and store students' work in the file cabinets in each shop.