



Whittier Regional Vocational Technical High School

Student/Parent/Guardian Handbook 2024 - 2025



**115 Amesbury Line Road
Haverhill, MA 01830
www.whittiertech.org**



NEW ENGLAND ASSOCIATION
OF SCHOOLS AND COLLEGES

Whittier Regional Vocational Technical High School is accredited by the New England Association of Schools and Colleges, Inc., through its Commission on Technical and Career Institutions.

Inquiries regarding the accreditation status by the New England Association of Schools and Colleges should be directed to the administrative staff of the institution. Individuals may also contact:

Director

Commission on Technical and Career Institutions
New England Association of Schools and Colleges
1115 Westford Street, Third Floor
Lowell, MA 01851 USA

Phone: +1 781-425-7700

Toll-free (US): 855-88-NEASC / 855-886-3272

IN COMPLIANCE WITH FEDERAL AND STATE LAW, IT IS THE POLICY OF THE WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL NOT TO DISCRIMINATE ON THE BASIS OF RACE, COLOR, SEX, GENDER IDENTITY, RELIGION, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, AGE, ANCESTRY, VETERAN STATUS, GENETIC INFORMATION, LIMITED SPEAKING ABILITY HOMELESSNESS OR ANY OTHER CLASS PROTECTED BY STATE OR FEDERAL LAW IN ITS EDUCATIONAL PROGRAMS, ACTIVITIES OR EMPLOYMENT POLICIES.

INQUIRIES REGARDING COMPLIANCE WITH THESE POLICIES MAY BE DIRECTED TO THE PRINCIPAL AT WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL, 115 AMESBURY LINE ROAD, HAVERHILL, MASSACHUSETTS 01830, TEL. 978-373-4101, OR TO THE US DEPARTMENT OF EDUCATION, OFFICE OF CIVIL RIGHTS (OCR), 617-289-0111, WWW.ED.GOV/OCR.

Approved by:

Whittier Regional Vocational Technical High School Committee

SCHOOL COMMITTEE

Sandi Coppinger.....	Amesbury
Richard P. Early, Jr.....	Haverhill
Ronald Fitzgerald.....	Salisbury
Mary DeLai.....	Newburyport
David E. Irving.....	Rowley
Carol Sullivan	Ipswich
Michael Rossi.....	Merrimac
Brett Murphy.....	Newburyport
Patty Lowell.....	Amesbury
Chip O'Connor.....	West Newbury
Lisa O'Connor.....	Groveland
Kurt Slevoski.....	Georgetown
Johanna True.....	Newbury
Scott Wood.....	Haverhill

WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL ADMINISTRATORS

Maureen Lynch.....	Superintendent
Chris Laganas.....	Principal/Assistant Superintendent
Kara Kosmes.....	Business Manager
Katrina Jensen.....	Associate Principal
Patricia Fleming.....	Assistant Principal
Adam Gagne	Assistant Principal
Kristine Morrison.....	Director of Pupil Personnel Services
Paul Moskevitz.....	Vocational/Technical Coordinator
Amanda Crosby.....	Vocational/Technical Coordinator
Kelly Fay.....	Coordinator of Curriculum and Staff Development
Angel Cartagena.....	Director of Technology and Information Systems

TABLE OF CONTENTS

Absences, Lateness, and Dismissal Attendance.....	9, 10
Admissions.....	6
Alcohol.....	49
Appendix.....	58
Arrival of Students.....	12
Articles Not Permitted in School.....	38
Asbestos Management Plan.....	19
Assault of a Staff Member.....	50
Assessments.....	29
Assistance Directory.....	2
Athletics.....	23
Athletic Extracurricular/Co-Curricular Activities Required Release of Liability Form.....	UU
Autos.....	26
Beliefs About Learning.....	1
Bus Discipline.....	56
Bullying Prevention and Intervention.....	51
Cafeteria Conduct.....	16
Care of School Property.....	53
Chapter 76, Section 2: Duties of Parents; Penalty.....	L
Cheating and Plagiarism Policy.....	36
Class Rank.....	31
Clubs.....	7
Code of Conduct.....	40
Computer/Internet Network Acceptable Use Policy.....	Z
Computers and Internet Access.....	8, W
Concurrent Enrollment and Articulation Agreements.....	35
Cooperative Education.....	31
Core Values.....	1
Course Changes.....	28
Detention.....	39
Discipline/Student Conduct.....	37
Discipline and Students with Disabilities.....	46
Dismissal.....	12
Dress Code.....	15, CCC
Dress Code - Freshman Exploratory Expectations.....	15A
Dropout Prevention.....	11
Drugs.....	49
Due Process Protections.....	QQ
Educational Opportunities for Military Children.....	W
Educational Stability for Students in Foster Care.....	V
Emergency Plans.....	18
Enhanced Lockdown Drills.....	19
Equal Educational Opportunities.....	EEE
Failure Policies.....	31

Fees, Fines, Charges..... 14

FERPA Notification of Rights..... P

Field Trips..... 31

Fire Drills..... 19

Firearms..... 47

Food Service 17

Food Service A La Carte Purchases..... 17

Food Service-Payment Methods..... 17, 18

Food Services: USDA Nondiscrimination Statement..... 18

Fundraising and Student Activity Accounts..... 7

Gang Activities and Hazing..... 51

Graduation Awards and Scholarships..... 35

Grievance Procedures in Compliance with Title IX and Chapter 76, Section 5..... B

Guidance Services..... 28

Hall Guidelines..... 13

Harassment of Students (JICK)..... HH

Hazing..... 51

Hazing Guidelines: M.G.L Chapter 269..... M

Health Services..... 19

Homeless Students: Enrollment Rights and Services..... T

Homework Policy..... 30

Honor Roll..... 31

I.D. Cards..... 13

Important Phone Numbers..... Y

In-School Suspension..... 39

Internships..... 32

Late for Class..... 11

Late for School..... 11

Library/Media Center..... 8

Lockers..... 14

Lost and Found..... 15

Lunch Time Procedures..... 16

Make-up Work..... 30

Meal Charge Policy..... SS

Mediation..... 39

Medication Guidelines..... 20

Mission Statement..... 1

No School Announcements..... 12

Non-Discrimination Policy Including Harassment and Retaliation (AC)..... JJ

Non-Discrimination Policy Including Harassment and Retaliation (ACR)..... LL

Notice of Nondiscrimination: Chapter 76, Section 5..... G

Parking Contract..... 27

Physical Education..... 22

Physical Restraint of Students..... EE

PowerSchool..... 8

PPRA Notice and Consent..... R

Pregnant and Parenting Students..... 22

Progress Reports..... 30

Promotions and Graduation Requirements..... 33

Record Keeping Requirements..... RR

Report Cards..... 30

Rights and Responsibilities of Parents and Students..... 35

Safe Schools..... 3

Safety..... 50

School Attire.....CCC, 15

School Choice..... DD

School Surveillance.....53, FFF

SchoolMessenger.....8

Screening for Substance Abuse.....22

Search and Seizure.....54

Serious Illness, Injury, or Hospitalization..... 20

Sexual Harassment (ACAB)..... OO

Special Needs Service..... 29

Student Discipline..... 38, VV

Student Discrimination/Harassment Complaint Procedure.....N

Student Due Process Rights.....42

Student Government.....6

Student Passes.....13

Student Publications.....7

Student Records Guidelines..... G

Summer Reading Program.....30

Suspension.....39, 40, 43, 44, 45, VV, WW, XX, YY, ZZ

Telephones/Cell Phones/Electronic Usage..... 14

Title I Home/School Family Compact.....GG

Title IX and Chapter 76, Section 5 Compliance..... B

Title IX.....B

Tobacco Usage and Possession..... 49

Translation Services.....29

Transportation..... 55

Two Hour Delayed Opening..... 12

Uniforms.....15A

Use of Audio/Video on Buses.....55

Vandalism..... 54

Weapons Policy.....47

Website Information.....8

Work Permits.....33

“The rules you are about to read in this student handbook are in addition to our broad discretionary authority to maintain safety, order, and discipline inside the school zone. The rules support, but do not limit, our authority.”

MISSION STATEMENT

Whittier has a unified commitment to excellence in meeting the educational needs of individuals in the Whittier District, while being accountable to its member communities. This commitment is to enable students to be successful in their chosen technical pursuits and to become productive members of society.

CORE VALUES

Whittier Regional Vocational Technical School is committed in its core values to the development of **LEADERS** in the community.

- Lifelong Learning**
- Engagement**
- Academic and Technical Excellence**
- Diversity**
- Ethical Integrity**
- Responsibility**
- Skills and Knowledge Application**

BELIEFS ABOUT LEARNING

Whittier Regional Vocational Technical High School is firmly committed to an academic and technical education that will prepare students with employability skills, high academic standards, and a commitment to lifelong learning. Our commitment as a technical high school is to provide the highest quality instruction in both technical and academic programs for a diverse student population. Our technical courses reflect current national industry standards. Our academic and technical curriculum includes instructional strategies and materials that address the competencies set forth in the Massachusetts Curriculum Frameworks, Vocational/Technical Educational Frameworks, and National Standards. Through wise and intelligent use of the diverse resources of faculty, administration, students and the community, Whittier has as its primary goal the total development of the student who will succeed in an ever-changing technological society. Whittier is proud of its commitment and is pleased to be a dynamic part of the business and professional community it serves.

ASSISTANCE DIRECTORY

The list below indicates the most frequent concerns encountered by students and the area where assistance may be obtained.

Athletics	Athletic Director	ext. 312
Change of Address	Guidance Office	ext. 252
Changing of Schools	Guidance Office	ext. 252
Class Activities	Class Advisor	
Club Activities	Club Advisor	
Educational, Occupational, and Career Information	Guidance Counselor	ext. 252
Employment	Co-op Office	ext. 267
Free & Reduced Lunch Forms	Guidance Office	ext. 252
Grades	Guidance Office	ext. 252
I.D. Cards and Bus Passes	Assistant Principal	ext. 254
Illness	School Nurse	ext. 221
Lateness to School	Attendance Monitor	ext. 290
Lockers	Assistant Principal	ext. 254
Lost and Found	Security	ext. 308
Parking Permits	Assistant Principal	ext. 254
Personal Problems	Guidance Counselor	ext. 252
Placements (Co-op)	Co-op Office	ext. 267
PowerSchool	Director of Technology	ext. 340
Report a Student Absent	Attendance Monitor	ext. 290
Scheduling	Guidance Counselor	ext. 252
Scholarships	Guidance Office	ext. 252
School Insurance	Business Office	ext. 230
Special Education	Student Services	ext. 236
Student Activities	Assistant Principal	ext. 254
Student Activity Accounts	Principal	ext. 216
Title IX, Chapter 76, Section 5	Principal	ext. 216
Transcripts	Guidance Office	ext. 252
Transportation	Transportation Coordinator	ext. 232
Truancy	Assistant Principal/Attendance Monitor	ext. 290
Withdrawing from School	Guidance Office	ext. 252
Work Permit	Co-op Office	ext. 267

SAFE SCHOOLS

I. STATEMENT OF PURPOSE AND COMPLIANCE

- A.** This policy is adopted by the Whittier Regional Vocational Technical High School Committee as required by M.G.L. c.71 §37H, for the purposes of notifying members of the public, students, teachers and other staff of the District's Standards and Procedures to assure school building security and safety of students and school personnel. This policy is intended to be in accordance with standards for classroom safety adopted by the Board of Education pursuant to M.G.L. c.69, §1B which standards are incorporated by reference herein.

II. STANDARDS OF SAFETY AND SECURITY

- A.** The community shall encourage the creation and maintenance of a safe and secure learning environment in every school building. The creation of a safe learning environment will be enhanced by the provision of sufficient resources for procurement and maintenance of appropriate safety personnel and devices.
- B.** Administration, staff and students in each school building shall strive to create an educational environment which is reasonably safe and secure in order to:
 - 1.** Facilitate learning and teaching.
 - 2.** Preserve the physical and mental well-being of all lawful occupants for the building.

III. PROCEDURES TO MEET STANDARDS

A. ADMINISTRATIVE ACTION

- 1.** The Superintendent shall see that an assessment of current safety standards and procedures is undertaken.
- 2.** The assessment of current standards and procedures will be accomplished by the Superintendent, Principal and other District personnel who shall review current practices with appropriate police contacts, the District's insurer and school's attorney in addition to other parties whom the Superintendent and Principal determined to have relevant information.
- 3.** The Superintendent, or his/her designee, shall annually collect, review and disseminate an assessment report of current safety standards to the same individuals consulted during the information gathering process and to the Whittier School Committee.
- 4.** The parties receiving the assessment report shall promptly review the report, meet, confer and make recommendations to the Superintendent and the Whittier School Committee regarding necessary changes to the existing safety and security practices of the District.

5. The Superintendent shall issue a final report to all individuals involved in the assessment of current safety practices

6. The process of assessing safety and security procedures shall be continuous, and a formal assessment as outlined in steps A1 through 5 above shall occur not less than once every three years.

B. COMMITTEE ACTION

1. The Committee shall review the Superintendent's final report and discuss its contents with the Superintendent and other District Administrators prior to making any changes to existing policies or procedures by duly recorded vote.

2. Prior to adopting recommendations or changes to existing policy the Committee shall receive from the Superintendent, or his/her designee, an estimate of the costs, if any, associated with the implementation of the policy change or recommendation.

3. Upon adoption of amended or new safety policies the Whittier School Committee shall cause a copy of the policy and standards to be forwarded to the Massachusetts Board of Education.

4. The Whittier School Committee shall annually, as part of its budget process, identify safety and security needs and seek recommendations for appropriations for the maintenance of safety or security personnel, as well as security devices and/or equipment for all school buildings.

Factors to be considered in making requests for appropriations for safety and security devices, equipment and personnel include, but are expressly not limited to, the present system of advising students and staff of safety concerns, placement in school buildings of security devices such as, locking doors, cameras, metal or motion detectors and other devices which monitor or restrict access to school buildings; increased use of personnel such as attendance or security officers, lighting escort services for evening activities, placement of emergency tele- phones in designated locations, practices related to the regular inspection of and reporting on the condition of the premises, architectural design features which enhance safety, procedures for reporting complaints to local law enforcement officials and procedures for undertaking criminal records checks of employees and prospective employees.

NONDISCRIMINATION STATEMENT

In compliance with federal and state law, it is the policy of the Whittier Regional Vocational Technical High School not to discriminate on the basis of race,color, religion, national origin, sex, sexual orientation, age, ancestry, disability,gender identity, veteran status, genetic information, limited English speaking ability, homelessness, or any other class protected by state or federal law, its educational programs, activities or employment policies.

Inquiries regarding compliance with these policies may be directed to the Principal's office at Whittier Regional Vocational Technical High School, 115 Amesbury Line Road, Haverhill, Massachusetts 01830, Tel. 978-373-4101, or to the US Department of Education, Office of Civil Rights (OCR), 617-289-0111, www.ed.gov/ocr.

NONDISCRIMINATION ON THE BASIS OF SEX

Whittier Regional Vocational Technical High School, in accordance with Title IX of the Education Amendments of 1972, does not discriminate on the basis of sex in the educational programs and activities in its schools. This policy extends not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

Whittier Regional Vocational Technical High School will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees.

Whittier Regional Vocational High School designates an individual to act as the school district's Title IX compliance officer. Accordingly, any inquiries and/or complaints regarding compliance with Title IX may be directed to:

Kristine Morrison
Title IX Coordinator
Whittier Vocational Technical Regional High School
115 Amesbury Line Road
Haverhill, MA 01830
978-373-4101-ext.213

kmorrison@whittiertech.org

Whittier Tech is committed to constantly advancing inclusion and equity, values and ideals, fostering an environment that embraces diversity. This ongoing effort seeks to establish a community where every individual feels significantly valued and included.

STUDENT GOVERNMENT

The Student Government is comprised of the following students:

Class Officers are elected for each of the four classes. The officers are President, Vice President, Secretary and Treasurer. (The freshman class officers are elected after the first quarter).

Student Representative to School Committee

Student Representatives to Northeast Regional Student Advisory Council (2)

Student Representatives to School Council (2)

Student Government acts as the “voice” to Administration. In this role, they are expected to maintain good grades and set a positive example to other students. There are regularly scheduled meetings after school. These students play a significant role in planning and participating in the Annual Spirit Week. They also participate in Open House and Freshman Orientation. In the fall and spring of each year, the students participate in the Northeast Massachusetts Association of Student Council Leadership conferences. Students are also eligible to run for elected office in this organization or serve on the Executive Committee.

ADMISSIONS

Whittier Regional Vocational Technical High School is a school to which students must apply for admission. All students must meet the Admission Policy standards established by the WRVT School Committee to be considered for admission to the school. To be eligible for a vocational/technical certificate, students must attend both academic and vocational classes on-site at the school. The Massachusetts Department of Education and the Massachusetts Board of Education have approved this Admission Policy.

At its discretion, the Whittier School District may admit out-of-district students under the provisions of Chapter 76, Sections 12 and 12B of the M.G.L., providing that such students have met the standards of the Admission Policy. Acting on behalf of the WRVT School Board, the Superintendent, or his/her designee, will see that procedures are developed by which applications for admissions from out-of-district students will be received and processed.

For purposes of admission, the residence of a student will be considered to be that of his/her parent(s) or guardian(s). With the assistance of the Principal, the Superintendent shall determine all questions regarding residency of students.

CLUBS

The Whittier School District supports the establishment of student organizations, which are likely to contribute to the further development of student esteem, interests, and personal development. Such organizations will operate under guidelines put forth by the Principal and always under the direct oversight of at least one faculty member (or other designated adult advisor). Included among such organizations are:

**• Art Club • Chess Club • DECA • Environmental • First Robotics •
Gay-Straight Alliance • Interact • Key Club • Multicultural • Music/Drama •
National Vocational Technical Honor Society • Peer Leadership • Peer-to-Peer
• Poetry Club • Ski Club • SkillsUSA • Student Government • United Nations •**

In some instances, it may be necessary to use student fees to fund certain activities and/or organizations. In those cases, every effort will be made to assure that students are not denied access to such activities based on their inability to pay.

FUNDRAISING AND STUDENT ACTIVITY ACCOUNTS

The School Administration may authorize student fund raising activities that contribute to educational objectives, school spirit, or charitable purposes. With the concurrence of the Superintendent, the Principal, or his/her designee, shall establish guidelines for such activities. Student fundraising activities are **ONLY** allowed when approved by the Principal, and all such activities must comply with all applicable state laws and regulations. Conducted under the oversight of a faculty advisor, or other responsible school staff person, student fundraising shall always proceed along the lines that do not interfere with classroom or shop responsibilities.

Funds raised for the purpose of supporting the activities of authorized student clubs and organizations are considered a part of the overall fiscal operation of the Whittier School District and, thereby, are subject to procedures established by the Superintendent, or his/her designee. Such funds will be administered in accordance with all applicable state laws and regulations, including M.G.L. Chapter 71, Section 47.

STUDENT PUBLICATIONS

The Whittier Regional Vocational Technical High School District encourages student publications to the end that students may express themselves freely, have a positive means of focusing their interests, share their thoughts, and learn more about the elements of responsible journalism. Any student publication will comply with the rules of responsible journalism, avoiding libelous statements, unfounded charges, obscenity, inappropriate racial or religious content, or any guidelines that may be set forth by the Superintendent in concert with the Principal.

Distribution of such publications will be on terms determined by the Principal, or his/her designee.

LIBRARY/MEDIA CENTER

The Library/Media Center is open at 7:25 a.m. during the school week. Students must have a pass to enter the Library and present their I.D. card to borrow materials. Overdue notices will be sent and fines will be charged for late materials. Failure to return Library/Media Center property (books, periodicals, pamphlets, videotapes, etc.) within the specified time may result in disciplinary action.

The purpose of the Library/Media Center is to provide information and resources for the benefit of the students. Please follow the procedures and cooperate with the Library/Media staff.

COMPUTERS AND INTERNET ACCESS

The Whittier School District provides computers and Internet access as a part of the instructional program part of the school. Students should understand that access to the information systems/networks is a privilege, requiring compliance with established regulations and procedures. In using such services at Whittier Tech, students shall have no expectation of privacy, and, further, may expect to be monitored at any time by designated staff to ensure appropriate use of such information systems. Students are expected to comply with Whittier Regional Vocational Technical High School's Internet/Computer Acceptable Use Policy and Empowered Digital Use Policy. (Appendix V)

WEBSITE INFORMATION

Whittier Regional Vocational Technical High School's website (www.whittiertech.org) provides a wide range of information about the school. One of the important features on the website is PowerSchool.

POWERSCHOOL

POWERSCHOOL contains data on individual students which can be viewed by parents/guardians who have applied for access through our network security system. Whittier Tech provides this student information as a way to monitor students' progress in school.

Parents/guardians can find POWERSCHOOL on the website under the link for Student Services or can call 978-383- 4101, x252 Guidance for assistance.

SCHOOLMESSENGER

Whittier Tech communicates with students and parents/guardians through an automated telephone service called SchoolMessenger. This technology allows administrators to inform parents about emergency situations, no school announcements, report cards and progress reports as well as school events.

ABSENCES, LATENESS, AND DISMISSAL ATTENDANCE

Regular attendance and promptness are essential for academic and technical success. All Whittier students are expected to be in school and present for all classes whenever school is in session.

Students who are absent ten (10) or more absences in a school year may result in all loss of credit and failure for the school year. Family vacations and trips are not permissible during school time.

Procedures:

- a.** Teachers will take daily attendance in each class period and maintain attendance records. Parents/guardians will be notified if a student has two or more unexcused class periods over at least five (5) days in a school year or who have missed five (5) or more unexcused school days within a school year.
- b.** Parents/guardians will be notified of a student absence if the school has not received notification of the absence from the parent/guardian through our SchoolMessenger portal. Parents are encouraged to notify the attendance office to report absences and tardy occurrences.
- c.** The student will take responsibility for being aware of his/her attendance or lack thereof with this policy and communicating with his/her parent(s)/legal guardian(s) regarding his/her status.
- d.** A failing grade and loss of credit due to excessive absences will appear on the report card.
- e.** Upon the 9th day of unexcused absences, students will be required to develop an action plan with the Principal or designee, Guidance Counselor and their parents/guardians. The Principal or designee, or Guidance Counselor shall make a reasonable effort to meet with the parent or guardian of a student who has (9) or more unexcused absences.
- f.** Students are required to meet the 95% attendance policy.
- g.** Seniors may be required to make-up days after senior sign-out or graduation.
- h.** Students have the opportunity to do summer make-up sessions if needed.

Appeals Process:

In some cases, a student or parent/guardian may have good cause to appeal due to extraordinary illness or circumstances. The appeal must follow the process outlined below:

- 1.** Student/parent or guardian will submit in writing a request for appeal with any supporting documentation to the Principal or designee.
- 2.** The Principal or designee will review documents and past attendance history and will render a decision in writing to uphold or deny the appeal.

IF YOU ARE ABSENT FROM SCHOOL YOU MUST:

a. Bring a note, signed by your parent or legal guardian stating the time, the duration of the absence and the reason there of. The note must be submitted to the attendance office upon returning to school. Failure to do so will lead to the student being referred to the Assistant Principal(s) for possible disciplinary action. It is important that notes are received in the attendance office verifying a student absence.

b. Excuses are acceptable for the following reasons for full credit make-up:

1. Illness documented by a signed doctor's note or equivalent.
2. Chronic medical conditions documented by a doctor's note filed with the nurse on a yearly basis.
3. Death in the family.
4. Religious holiday.
5. Court or legal appearances (court note required).
6. Field trip, assemblies, student council, school-sponsored activities or meetings.

c. Students must make up all work missed during their acceptable absences.

d. Students who are not able to attend the regular school session on any day are not allowed to participate in any school activity which occurs on that same day.

Parents are required to notify the Guidance Office and the Attendance Office in the event of a prolonged illness or injury, which will result in a lengthy period of absence.

Teachers are available on Tuesday or Thursday by appointment for make-up work.

DROPOUT PREVENTION

In accordance with MGL, Chapter 76, sect. 18, a student sixteen years of age or older who has not graduated from high school and has been absent from school for ten (10) consecutive days of unexcused absences shall be considered to have permanently left public school unless an administrator of the school which such student last attended has sent notice within five days of the tenth consecutive absence to the student and the parent or guardian of such student in both the primary language of such parent or guardian and English, stating that such student and his parent or guardian may meet with the Superintendent or the Superintendent's designee for an exit interview. The notice shall initially offer two dates and times. The time for meeting may be extended at the request of the parent or guardian and with consent of the school committee or designated representatives, provided no extension shall be for longer than fourteen days. The Superintendent or designee shall convene a team that may consist of the principal, guidance counselor, teachers, attendance officer and other relevant school staff, to participate in the exit interview. During the exit interview, the student shall be given information about the detrimental effects of early withdrawal from school, the benefits of earning a high school diploma and the alternative education programs and services available to the student. The Superintendent shall annually report to the department of education the number of students sixteen years of age or older who have permanently left school, the reasons for such leaving and any alternative educational or other placement which each such student has taken. The provisions of this section shall not apply to a student who has completed the regular course of education, apply to a student whose absences have been excused, nor shall this section be construed to permanently exclude a student who wishes to resume his education.

LATE FOR SCHOOL

Students must be in their homeroom at 7:43 a.m. Students who arrive after 7:43 a.m, are considered tardy and must sign in at the Attendance Office. Lateness is counterproductive to the educational process and work environment. Lateness to school may result in a detention, suspension, or loss of driving privileges.

LATE FOR CLASS

Students of the Whittier Regional Vocational Technical High School have three minutes to travel from one class to the next. This has been determined to be sufficient time to allow students to be punctual no matter where in the building their next class may be. It is the responsibility of each student to determine what materials they need to carry with them from their lockers and to do so without being late.

ARRIVAL OF STUDENTS

Access to the building begins at 7:25 a.m. with the unloading of the school buses. At 7:25 a.m., students are permitted to pass to lockers, homeroom, the Cafeteria, the Library/Media Center, Guidance Office or the School Nurse's Office. Any student found in an area other than one on a direct route to their homeroom will be considered in an area unauthorized to them with the result that they may be suspended. At 7:38 a.m., all students must vacate the West Terrace and lobby area and proceed directly to homeroom. All students must be in their respective homerooms prior to 7:43 a.m.

DISMISSAL

Students are not permitted to leave the school building at any time during the school day without written permission. If it becomes necessary to leave because of illness or other emergency, students must report to the School Nurse, or Assistant Principal(s). Students are not permitted to use cell phones to directly contact parents/ guardians regarding dismissal from school.

A note for dismissal must contain the time of dismissal, the reason for the dismissal and the manner of transportation for the student being dismissed. Only a parent or legal guardian may request permission for a student to be dismissed and the same parent or guardian must provide for transportation.

NO SCHOOL ANNOUNCEMENTS

When school is to be canceled, announcements will be made over the following stations: WBZ, Boston; WHDH, Boston; and WCVB, Boston. Announcements will be made between 6:00 and 7:00 a.m.

SchoolMessenger notifications will be sent to all students informing of cancellation or delay.

Listen carefully to such announcements. It must say: "Whittier Regional Vocational Technical High School is canceling classes." If an announcement indicates that the local school department in your city or town is canceling classes, it does not apply to Whittier Tech.

TWO HOUR DELAYED OPENING

Delayed opening announcements will be made in a manner similar to the "No School Announcements" mentioned above. Delayed opening announcements should continue to be monitored for possible updates. Under a conventional delayed opening, homeroom will begin at 9:43 a.m. and end at 10:00 a.m. Students will begin the day with period 4 and follow the regular school schedule.

SchoolMessenger notifications will be sent to all students informing of cancellation or delay.

I.D. CARDS

The Assistant Principals' Office will issue all students an identification card.

The I.D. card must be carried at all times. It will be used for purposes of identification, attendance, bus transportation, access to supplies and materials, library services, etc. It may be requested by administrators, teachers, counselors, security staff, monitors, bus drivers, supervisors, custodians, and other school personnel and it shall be made available upon such requests. For students, failure to carry and present the I.D. card when requested may result in assignment to detention, or suspension. Replacements are available through the Assistant Principals' Office.

The initial card is given to a student without charge. It is the student's responsibility to maintain the card. If the card is lost or damaged, it must be replaced at the expense of the student. To replace an I.D. card, a student must:

1. Make an appointment before school with the secretary for the Assistant Principal(s).
2. The student will receive a pass to return to the Assistant Principals' Office to have the I.D. card replaced.

LOCKERS

Each student will be assigned a locker upon request. While students are given the right to use the locker, it remains the property of the school. Consequently, lockers may be inspected at any time. Students should use only the locker to which they are assigned and should keep it locked at all times. If you have difficulty acquiring a locker, please contact the Assistant Principals' Office for assistance.

No students are allowed in any of the physical education or team locker rooms before homeroom. Locker rooms are to be used by students for physical education classes only during the school day.

STUDENT PASSES

Students carry a full and complete schedule that designates, period by period, a student's assigned area. When it becomes necessary for a student to leave an area, a student pass must be completed by the teacher, indicating the name, date, department, time issued, destination, reason, and containing the teacher's signature. No student should ever be out of a classroom without permission.

During lunch time, students are permitted in the student cafeteria or West Terrace only. They are not permitted to wander in the corridors. Students who find it necessary to go to any parking area during school hours must report to the Assistant Principals' Office for permission to do so.

HALL GUIDELINES

Students should be in the halls only at the beginning and close of school and while moving from one class to another, or going to lunch, unless they have special permission or special duties that require them to be there. Students in the halls during class time must have a pass. Students are asked to be courteous at all times and to keep to the right when moving through the halls and on stairways. Running and shouting in the halls is never permitted.

FEES, FINES, CHARGES

Students who do not return their books or other articles in satisfactory condition may be required to pay for the books or other materials. Parents and guardians will be held responsible for books and materials issued to their children. Students may also be denied certain privileges for the loss or damage of school property.

From time-to-time, student fees may be charged to fund certain activities. Efforts will be made to prevent students from being denied access to such activities based on their inability to pay.

TELEPHONES/CELL PHONES/ELECTRONIC DEVICE USAGE

Phones, located in the Assistant Principals' Office, are available for student use. If, during the course of the day, a student must make an emergency phone call, he or she should report to one of the Assistant Principals for permission. Telephone messages for students will be accepted for emergencies only.

GOAL: To provide our students the opportunity to make responsible, wise decisions when using cell phones and/or electronic devices. *We will not allow cell phones, electronic devices or the social media sites connected with electronics to interfere with or disrupt the educational process

○ Students may only use their cell phones/electronic devices on the bus, during their designated lunch period in the cafe/west terrace, and before/after school.

Cell phone use of any kind is prohibited in all other areas during school hours.

○ If a student must make an emergency phone call during school hours, telephones are available with permission from the Assistant Principals' Office. Telephone messages for students will be accepted for emergencies only.

○ If students are found to be in violation of any of the above policies, the working phone/electronic device will result in disciplinary action, and the student can be written up for refusal to comply.

○ Student use of cell phones, or other electronic devices during the school day is a ***privilege, not a right***. Abuse of this ***privilege*** can result in a ***Zero Tolerance Policy*** invoked by the Principal or designee on an individual and/or school-wide basis.

○ Students who call or text parents/guardians to be dismissed from school will receive an In-School Suspension.

- ★ Cell Phones (Other electronic devices)- Students upon entering the classroom/shop area all cell phones must be turned off and put into the designated container. No cell phone use is allowed while out on a hall pass during class time.

Students using cell phones or other functions on electronic devices in any manner that disrupts the educational environment from within or from outside the classroom, violates the rights of others, including but not limited to using the device in violation of our academic honesty policy, violating school conduct rules, harassing or bullying staff or students, photographing or video recording or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion and may, if applicable be reported to the Haverhill Police Department.

LOST AND FOUND

It is recommended that all personal belongings be marked for purposes of identification. Should items be lost, students should contact the Assistant Principals' Office, as well as Security. The loss of "articles not permitted in school" will not be investigated or otherwise pursued by Administration.

DRESS CODE

Primary responsibility for the dress and appearance of Whittier students rests with the individual students and their parent(s)/ guardian(s). Nevertheless, School Administrators have expectations, regarding dress and appearance, which relate to vocational safety, employment, and the maintenance of a situation in which the educational process can prosper. The Administration is authorized to take appropriate actions in instances where the dress and/or appearance of a student fail to meet these expectations. The following guidelines are provided to help students fulfill these expectations.

Standards of dress will be required to ensure individual safety and individual appearance as these conditions relate to the world of work. Placement in the cooperative work program, and final job placement are enhanced by careful attention to dress habits. Failure to meet the required dress code will result in communication to the home requesting a parent/guardian to bring in the necessary clothing, or assignment of the offending student to In-School Suspension.

SHOP WEEK: Clothing must provide protection to the hazards normally encountered in a particular vocational shop.

1. Footwear - During the shop week students must wear shoes which provide protection in relation to the hazards of the particular shop. Non-protective footwear may not be allowed.

2. Safety Glasses - Due to the nature of several occupational areas, safety glasses are required at all times. In other areas they may be required as needed.

Check with your instructor.

3. Hair - Hair length should be determined by the dangers presented. In those shop areas where long hair presents a danger, the hair should be tied back and held firmly in place. In other areas, hair must be netted regardless of length due to sanitary requirements. It is suggested that hair length beyond the collar may be dangerous near machinery.

4. Jewelry - In some shop areas jewelry is prohibited. Consult with the particular instructor to determine if the wearing of jewelry is permitted.

5. Clothing - The requirements for clothing are modesty, cleanliness, and safety (no ripped or torn clothing). Clothing should be reflective of the occupational area so that it meets standards and requirements of health and safety. Due to the nature of some programs, uniforms are required as determined by the department. Also, hats should not be worn in shops unless they are permitted by that shop.

CLASS WEEK: Clothing should be neat, modest and in good taste at all times.

1. It is recommended that during the academic week students dress in a manner appropriate to the academic setting.
2. Outer garments and hats should not be worn in classes.
3. The following features in dress are prohibited: Logos which refer or relate to drugs, alcohol, sex, double meanings, or offensive statements, or anything which disrupts the educational setting. **This includes logos on accessories such as backpacks, purses, etc.**

UNIFORMS

Due to the nature of certain programs, uniforms are required. This includes, but is not limited to the following occupational areas: Culinary Arts, Cosmetology, and Health Careers. Before students purchase uniforms, they should speak with the instructors of each area to determine what is required.

Freshman Exploratory Dress Code

Whittier Tech has unique vocational programs that require students to be dressed appropriately. During their exploratory rotation, it is important that our students understand the dress code is for their safety, comfort, professionalism, and future career opportunities.

It is the expectation in **all the vocational programs that students will:**

- Wear untorn work pants/jeans (students should not be wearing leggings, sweatpants, pajama pants, or shorts during their vocational week)

In the vocational/technical areas of: *Advanced Manufacturing Technology, Marine Service Technology, Automotive Collision Repair and Refinishing, Automotive Technology, Carpentry, Masonry and Tile Setting, Electrical, Plumbing and Heating, Electronic and Robotics, Engineering Technology, Heating Ventilation, Air Conditioning, Refrigeration, and Metal Fabrication.*

- **NO Hooded Sweatshirts or clothing with “tassels” in the above shops**
- **Work boots are required for student safety**

In the vocational/technical areas of: *CAD Drafting, Design and Visual Communications, Cosmetology, Marketing Education and Business Technology*

- Students are **required** to wear **closed toe** shoes such as sneakers. Students should **NOT** wear open toe shoes such as slides, sandals or any other type of flip-flops.

In the vocational/technical areas of: *Culinary Arts/Hospitality Management, Dental Assisting, Medical Assisting, and Early Education and Care:*

- Students are **required** to wear **closed toe** shoes such as sneakers. Students should **NOT** wear open toe shoes such as slides, sandals or any other type of flip-flops.
- Students should **NOT** wear baseball caps, hoodies, rings, bracelets, and false fingernails.
- All students whose hair is past their chin, must have it pulled back off the shoulders and tied back.

****A Student/Parent/Guardian Acknowledgement Form regarding the dress code will be distributed at the beginning of school for students and parent/guardian to sign.***

LUNCH TIME PROCEDURES

All students will have a designated lunch period. Students are informed of their assigned lunch period when they receive their individual course schedules.

During lunch periods, students should move from classroom, or shop, to the cafeteria in a quiet, orderly manner, taking the most direct route. **There should be no running.** Students are permitted to be in the cafeteria and the West Terrace only during their lunch period. Students found in any area other than those mentioned will be considered to be in an unauthorized area, subjecting them to the possibility of suspension. Students are not to loiter in the lobby area, or roam the corridors and/or school grounds. Violation of these rules may lead to suspension

CAFETERIA CONDUCT

Every student shall assume responsibility for maintaining an orderly, neat, and clean cafeteria. To that end:

1. Students are responsible for discarding their trays and tableware in the designated receptacles.
2. Throwing of any article (including milk cartons and/or food) is prohibited and students responsible for such actions will be reported for disciplinary action.
3. Cutting into (or reserving places for friends in) the waiting line will not be tolerated.
4. All paper napkins, milk cartons, food wrappers, etc. are to be disposed of in the trash barrels.
5. Each table is to be cleaned of all litter and chairs are to be replaced to proper positions before leaving the cafeteria. Chairs are not to be moved around among the table areas.
6. Anything dropped should be immediately picked up.
7. **No food or drink is to be removed from the cafeteria.**
8. Students should be respectful of the efforts of the cafeteria staff and extend to them every courtesy and consideration.

FOOD SERVICE

The Food Service program is managed by Whitson's New England, Inc. and is designed to provide a variety of well-balanced meals at no cost to the student. Students are encouraged to participate in this food service program.

The State of Massachusetts currently provides funding to all of its school districts so that every student is eligible to eat breakfast and lunch for free. Whittier Tech also participates in the Massachusetts Community Eligibility Provision (CEP). The school breakfasts and lunches served follow U. S. Department of Agriculture guidelines for healthy school meals.

All students enrolled at Whittier are eligible to receive one daily breakfast and lunch for the school year without having to pay a fee or submit a meal application.

Families are strongly encouraged to complete a Supplemental Low-Income Data Collection Form, as Whittier is eligible to receive additional state and federal funds, as well as additional educational funds and discounts based on the number and/or percentage of students enrolled who reside in households that meet established federal income guidelines. Completion of these forms can also help to identify families who may be eligible to receive additional federal and state benefits.

FOOD SERVICE A LA CARTE PURCHASES

In accordance with the USDA and the National School Lunch program, all student food service accounts must be at zero balance or above. A la carte purchases, including but not limited to a second entrée', snack, ice cream or additional beverages will not be allowed if the student does not have funds on hand or in their My School Bucks account to cover the cost. Failure to maintain up to date accounts may result in a delay of the student's extra-curricular school services, especially those that are fee based. Graduating seniors must satisfy all outstanding food service balances prior to graduation and may lose the ability to participate in certain graduation related activities if these accounts are not up-to-date.

Any remaining funds in a student's food service account will be carried over to the next school year. Seniors who graduate and have over ten dollars in their account must notify the Food Service Director in writing in order to receive a refund.

For further information, please contact the Food Service Director at 978-373-4101 ex. 244.

FOOD SERVICE - PAYMENT METHODS

Payments for second entrée's snacks, ice creams and additional beverages can be made as follows:

Online Payments: Parents/Guardians may pay for meals in advance and are encouraged to utilize Whittier's online payment program at www.myschoolbucks.com and follow the directions to enroll. Funds should be maintained in accounts to minimize the possibility that a child may be without funds on any given day.

Check: Payments may be made by check payable to “Whittier Foodservice”. Checks can be handed to any cafeteria cashier, brought to the Business Office, or mailed to Whittier Regional Technical High School. 115 Amesbury Line Road, Haverhill, MA 01830 Attn: Cafeteria.

Cash: Students may present cash to any cashier in the lunchroom.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents by setting up an online account or by speaking with the school’s food service manager. The point of sale system is designed to prevent direct identification of a student’s meal status. Parents will receive automated lowbalance emails or mailed notices if applicable. If notices do not result in payment, parents will receive a phone call from the food service department. If the phone call does not result in payment, the food service manager shall turn the account over to the business office.

LUNCHES: USDA NONDISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202)-720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a [Form AD-3027](#), USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov> from any USDA office by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

(2) Fax: (833) 256-1665 or (202) 690-7442; or

(3) Email: program.intake@usda.gov

USDA is an equal opportunity provider, employer, and lender

EMERGENCY PLANS

Advanced planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

ENHANCED LOCKDOWN DRILLS

Annually, all students will be trained on procedures outlined in the School's Crisis and Emergency Protocols. Training may include individual classroom discussions and practice drills, school wide discussions and drills conducted in conjunction with local medical, police, and fire departments.

During an emergency situation, students must listen for information and respond according to the situation. Students will be trained on the A.L.I.C.E. model, shelter in place, and lockdown, designed to give them an options-based response to emergency and crisis situations.

FIRE DRILLS

Students must become familiar with established fire drill procedures for the rooms which they occupy during the course of a day. When an alarm is sounded, all students should move quickly, but safely, and in an orderly manner to the designated/nearest exit. All students must depart the building when the alarm sounds. Students should move outside and away from the building with the teacher to whom they are assigned.

While outside during a fire drill, teachers will take attendance. No student may re-enter the building until an all-clear signal is given, and the teacher directs them to do so.

ASBESTOS MANAGEMENT PLAN

A copy of our District's Asbestos Management Plan is available in the Business Office and the Facilities Office during regular school hours. The district continues to update and improve the AHERA Asbestos Management Plans. Any inquiries regarding the management of asbestos containing materials in our schools should be directed to our district's AHERA designated person, the Plant Facilities Manager, who can be reached at 978-373- 4101 x 272.

HEALTH SERVICES

At times when students are in the care of Whittier High School, the school shares with the parents/guardians responsibility for the health of students. In the event that a student becomes ill or is injured at school, the school officials will make every effort to contact the parents/ guardians to make appropriate arrangements for the well- being of the student. To facilitate such arrangements, parents/guardians of Whittier students shall supply current information to the school concerning:

- Phone number and address where a parent/guardian can be reached during the school day. This information must be updated by the student as any changes occur during the school year.
- Name, address, and phone number of another responsible party who can be contacted should the parent be unavailable.
- Relevant information about allergies, medications and any other health data pertinent to the student.

Normally, Whittier Tech does not transport ill or injured students. In an emergency and/or when the parent/guardian is unavailable, an ambulance may be called to transport the student, a determination ordinarily made by the School Nurse(s). Whittier Tech is not responsible for expenses incurred arising from the emergency use of an ambulance. In all matters of health administration, the privacy rights of students shall be observed.

Nurse's Office: The Nurse's Office is located on the second level in the Main Lobby. If you are feeling ill, obtain a pass from your teacher to the Nurse's Office and request that another student accompany you there.

Dismissal because of an illness shall be arranged through the School Nurse ONLY! Students may not use cell phones to directly contact parents/guardians for dismissals. Students who call or text parents/guardians without the permission of the nurse will receive an In-School Suspension.

Any accident resulting in injuries which occurs in school, or on school premises, must be reported to the School Nurse. Immediate first aid may be given in the case of injuries occurring in school, or on school premises, by the School Nurse.

SERIOUS ILLNESS, INJURY OR HOSPITALIZATION

Any student returning to school following a serious or prolonged illness, injury, surgery or other hospitalization, must have written permission by the health care provider to attend school, including any recommendations regarding physical activity.

A student returning to school with sutures, casts, crutches, a brace, or wheelchair must have a physician's written order that includes medical diagnosis and duration of use of such medical assistive device(s) and any vocational shop, physical education or academic restrictions. The student must check in with the school nurse prior to returning to class or shop so that accommodations can be made for the student's safety.

MEDICATION GUIDELINES

Medication: The administration of medicines to individual students may be done **ONLY** by the School Nurse(s). Prior arrangements must be made with the School Nurse(s) for the use of any medication or EpiPens prescribed by a physician. Prior approval will include a specific written request from the parent/guardian, as well as the written direction of the student's physician. Prescription medicines, including antibiotics, inhalers, pain medications, EpiPens, etc. **MUST** be in the original pharmacy container with a label.

Non-prescription medication, such as Tylenol, Advil, Motrin, etc., brought in from home also must be in the original bottle, and will be administered by the School Nurse(s) **ONLY** on the basis of a written request from the parent/guardian.

All medications (prescribed and non-prescribed) shall be held by the School Nurse(s) in a secure, locked cabinet. NO student shall carry medication of any kind with them through the school day, except for students with a written treatment plan on file with the School Nurse, consistent with Department of Public Health regulations. Students who fall into the excepted category are: Students with asthma or other respiratory diseases who require prescribed inhalers; students with diabetes who require glucose monitoring and insulin delivery; and students with cystic fibrosis who require prescribed enzyme supplements; students with life-threatening allergies may possess and administer their epinephrine auto injectors. Written parental requests and physicians' instructions shall be kept on file in the School Nurse(s) Office.

Student Accident Insurance: All bills which result from accident claims should first be submitted to your family insurance program. If you do not have a family insurance program, or if after submission to your family insurance program the claim is not completely paid, the student should obtain a Student Accident Insurance Claim Form from the School Nurse, or the Athletic Director. It is then the responsibility of the student to have the claim form completed. In such instances, inform your physician and/or the hospital to correspond directly with the insurance agency, not the school.

Communicable Diseases and Health Examinations: During the time students are in the care of Whittier Tech, school officials have a fundamental responsibility to protect the health, safety and welfare of those students, as well as the staff and other members of the School community. Among other things, this means that the Administration, acting consistently with guidelines issued by the Massachusetts Department of Public Health, may temporarily exclude from attendance a student who exhibits symptoms of a communicable disease. The Superintendent, or his/her designee, will develop procedures by which educational services may be provided for a student with a medically diagnosed, life-threatening, communicable disease. In the case of a student excluded from attendance as a result of being diagnosed with a communicable disease, the Whittier School District reserves the right to require a physician's certificate vouching for the safe resumption of school attendance for the student.

Massachusetts School Immunization Law (Chapter 76, section 15, M. G. L.) requires that no child be admitted to school except upon presentation of a completed health record including updated immunizations and a physical exam within the past year. Parents/guardians are responsible for the immunizations and physical examinations of their children. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interests of the child, or by the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent/guardian. Failure to comply with the above law will result in exclusion from WRVT High School until such requirements are met. Written documentation from the physician is required for all immunizations and physical examinations. Among the examinations undertaken at school are the following:

- Vision and hearing testing is done annually on all grade ten students and on other students by request.
- Height and weight and BMI calculation are also done on all grade ten students.
- Scoliosis screenings are done annually on all grade nine students in physical education classes, with referrals submitted through the School Nurse.

Physical exams are required on all freshmen and transfers upon entry. Physicals done within one year are acceptable.

SCREENING FOR SUBSTANCE ABUSE

In compliance with General Law chapter 71, section 97, Whittier Regional Vocational Technical High School nursing and counseling staff screen ninth grade students for substance abuse disorders. This screening utilizes the most commonly used substance use screening tool for adolescents in Massachusetts, the CRAFFT II. Student screening sessions are brief (approximately 5 minutes) and are conducted confidentially in a private, one-on-one session by the school nurse, guidance staff or mental health professional. Students who are not using substances will have their healthy choices reinforced by the screener. The screener will provide brief feedback to any student who reports using substances, or is at risk for future substance use. If needed, the student will be referred to our School Adjustment Counselor for further evaluation. Results of the screening will not be included in your student's school record, nor will results be shared with any staff other than the SBIRT (Screening, Brief Intervention, and Referral to Treatment) Team. The SBIRT Team is composed of the nursing staff, the mental health staff and guidance counselors.

As with any school screening, parents/guardians have the right to opt their child out of this screening. Parents/ Guardians may contact the Department Head of Guidance and Admissions at 978-373-4101 ext. 263 if you wish to exclude your child from this screening. Additionally, screening is voluntary and students may choose not to answer any or all of the screening questions. Screening will be conducted by April 1st of the school year.

PREGNANT AND PARENTING STUDENTS

The Whittier Tech School District wishes to preserve educational opportunities for those students who may become pregnant and/or take on parenting responsibilities.

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave. The Whittier Tech School District does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school.

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

PHYSICAL EDUCATION

All students must take physical education. Students must produce a doctor's certificate for any extended absence. This certificate must first be given to the School Nurse, who will then contact the physical education teacher. If a student seeks to be excused from physical education classes for medical reasons, he/she must submit a note from a physician making that request to the School Nurse. The School Nurse, upon receipt of such a certificate, will inform the respective Guidance Counselor, who will then arrange an alternative schedule.

A student who seeks to be excused temporarily from physical education classes must bring a note from the parent or guardian citing the reason for such an allowance.

Proper attire, such as sneakers and proper activewear, are required for Physical Education classes. Shower facilities are available, and students are encouraged to use them. Physical Education rules and regulations will be announced by instructors and must be observed. Physical Education is a mandatory requirement for graduation.

ATHLETICS

Interscholastic athletics is seen as a part of the educational program at WRVT High School in which the physical, social, and emotional development of students is enhanced. Students are permitted to participate in interscholastic sports on the basis of their abilities and interests, and on terms established by the School Administration.

Participation in these programs should be considered a privilege subject to disciplinary action by the Administration. A student's eligibility to participate in athletic programs will be affected by the student's conduct in school and at school events/activities. Participation will also be affected by a student's performance in their academic and vocational programs.

1. League Affiliation:

Whittier Regional Vocational Technical High School athletic teams will compete, subject to the regulations and recommendations of the Massachusetts Interscholastic Athletic Association, in the Commonwealth Athletic Conference. Whittier Tech follows all MIAA rules, but reserves the right to develop policies that exceed MIAA minimum requirements.

2. Interscholastic Athletic Programs Offered At Whittier:

Fall Season	Winter Season	Spring Season
Cross Country	Basketball (boys)	Baseball
Cheerleading	Basketball (girls)	Lacrosse (boys)
Football	Ice Hockey	Lacrosse (girls)
Golf	Wrestling	Softball
Soccer (boys)	Winter Cheerleading	Spring Track
Soccer (girls)		Volleyball (Boys)
Volleyball (girls)		

3. Eligibility Requirements:

In order to be eligible to participate in athletic programs, a student must achieve passing grades in all major required courses. Excessive absences from school also may disqualify a student from participation in the Athletic Program.

4. Physical Examination:

State law requires that students must have an annual physical before they can participate in interscholastic sports. A physical done June 1st or after for the coming school year is acceptable. Physicals are good for 13 months from the date of physical examination per MIAA. The results of the physical examinations are required to be returned to the School Nurse(s) prior to student participation in practices or competitions.

5. Participation in More Than One Sport:

A student who is a member of an athletic team (Varsity, Junior Varsity, or Freshman teams) may practice or play only once in any one day. Any player who violates this rule shall be declared ineligible for participation in a high school sport. (For the purpose of this rule, a day shall include the full twenty-four hour period of a day, beginning at 12:00 a.m. and ending at 11:59 p.m.)

6. Codes of Conduct:

In order to be eligible to participate in practices or competitions as a member of an athletic team, a student and the parents/guardians must provide signed consent regarding the agreement to follow school rules and policies in the handbook.

7. Sports Related Head Injury and Concussions:

The Commonwealth of Massachusetts Executive Office of Health and Human Services now requires that all schools subject to the Massachusetts Interscholastic Athletic Association (MIAA) rules adhere to the following law. Student-athletes and their parents, coaches, athletic directors, school nurses, and physicians must learn about the consequences of head injuries and concussions through training programs and written materials. The law requires that athletes and their parents inform their coaches about prior head injuries at the beginning of the season. If a student suffers a concussion as diagnosed by a medical professional, or is suspected to have suffered a concussion while participating in an extracurricular athletic activity, the student shall not return to the practice or competition during which the student suffered, or is suspected to have suffered, a concussion and shall not participate in any extracurricular athletic activity until the student provides written authorization for such participation, from a licensed physician, licensed neuropsychologist, certified athletic trainer or other appropriately trained or licensed health care professional as determined by the department of public health, to the school's athletic director (or designated person in charge of such paperwork. i.e. Athletic Trainer)

8. Chemical Health/Alcohol/Drugs/Tobacco - MIAA RULE 62

Chapter 62: Student (and Coach) Eligibility: Chemical Health/Alcohol/Drugs/Tobacco 62.1 From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes, VAPE pens and all similar devices); marijuana (including synthetic); steroids; or any controlled substance. This policy includes products such as "NA or near beer," inhalants (defined as any substance that produces a mind-altering effect when inhaled), and misuse of over-the-counter medications and substances used for the purposes of altering one's mental state. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. This MIAA statewide minimum standard is not intended to render "guilt by association", e.g. many student-athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements. If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

Minimum PENALTIES: (also see Rule 32.8 – Ineligible Students) First violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. During the suspension the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.

Second and subsequent violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season. If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school Principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that student is attending or issue a certificate of completion. If a student does not complete the program, the penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 40% of the season. Penalties shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year (e.g. A student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty[ies] during the fall season of the next academic year).

62.3 Steroid Use - Anabolic androgenic steroid use and performance enhancing drugs (PED's) are of grave concern. Coaches need to send a clear, unequivocal message that unauthorized steroid use and PED's are not acceptable. This discussion should highlight the fact that the penalties for other substance use apply. Short and long-term health effects can also motivate student-athletes to protect their future. Coaches should take a proactive role, learning about steroids, and then providing this information to their athletes. Steroids can, with proper diet and weight training, increase muscle development; however, as is typical with most "get-rich-quick" schemes, steroid use has serious short and long term consequences.

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

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

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

9. Good Citizen Rule - MIAA RULE 63

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

Autos/ Parking Permits

A parking permit is required before a student brings a motor vehicle to school. Students are prohibited from driving onto campus in a private vehicle unless prior permission has been obtained through the application process. Parking privileges may be granted only to **Juniors and Seniors** in good standing on a space available basis. Applications are found in the Assistant Principals' Office.

A permit to park may be revoked if the student violates the school's driving or parking regulations, school rules, or has dangerous driving habits on or off school grounds.

Students with vehicle permits will observe all state and local traffic regulations, as well as all rules established to regulate student vehicles on campus. A permit to park may be revoked should the original reasons necessitating a car cease to exist, or if the student violates the school's driving or parking regulations. Revocation of a parking permit applies to both day and evening sessions for the period specified, as well as evening functions. Parking privileges should be considered privileges subject to loss upon any evidence of driving abuse, disciplinary problems, poor attendance, excessive tardiness, and poor academic performance. All students are required to park in designated student parking areas. No parking will be permitted on driveways, landscaped areas, or areas adjacent to the auto shops. Students shall operate their vehicles in a safe manner while on school property and shall not exceed the posted speed limit. First violation of the above regulations may result in a warning or loss of the parking permit. Vehicles parked on school property which do not display a parking permit or which are parked in fire lanes will be towed away at the student's expense. Exceptions may be granted due to curricular requirements.

The student with the parking permit is responsible for the conduct of their passengers. Violations of the "parking regulations" may result in disciplinary action being taken against the driver of the vehicle.

STUDENTS WITH EXCESSIVE LATENESS OR ABSENCES WILL HAVE THEIR PARKING PERMIT REVOKED.

Both the student and a parent/guardian must sign a Parking Contract before the Assistant Principal(s) will issue a permit.

PARKING CONTRACT

Whittier Regional Vocational Technical High School agrees to provide the privilege of parking a private vehicle to a registered student on its property for the following considerations always subject to the regulations indicated herein.

Parking Permit Criteria

A parking permit is required before a student brings a motor vehicle of any type to school.

To receive parking privileges a student must meet the following criteria:

1. Parking privileges may be granted only to juniors and seniors in good standing.
2. The student must possess a valid Massachusetts driver's license.
3. The vehicle must be registered in Massachusetts and be owned by the student, an immediate family member, or a parent or legal guardian.
4. A copy of proof of insurance.
5. A valid school I.D. card.

Out-of-state tuition students who attend Whittier must comply with steps 1-5, but with appropriate documentation from the state of residence.

Parking Regulations

1. The student must have and display a parking permit in the manner prescribed.
2. The student will park ONLY in the designated student parking area.
3. The student must obey the directions of security staff at all times.
4. The student will drive slowly and safely on school property, and will not exceed the speed limit.
5. The student with the parking permit is responsible at all times for the conduct of his/her passengers. Any violations of the "Parking Regulations" may result in disciplinary action taken against the driver of the vehicle.
6. The student is required to obtain a pass at any time during the day to return to the car.
7. I, _____ (*student*) _____ further consent and agree to authorize the school and its agents to conduct a search of any and all parts of the car, understanding that it might lead to the seizure of items not permitted on school grounds, or otherwise prohibited by law.
8. This agreement may be amended from time-to-time by notification through the daily notices and shall become part of this agreement.
9. Any violation of school policy, or crime committed on or off the premises, may be deemed sufficient cause to void this contract.
10. Severance clause: If any part of this contract is found to be in violation of any local, state, or federal statutes, its violation will not negate other portions of this agreement.
11. Students park their vehicles on school property at their own risk and assume all liability connected with the vehicle in any way.
12. Whittier Regional assumes no responsibility, or liability, for any articles found missing from the vehicle, or any damages to the vehicle.
13. Excessive lateness and absenteeism, as determined by the Administration, may be grounds for suspension of this parking privilege.

14. All vehicles must be locked while on school grounds.
15. All of the above terms and further stipulate that any violation of the Parking Regulations may result in suspension or revocation of permit, and the privilege of bringing a car to school.

GUIDANCE SERVICES

The Guidance Office exists for the purpose of helping students. Guidance Counselors welcome all students to their offices, regardless of their academic or personal circumstances. No special invitation to visit is needed. Stop in the Office before or after school, or at lunchtime, to make an appointment. Remember that visits are much easier to schedule during shop week than during academic week. Students and families are encouraged to use our online resources as well, including Naviance.

The following are a few of the activities of the Guidance Department:

- | | |
|----------------------------------|-------------------------|
| 1. Orientation | 6. Scheduling |
| 2. Vocational Information | 7. Course Changes |
| 3. Testing | 8. Parental Conferences |
| 4. College Admission Information | 9. Admissions |
| 5. Student Career Plans | 10. Withdrawals |

More specific issues dealt with by Guidance are detailed below:

Admissions/Retention: All applicants must meet eligibility requirements outlined in the Student Admissions Policy for acceptance.

Orientation: Incoming students are familiarized with the available programs and opportunities by their respective Guidance Counselors.

Information: The Guidance Department maintains a library of occupational and educational information. Students are encouraged to consult with their Counselors to obtain informational materials in making educational and occupational decisions.

Course Changes: To request an override of a teacher's course recommendation, a [Course Override Form](#) must be submitted to the Coordinator of Data & Assessment.

Counseling: One of the major functions of the Guidance Counselors is to help students anticipate and cope with the world around them. Counselors will not make decisions for students but will assist them as they make reality-oriented decisions.

Use of Guidance Services: Counselors will meet with students periodically to discuss personal matters. However, it is important to contact a Guidance Counselor when a need for information or assistance arises. Students desiring to see a Counselor are encouraged to make an appointment prior to their homeroom period in the morning. All students must have a pass from the Guidance Office in order to be excused for a guidance appointment. The use of the pass system ensures that the teachers are aware of each student's presence at all times so that they may accurately account for them.

Student Records: The regulations pertaining to student records were developed by the Massachusetts Board of Education to ensure parents, students, and former students of their rights of confidentiality, inspection, amendment, and destruction of student records. Student records consist of both a temporary record and a transcript. The transcript contains the student's name, credits completed, and birth date. It lists course titles, grades, grade level completed, and year of graduation. The temporary record consists of all information in the student record other than the transcript. This information may include test scores, class rank, teacher evaluations, health records, and other materials.

As outlined in regulations, all temporary records (records other than the transcripts) shall be destroyed within seven (7) years after a student graduates, transfers, or withdraws from school. Each student's transcript will be maintained for sixty (60) years following graduation, withdrawal, or transfer from the school. Students are entitled to see their entire school record within ten (10) school days of a request. Students and their parents or guardians who request the forwarding of specific information to a third party, such as a college or employer, will be required to sign a form authorizing the release of the records.

Further information on student rights as they pertain to student records may be obtained from the Administration or the Guidance Office. (Also See Appendix, p. B)

TRANSLATION SERVICES

Students and parents/guardians with limited English proficiency will be identified through annual home language surveys and school records information received from sending school districts. Information regarding the translation of students' school records and other pertinent materials will be provided by Whittier Tech to these students and their families in their home language. Upon request, translation services will be provided for written communication as required in compliance with DESE guidelines. Requests for translation services may be made by contacting the Principal's Office at Whittier Tech.

SERVICES FOR STUDENTS WITH DISABILITIES

The Student Services Department at Whittier Tech provides services for all eligible students in compliance with Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act (IDEA) and M.G.L. c71B. The Act ensures that all eligible students receive a "free and appropriate public education" (FAPE) in the least restrictive environment (LRE).

Whittier offers a continuum of services from inclusive classes to self-contained. The general education classroom is the least restrictive placement with the appropriate supports and related services.

The vocational/technical programs are open to all students with disabilities. Consultative support is available if deemed necessary by the TEAM during the development of the Individualized Educational Plan (IEP).

ASSESSMENTS

All students at Whittier Tech should expect to undergo testing regimens in academic and vocational subjects as determined by the professional staff, acting under the supervision of the Principal. Exams will be designed to measure knowledge, skills, and aptitudes gained in the respective areas.

Students also will be subject to the “comprehensive diagnostic assessment” as prescribed by the Massachusetts Comprehensive Assessment System. Students are required to obtain a successful score on this latter test as a prerequisite to obtaining a high school diploma.

SUMMER READING PROGRAM

In an effort to better prepare students for state mandated academic and vocational/technical testing, as well as for preparation for employment and/or college, all incoming freshmen, sophomores, juniors and seniors will be required to complete a summer reading program.

HOMEWORK POLICY

While homework is regarded as an integral part of the instructional program, the assignment of homework should take into consideration individual differences among students in matters such as health, ability, home conditions, and educational resources at home. Guidelines for homework are outlined below:

1. A minimum of fifteen (15) minutes per subject matter per night.
2. A record of homework assignments must be kept by the teacher.
3. Papers must be properly graded and reviewed with the student. After the student sees the paper, it will be collected and recorded by the teacher and, then, be retained by the student in his/her notebook.
4. Successful completion of homework assignments shall become part of the student’s final grade for the term carrying a minimum of a 10% value.
5. Homework assignments shall relate to the subject matter taught daily. The purpose of homework is to promote review and recall. At the same time, homework should support and develop basic skills for writing, mathematics, spelling and correct format.

MAKE-UP WORK

All work missed must be made up. Each teacher has a designated day (Tuesday or Thursday by appointment) on which he/she remains within his/her usual room or shop until 3:00 p.m. for the purpose of providing students with the opportunity to obtain extra instruction or to make up work. It is the responsibility of the student to take the initiative to make arrangements to see teachers.

PROGRESS REPORTS/REPORT CARDS

In the Whittier School District, it is the continuous duty of teachers to estimate, record, and report at appropriate intervals the progress of students. In addition to established, periodic reports, teachers will notify parents/guardians when the performance of a student requires special attention.

Mid-Quarter Progress Reports: Students will be issued a progress report in all subjects at the midpoint of the marking period.

Report Cards: Report cards will be issued four times a year, during November, February, March, and June.

Marking Code: The marking code will be as follows:

A to A- Superior B to B- Above Average C to C- Average D Poor F Failing

HONOR ROLL

High Honors: All A's with no grade lower than an A- in any core courses.

Honors: All A's and B's with no grade lower than a B- in any core courses.

CLASS RANK

Class rank is based on the number of courses, level of difficulty, and grades received during a student's academic career. Class rank is computed cumulatively over a four-year period.

FAILURE POLICIES

A student will not pass the course for the year if he/she fails two quarters. A teacher must record a final failing grade for a student who fails two quarters. A student who is absent ten or more days in a school year will be given an administrative failure. Students must pass their vocational technical area each year to be eligible for promotion and graduation.

FIELD TRIPS

Field trips are considered a teaching tool to be used as a part of the educational program and curriculum. They should be arranged so as to be as inclusive as possible, with no student excluded unless such exclusion arises as a result of a disciplinary problem, or some other reason detailed herein. When students are on a field trip, it is expected that their behavior will reflect positively upon themselves and Whittier Tech at all times. Cell phones are not permitted on field trips and if found will be collected and returned at the end of the school day and/or field trip.

COOPERATIVE EDUCATION

Cooperative Education provides students the opportunity to develop academic, technical, and employability skills not acquirable in a school-based setting but acquirable in a work-based setting.

Students in good academic standing, who have demonstrated the knowledge and skills associated with 2 full years (the equivalent of 8 terms) in their chosen technical field, are eligible for Co-op employment. Through a cooperative arrangement between the school and employers, students alternate study in school with paid employment in their chosen technical field. Students are evaluated weekly by their employer and documentation of such is submitted to the Cooperative Education Coordinator weekly.

Cooperative placement requires a formal agreement between the school, employer, student and parent/guardian. Students who participate in the Co-op program will be issued a Cooperative Employment Permit by the Co-op Coordinator. Employers agree to meet all requirements of state and federal labor laws and regulations including, but not limited to, those addressing worker compensation insurance, equal employment opportunity and occupational safety and health. Employers may also be subject to CORI law per Whittier School District policy.

Co-op students are supervised by a person holding a Vocational Technical Cooperative Education Coordinator License or a Vocational Technical Teacher License in the cooperative education program area.

Student Requirements:

Students must have completed 2 full years in their Technical Area (the equivalent of 8 terms). Students must have a grade of C- or better in their Technical Area and no more than one failure in a term. It is the students' responsibility to return their weekly time card to the Co-op Office upon return each Wednesday for their academic week.

Employer Requirements:

Employers must have Workers' Compensation Insurance and provide a copy of such binder to the school. Employers are required to provide a health and safety orientation specific to the site for all student employees.

Employers are required to follow all federal and state requirements pertaining to employment. This would include the withholding of taxes, overtime wages and hourly restrictions for minors.

State law and Whittier School District policy requires a CORI (Criminal Offender Records Information) and a SAFIS (Statewide Applicant Fingerprint Identification Services) check on any individual who has direct and/or unmonitored contact with Whittier students. A CORI is also required on any individual that may be transporting a Whittier student to and from a job site. Access to CORI material is restricted to those individuals certified to receive such information. The Superintendent will review the CORI records.

The Co-op agreement may be terminated at any time because of the student's grades, attendance, or discipline matters.

The Co-op Office must be notified immediately by the employer if:

- The student is injured on the job.
- The student is not showing up for work.
- The employer does not have enough work to keep the student employed for the week.
- The employer intends to lay off the student.

INTERNSHIPS

Internships are one of the most important ways students gain experience and start to make contacts within their field. Work experience that is related to the program of study allows students to explore potential careers and courses of study for college. In addition, they may also discover other fields and/or career paths not considered before. Students who take advantage of internship opportunities will only strengthen job and/or college applications.

All internships are coordinated by the Vocational Technical Coordinator.

To take part in this opportunity, students, parents, and internship providers are required to sign a written contract with the school. Internship providers are required to provide a health and safety orientation specific to the site for all student interns. The internship provider will also evaluate student performance on a weekly basis. It is the student's responsibility to return the signed performance evaluation to their instructor and to the Vocational/ Technical Coordinator's office each Wednesday upon return to school for their academic class week.

WORK PERMITS

The office of the Assistant Principals will issue Work Permits from 10:00 a.m. to 11:00 a.m. each school day.

PROMOTIONS AND GRADUATION REQUIREMENTS

It is expected that students will progress from grade to grade by successfully completing the required courses as outlined in the Program of Studies, and as detailed below. A student may be retained if it is determined by the Principal, or his/her designee, that he/she meets one of the following criteria:

- The student obtains failing grades in core academic or vocational courses.
- The student does not meet the attendance requirements.

In order to receive a high school diploma, all students must meet the graduation requirements set out by the Whittier School Committee, as well as fulfilling the state curriculum mandates (physical education and history), and passing the state competency test (MCAS). Students who fail to meet the minimum requirement of the state competency test (MCAS) yet fulfill the other requirements, may be eligible to receive a certificate of attainment.

Promotional and graduation requirements are outlined below:

Course Expectations

Grade 9

Vocational Technical Exploratory Program	10.0 credits
English	7.5 credits
History.....	5.0 credits
Mathematics.....	7.5 credits
Science.....	7.5 credits
Physical Education/Health	0.0 credits
World Language.....	2.5 credits
Total Credits.....	40.0 credits

Grade 10

Vocational Technical Program	20.0 credits
English	5.0 credits
History	2.5 credits
Mathematics.....	5.0 credits
Science.....	5.0 credits
Physical Education/Health	0.0 credits
World Language.....	2.5 credits
Total Credits.....	40.0 credits

Grade 11

Vocational Technical Program	20.0 credits
English	5.0 credits
History	2.5 credits
Mathematics.....	5.0 credits
Science	5.0 credits
Physical Education/Health	0.0 credits
Elective/Foreign Language	2.5 credits
Total Credits.....	40.0 credits

Grade 12

Vocational Technical Program	20.0 credits
English	5.0 credits
History.....	2.5 credits
Mathematics.....	5.0 credits
Science	2.5 credits
Physical Education/Health	0.0 credits
Elective/Foreign Language.....	2.5 credits
Elective	2.5 credits
Total Credits.....	40.0 credits

Promotion / Graduation Requirements

- Students must take and pass four years of English, mathematics, history and science, which are considered to be core academic subjects. These courses are a requirement for promotion to the next grade level and for graduation.
- Students who fail any of the core academic subjects in any school year must attend and must pass the failed course in an approved summer school program. The failed course must be passed in the summer school immediately following the school year in which the course was failed.
- If a student who fails a core academic course does not attend summer school or does not pass the summer school course, he/she will be retained in the previous grade and will not be promoted. If a student fails core courses in grade 12, he/she will not be eligible for graduation and will not be permitted to participate in the graduation ceremony.
- All students must also participate in four years of the physical education/health program.
- Students must pass their vocational technical areas each year to be eligible for promotion and graduation.

CONCURRENT ENROLLMENT AND ARTICULATION AGREEMENTS

Students at Whittier Tech have the opportunity to earn college credits at collaborating colleges for work completed at their high school in technical and academic areas. Students can get a head start on an associate degree, certificate, apprenticeship program, or further postsecondary study in a career and technical field. Major benefits of the program include:

- Considerable savings in tuition costs
- Advanced college course placement
- Transfer opportunities to collaborating four year institutions
- College and Career Planning
- Visitation to Colleges, Apprenticeship Training Facilities and worksites

GRADUATION AWARDS AND SCHOLARSHIPS

Applications for graduation awards and scholarships are available for all seniors from the Grade 12 Guidance Counselor. Awards and scholarships are listed on the Naviance website. This site is available using Whittier Tech's internet home page: www.whittiertech.org.

RIGHTS AND RESPONSIBILITIES

Rights of Parents

The Whittier Tech District is firmly committed to actively encouraging the involvement of parents/guardians in the education of their children. This is based on the belief that successful student achievement is built on a partnership of school and home. To fulfill the shared responsibility for meeting the objectives of the educational program, members of the school staff will take all reasonable opportunities to consult with parents and guardians regarding student progress and achievement. Parents and/or guardians also are encouraged to take part in school decision making through the School Council and other parent organizations.

Conversely, parents and guardians have responsibilities. Under state law, parents and guardians must take steps to assure that their children are in attendance at school (See Appendix: "Duties of Parents"). Parents also are expected to support school efforts to ensure their student conduct is consistent with the educational objectives of the District.

Rights of Students

All Whittier Tech students have the right to a full, free, and effective education which equips them with the basic knowledge and skills that will subsequently shape their lives. The Whittier School District further assures that, in the course of obtaining that education, students will be afforded civil protections, including the right to due process of law, secured by federal and state laws (See Appendix).

Students also may expect that their well-being will be a paramount issue for the Whittier District. School staff will be vigilant in attending to signs of any kind of abuse to students. Moreover, personal safety of students, especially in vocational settings, is an integral part of the educational program.

Students also may expect that they will be consulted on matters pertaining to student programs, activities, privileges and other areas particular to student interests. To facilitate student contributions, the School Administration encourages the establishment and operation of a variety of student organizations consistent with student interests and school purposes (See “Clubs”).

The traditional “open door” policy in the public school system will be continued. Students and their parents and/or guardians who believe that a student has received unfair treatment may bring forward their grievance. Every attempt will be made to seek a satisfactory solution to any legitimate grievance in a friendly and informal manner. Students with a problem, special request, or grievance should refer the same either to a teacher, guidance counselor, mediator, the Principal, or to a student government representative, depending on the nature of the matter.

To preserve these rights in the context of student conduct and behavior, the Superintendent has provided written guidelines pertaining to student conduct. These guidelines relate to: disciplinary proceedings (including procedures to assure due process), standards and procedures for mediating conflicts, standards and procedures for suspending and expelling students, procedures pertaining to the disciplining of students with special needs, and procedures to assure school building security and the safety of students and school staff. These are outlined below.

CHEATING AND PLAGIARISM POLICY

Plagiarism is taking someone else’s work or ideas and passing them off as one’s own. Plagiarism is considered cheating and is regarded as a very serious matter. Plagiarism demonstrates a lack of integrity and character, which is inconsistent with the goals and values of Whittier Regional Vocational Technical High School. Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic and technical growth. Plagiarism defrauds the instructor with a false view of a student’s strengths and weaknesses. It may prevent further instruction in areas of weakness and delay the student in reaching his or her potential.

Plagiarism is against the Whittier Tech Code of Conduct. Work that relies on outside sources, including the internet, should be appropriately cited, giving credit to the original author.

Students found cheating/plagiarizing on a test or on another academic or vocational work shall receive a grade of zero for the test or academic or vocational work with no opportunity for makeup and face disciplinary action through the Assistant Principal’s office.

Plagiarism includes:

- Taking someone else’s assignment or portion of an assignment and submitting it as one’s own;
- Submitting material written by someone else or rephrasing the ideas of another without giving the author’s name or source;
- Presenting the work of tutors, parents, siblings, or friends as one’s own;
- Submitting purchased papers as one’s own;
- Supporting plagiarism by providing work to others, whether it is believed it will be copied or not.

DISCIPLINE/STUDENT CONDUCT

Student Conduct

Students are expected to conduct themselves in a manner consistent with school rules and regulations to the end that a positive learning atmosphere be established. Among other things, student conduct shall reflect care and respect for all other members of the Whittier Tech school community.

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and individual circumstances.

Students violating any of the policies on student conduct and control will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians.

Expulsion is defined as the removal of a student from school for more than ninety (90) days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student expelled from school for such offense shall be afforded an opportunity to receive educational services and make academic progress.

Certain breaches of conduct are so serious that the Principal may long term suspend or expel a student under the provisions of M.G.L. c. 71, §37H and 37H ½. These include:

- Possession of a dangerous weapon while on school grounds or at a school-sponsored event
- Possession of a controlled substance while on school grounds or at a school-sponsored event
- An assault on a School Administrator, teacher, teacher's aide, or other staff person
- A felony charge or conviction

Other violations of the code of conduct will subject a student to disciplinary action up to and including mediation, detention, or suspension under the provisions of M.G.L. Chapter 71, §37H ¾.

The following actions will result in disciplinary action:

- Intentionally causing or attempting to cause damage to school property; or stealing or attempting to steal school property while under the jurisdiction of school authorities.
- Intentionally causing or attempting to cause damage to private property; or stealing or attempting to steal private property while under the jurisdiction of school authorities.

- Intentionally causing or attempting to cause injury to another person (except acts of self-defense) while under the jurisdiction of school authorities.
- Repeatedly and intentionally defying the valid authority of supervisors, teachers, administrators and other school personnel

Violations of the code of conduct will subject a student to disciplinary action up to and including mediation, detention, suspension, or expulsion. Such disciplinary measures may be used when students misbehave, or possess prohibited articles while at School. These articles and behaviors are detailed below.

Articles Not Permitted in School

Students shall not have articles in their possession that are distracting to the educational process, or have the potential to be harmful. Such items will be confiscated. Examples of these items include: Alcohol, Caffeine Enhanced Beverages, Cell Phones, Controlled Substances, Dice, E-Liquid, Electronic Cigarettes/Vaporizers, Firearms, Firecrackers, Glass Containers, Knives (or other sharp instruments), Laser Pointers, Lighters, Matches, Playing Cards, Skateboards, Tobacco Products, Tobacco Rolling Paper, Wallet Chains, Water Pistols.

Plastic reusable or disposable drink containers may be used in the Cafeteria ONLY.

Any other article determined to be distracting, or dangerous by the school administration may be confiscated and subject to discipline.

Student Discipline

The Principal has the authority to exercise discretion in deciding the consequences for a student who has violated disciplinary rules. The Principal shall first consider ways to re-engage the student offender in the learning process, and shall avoid using long-term suspension until other remedies and consequences have been employed.

Any principal, superintendent or person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall consider ways to re-engage the student in the learning process; and shall not suspend or expel a student until alternative remedies have been employed and their use and results documented, following and in direct response to a specific incident or incidents, unless specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and in cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school. Alternative remedies may include, but shall not be limited to: (i) mediation; (ii) conflict resolution; (iii) restorative justice; and (iv) collaborative problem solving. The principal, superintendent or person acting as a decision-maker shall also implement school- or district-wide models to re-engage students in the learning process which shall include but not be limited to: (i) positive behavioral interventions and supports models and (ii) trauma sensitive learning models; provided, however, that school- or district-wide models shall not be considered a direct response to a specific incident.

Mediation

Mediation is an alternative to punitive discipline which allows students and staff to resolve disputes. It is a way of looking at a problem, identifying the issues, and thinking through the alternatives and consequences.

Mediation is a voluntary activity, and is most successful when done before a situation escalates or a fight occurs, and may be an alternative to some disciplinary actions when approved by the Assistant Principal(s).

Detention

Students may be assigned to a teacher's detention or administrative detention for infractions of major and/or minor school rules. Detentions are generally assigned on Tuesday or Thursday, during the same week as the infraction occurs, to the extent possible.

Suspension

A suspension is a short term or long term removal from regular classroom activities.

Short term suspension is the removal of a student from the school premises and regular classroom activities for 10 consecutive days or less.

Long term suspension means the removal of a student from the school premises and regular classroom activities for more than 10 consecutive days, or for more than 10 days cumulatively for multiple disciplinary offenses in any school year.

A suspended student is restricted from entering the school buildings, or coming onto school grounds; and a suspended student may not participate in any school sponsored activities or functions during the suspension period. It is also recommended that parents restrict the activities of a student during the suspension period to reinforce the importance of the disciplinary consequence and to demonstrate cooperation between the school and family.

The Principal or his/her designee has the sole responsibility for determining who is suspended. The suspended student may not be permitted to return to school until a parental conference has been held.

In-School Suspension

At the discretion of the Principal, in-school suspension may also be imposed where a student is determined to have committed a suspendable offense. In-school suspension means the student is removed from regular classroom activities, but not from the school premises, for no more than 10 consecutive school days. Students will be subject to limitations on their movements and activities as determined by the Principal. In-school suspension for less than 10 days shall not be considered a short-term suspension. An in-school suspension of more than 10 days shall be deemed a long-term suspension.

For an in-school suspension, the Principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the Principal determines that the student committed the disciplinary offense, the Principal shall inform the student of the length of the student's in-school suspension, which shall not exceed 10 days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the Principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The Principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such a meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the Principal is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

The Principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the Principal, if such meeting has not already occurred. The Principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the Principal and the parent.

Removal from Extracurricular Activities and Attendance at school sponsored events

The principal may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the procedures in M.G.L. c. 71, § 37H¾ or 603 CMR 53.00.

Opportunity for Academic Progress During Suspension/Expulsion

Any student receiving in-school suspension or short-term suspension, shall have the opportunity to make up assignments, tests, papers, and other school work as needed to make academic progress during the period of removal from the classroom or school.

Any student who is expelled or suspended from school for more than 10 consecutive days shall have an opportunity to receive educational services that will enable the student to make academic progress toward meeting state and local requirements through the school-wide educational services plan.

The school-wide educational service plan includes options for access to tutoring or online educational services as selected by the parent/student and arranged with the Principal. Instructional services are provided by WRVTHS personnel or contracted providers as assigned by WRVTHS. All work will be consistent with the academic standards and curriculum frameworks for all students under G.L. c. 69 §§1D and 1F.

Code of Conduct

Violations of the code of conduct will subject a student to disciplinary action up to and including mediation, detention, suspension, or expulsion.

1. Verbal or physical assault
2. Destruction and/or willful damage to school property (restitution to be made in full), or stealing, or attempting to steal school property
3. Intentionally causing, or attempting to cause, damage to private property; or stealing, or attempting to steal, private property, while under the jurisdiction of school authorities
4. Fabricating objects for illegal purposes, or to use to commit bodily harm

5. Cheating, Plagiarism
6. Theft (restitution to be made)
7. Truancy
8. Leaving school without permission
9. Obscene, profane, or abusive language and gestures
10. Willfully falsifying information
11. Insubordination- Students shall not deliberately refuse to carry out a valid request of any staff person
12. Extortion
13. Smoking and possession of any tobacco products on school grounds
14. Use of and/or possession of any electronic smoking device/vaporizer and/or E-Liquid substance to be used with an electronic smoking device
15. Fighting, defined as physical contact between two or more individuals with intent to do physical harm - In cases where students have been fighting, all parties will be suspended
16. Failure to report to detention
17. Repetitive and major infractions of bus conduct
18. Use of possession of alcohol, illegal drugs, and/or drug paraphernalia
19. Throwing objects
20. Motor vehicle violations
21. Violation of anti-hazing policy
22. Violation of anti-harassment policy
23. Harassment (sexual, racial, etc.) including slogans and symbols
24. Violation of anti-discrimination policy
25. Violation of another's civil rights – The term “students' civil rights” refers to the right of students to be free from discrimination, including verbal or physical attacks based on race, color, sex, gender, gender identity, religion, sexual orientation, disability, homelessness or limited English language ability.
26. Failure to correctly identify yourself to any staff member
27. Any student who provokes, incites, or otherwise causes a confrontation which risks harm to any other student or disrupts the normal educational process
28. Being in an unauthorized area – Any student who is in an area of the building without a pass and permission of his/her instructor will be considered to be in an area unauthorized to him/her
29. Use of a lighter, or matches, in any manner not associated with shop or class instruction, and without permission of the instructor
30. Excessive lateness or absences
31. Failure to meet expectations regarding dress and appearance
32. Possession of prohibited articles (see list) while at school
33. Demonstrations which disrupt the normal educational process won't be tolerated and may result suspension
34. Possession of food or drink outside of the cafeteria
35. Computer misuse; posting/retrieving unauthorized material on the Internet
36. Violation of anti-bullying policy
37. Cyberbullying/Harassment
38. Students are prohibited from knowingly making false statements or knowingly submitting false information during a grievance process, including but not limited to harassment/bullying reports and investigation
39. **Other reasons that may be determined by School Administration**

STUDENT DUE PROCESS RIGHTS

In administering discipline, school officials will be careful to observe the right to due process under the law for each student. The nature of the violation determines the due process that school officials follow.

1. DUE PROCESS RIGHTS FOR STUDENTS CHARGED WITH POSSESSION OF A DANGEROUS WEAPON, POSSESSION OF A CONTROLLED SUBSTANCE, ASSAULT ON SCHOOL STAFF AND/ OR STUDENTS WHO HAVE BEEN CHARGED WITH OR CONVICTED OF A FELONY (M.G.L. c. 71, §37H and M.G.L. c. 71, §37H ½).

Short Term Disciplinary Sanctions: Prior to the imposition of any disciplinary sanction that might result in a student's suspension from school for ten (10) consecutive school days or less, the student will be given oral notice of the offense with which he/she is charged and an opportunity to respond. In the event that the Principal or designee determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be notified by telephone and in writing.

Long Term Disciplinary Sanctions: Prior to the imposition of any disciplinary sanction that might result in the student's suspension from school for more than ten (10) consecutive school days or expulsion, the parents/guardians will be given written notice of a hearing at which they may be represented by an attorney at their expense and may examine and present witnesses and documentary evidence. Following this hearing, a written decision will be issued. The parent(s)/guardian(s) will have the right to appeal any decision imposing a long term suspension or expulsion from school to the Superintendent. Where the student is excluded in accordance with M.G.L. c. 71, §37H, the student shall have ten (10) days from the effective date of the exclusion to file a written appeal with the Superintendent of Schools. For exclusions imposed pursuant to M.G.L. c. 71, §37H ½, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the Superintendent. For exclusions imposed by the School Committee in accordance with M.G.L. c. 76, §17, the student shall have the right to file a written request for reconsideration by the committee within ten (10) days of the effective date of the exclusion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect. M.G.L. c. 76, §17, M.G.L. c. 71, §37H and M.G.L. c. 71, §37H ½.

2. DUE PROCESS RIGHTS FOR STUDENTS CHARGED WITH OTHER VIOLATIONS (M.G.L. c. 71, §37H ¾)

Notice and Principal's Meeting: For any suspension under this section, the Principal or a designee shall provide notice of the charges and the reason for the suspension or expulsion to the parent(s)/guardian(s) in English and the primary language spoken in the student's home. The student shall receive written notice of the charges and the opportunity to meet with the Principal or designee to discuss charges and reasons for the suspension and/or exclusion prior to suspension/exclusion taking effect.

The Principal or designee shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. The meeting may take place without the student's parent(s)/guardian(s) so long as the Principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

The purpose of the Principal's hearing is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

The Principal shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense.

a. Short-term Suspension

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

Based on the available information, including mitigating circumstances, the Principal shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The determination shall be in writing and may be in the form of an update to the original written notice.

b. Long-term Suspension

In addition to the rights afforded a student in a short-term suspension hearing, the student shall also have the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; the right to cross-examine witnesses presented by the school District; the right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

If present, the Parent shall have an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

Based on the evidence, the Principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension.

If the Principal decides to suspend the student, the written determination shall identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; set out the key facts and conclusions reached by the Principal; identify the length and effective date of the suspension, as well as a date of return to school; include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in 603 CMR 53.13(4)(a);

inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language: the process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five calendar days of the effective date of the long-term suspension; provided that within the five calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

Emergency Removal

The Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption. The Principal shall immediately notify the Superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal.

In the event of an emergency removal, the Principal shall make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal. The Principal shall provide written notice to the student and parent as provided above, and provide the student an opportunity for a hearing with the Principal as provided above, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent.

The Principal shall render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements as described above.

In the event of an emergency removal from school, the Principal will not release the student until adequate provisions have been made for the student's safety and transportation.

Superintendent's Hearing

The parent(s)/guardian(s) shall have 5 calendar days following the effective date of the suspension to submit a written request for an appeal to the Superintendent but may be granted an extension of time of up to 7 calendar days. If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent will hold a hearing with the student and the parent(s)/guardian(s) within 3 school days of the student's request for an appeal. The time may be extended up to 7 calendar days if requested by the parent(s)/guardian(s). The Superintendent's hearing may proceed without the parent(s)/guardian(s) if a good faith effort was made to include parent(s)/guardian(s). The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing.

At the hearing, the Superintendent shall determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. Students shall have all of the rights afforded to students at the Principal's hearing for long-term suspensions. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The Superintendent will issue a written decision within 5 calendar days of the hearing. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision.

The Superintendent's decision is the final decision of the District.

DISCIPLINE AND STUDENTS WITH DISABILITIES

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school District knows or has reason to know might be eligible for such services. The school is deemed to have knowledge that a student is a student with a disability if before the behavior that precipitated the disciplinary action occurred: (1) the student's parent expressed concern in writing to supervisory or administrative personnel, or the student's teacher, that the student is in need of special education and related services; (2) the student's parent requested an evaluation of the child; or (3) the student's teacher, or other school personnel, expressed specific concerns directly to the director of special education or to other supervisory personnel about a pattern of behavior demonstrated by the student. The school is not deemed to have knowledge of a disability if (1) the parent has not allowed an evaluation or has refused special education and related services, or (2) the child has been evaluated and determined not to be a child with a disability. If a request for an evaluation is made during the time period in which the student is subjected to disciplinary measures, the evaluation must be conducted in an expedited manner. Students who have been found to have a disability that impacts upon a major life activity, as defined under §504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year. The following additional requirements apply to the discipline of students with disabilities:

1. The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.
2. Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or ten (10) cumulative school days in a given school year, building administrators, the parents/guardians and relevant members of the student's IEP or 504 team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). During disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services identified as necessary to provide him/her with a free appropriate public education during the period of exclusion.

3. If building administrators, the parents/guardians and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP team or 504 Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or where appropriate, conduct a functional behavioral assessment.

4. If building administrators, the parents/guardians, and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent/guardians consent to, a new placement, or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The Student's Team shall also review the student's IEP, and modify as appropriate, any existing behavioral intervention plan or arrange for a functional behavioral assessment.

5. If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational placement (IAES) for up to forty-five (45) school days. A court or BSEA hearing officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

FIREARMS

It is illegal (other than a law enforcement officer) to carry a firearm, loaded or unloaded, or other dangerous weapon in any building or on the grounds of any school M.G.L. c. 269 § 10.

WEAPONS POLICY

Definitions:

Dangerous Weapons: Dangerous weapons include, but are not limited to, firearms of any kind, knives, razors, or other objects such as items sharpened into blade chains, whips, ropes, or any combination of objects fashioned into such, sling shots, clubs, karate sticks, or rods of any kind, pipes, metallic knuckles, rings, screwdrivers, wrenches, hammers, or other objects or materials determined by the Principal to be a dangerous weapon.

Contraband: This refers to any objects, which, depending on their use, may present a threat to the health and safety of students and staff. Contraband materials include, but are not limited to, bottles, cans, scissors, hat pins, rings, metal files, athletic equipment (e.g., baseball bats or hockey sticks), umbrellas, and chemical sprays (e.g., spray paint, mace, or any aerosol), etc. Fireworks and other explosives are also contraband. Depending upon the manner in which such items are used or possessed, contraband materials may also constitute dangerous weapons for purposes of this policy and M.G.L. c. 71 §37H.

Disciplinary Action for Incidents Involving Weapons

The possession or use of weapons on school grounds, school buses, or at any school-sponsored or school-related events is unconditionally prohibited. If a student is found to possess, or have used, or threatened the use of a legally dangerous weapon, the Principal immediately will notify the student and the student's parents/guardians of the violation, following this with a written notification of the same. Then, the Principal will initiate the following process:

1. If the weapon or item is determined by the Principal to be a "dangerous weapon" the following will occur:
 - a. School Administration will notify the police.
 - b. A court action may be filed.
 - c. After an informal conference with the Principal, during which the student is informed of the reason for the disciplinary action, the student will **IMMEDIATELY RECEIVE AN INTERIM SHORT-TERM SUSPENSION** from school pending further disciplinary action.
2. If the item or material is defined as "contraband," the following will occur:
 - a. After an informal conference with the Principal, during which the student is informed of the reason for the disciplinary action, the student will **IMMEDIATELY RECEIVE AN INTERIM SHORT TERM SUSPENSION** from school pending further disciplinary action.

After the initial suspension period, the Principal may conduct a hearing to impose a long-term suspension or expulsion in accordance with the Due Process Procedures set forth in this handbook and M.G.L. c.71 §37H.

Students must recognize that bringing a weapon or dangerous item/material to school, using a weapon to harm another person, or threatening the use of a weapon is a serious breach of school rules. Even if the weapon is just sitting in the student's locker or in the student's pocket, the student will be subject to the disciplinary action outlined above. It should further be noted that **ANY WEAPONS VIOLATION MAY LEAD TO THE EXPULSION OF THE OFFENDING STUDENT**. Anyone having knowledge of a weapon brought to school, or to any school-sponsored or school-related event, shall report the information to the Principal, or any other school official, immediately.

DRUGS

Whittier Tech recognizes that the possession, use, or sale of drugs can cause substantial interference with classroom and shop instruction and, more importantly, will endanger the physical safety of individuals within the school community. Any student who is found on school premises, or at school-sponsored or school-related events (including athletic events), in possession of a controlled substance as defined in Chapter 94C and as referenced in Chapter 71, Section 37H of the Massachusetts General Laws, including, but not limited to, marijuana, cocaine, and heroin, may be subject to long term suspension or expulsion from the school by the Principal. In the case of possession of a controlled substance, the police will be notified and the student will be notified in writing of an opportunity for a hearing in accordance with the due process procedures set forth in this handbook and MGL C. 71 section 37H. The hearing will be conducted by the Principal. Illegal paraphernalia related to drug use also will be considered as a cause for suspension.

In all cases dealing with drugs, suspensions will be for a minimum of five (5) days. The drug free school law carries a two and one-half years mandatory sentence for anyone selling drugs within 300 feet of school property. The Whittier Tech Administration may search a student when the student exhibits signs of being under the influence of drugs or alcohol (unusual behavior and /or physical signs, obvious paraphernalia, smelling of alcohol and/or marijuana, is present in an area that smells of alcohol and/or marijuana).

ALCOHOL

Whittier Tech recognizes that the possession, use, or sale of alcohol can cause substantial interference with classroom and shop instruction and, more importantly, will endanger the physical safety of individuals within the school community. Any student who is found on school premises, or at school-sponsored or school-related events (including athletic events), in possession of alcohol may be subject to long-term suspension from the school by the Principal. In the case of possession of alcohol, the police will be notified and the student will be notified in writing of an opportunity for a hearing in accordance with the due process procedures set forth in this handbook and MGL c71 section 37H $\frac{3}{4}$. The hearing will be conducted by the Principal. Any student found to have consumed an alcoholic beverage before attending school or a school-sponsored event will be dismissed from school and barred from attendance at school-sponsored events and may be subject to long-term suspension from the school by the Principal. The Whittier Tech Administration may search a student when the student exhibits signs of being under the influence of drugs or alcohol (unusual behavior and/or physical signs, obvious paraphernalia, smelling of alcohol and/or marijuana, is present in an area that smells of alcohol and/or marijuana).

TOBACCO USAGE AND POSSESSION

In accordance with Massachusetts General Laws Chapter 71, Section 2A, students are prohibited from using tobacco products of any type on school grounds. The use of all tobacco products is prohibited within all school facilities, parking areas, playing fields, on school grounds, and in school transportation vehicles of all types. Smoking or the use of any tobacco product including chewing tobacco and electronic smoking devices, whether it contains tobacco or not, is not

allowed within the school building, on school grounds, or school transportation vehicles. Such products will be confiscated and returned only to a parent or guardian. Additionally, Whittier Tech prohibits the possession of all tobacco products, including but not limited to cigarette lighters, cigarette holders, pipes, cigarette papers and electronic smoking devices. Such products are considered “Articles Prohibited in School” as defined in this handbook and possession of such articles may result in suspension from school. Carrying/possessing of cigarettes and/or electronic smoking devices by a student on school grounds or school transportation vehicles will result in the confiscation and disposal of that contraband. Students found in possession or use of any tobacco product, including e-cigarette and vape products may result in the following disciplinary consequences:

- First Offense - 2-day In School Suspension
- Second Offense - 3-day In School Suspension
- Third and subsequent violations may result in three (3) days outside suspension

ASSAULT OF A STAFF MEMBER

Any student who commits assault upon a Superintendent, Principal, any other School Administrator, teacher, teacher’s aide, or any other school staff on school premises, or at a school-sponsored or school-related event, including athletic events, may be subject to long-term suspension or expulsion from the school by the Principal in accordance with Due Process Procedures set forth in this handbook and M.G.L. c71§37H. The police will be notified.

SAFETY

Due to the nature of the school and the potential hazards in certain shop settings, the following protective equipment is required for students:

Safety glasses are mandatory in the following shop areas: Auto Body, Auto Repair, Carpentry (House building and Millwork), Machine Shop, Metal Fabrication, Plumbing/Heating, and Masonry. Safety glasses also may be required in other occupational areas, at the discretion of the instructor. Safety glasses may be purchased from the Whittier Marketing Department. Glasses bought elsewhere must meet specifications as prescribed by Whittier. It is the responsibility of the students to supply and maintain these glasses. Failure to have and wear safety glasses may result in exclusion from the shop area.

Students in all shop areas are required to wear footwear which covers and protects the feet according to standards established by occupational area as indicated by the instructor. Generally, canvas-type shoes, sandals, moccasins, open-toe shoes and other non-protective footwear are considered inappropriate for shop use. The above rules are designed to protect the eyes and feet, and there can be no deviation from established standards.

If Whittier Tech has suspicion of a student’s drug use on or off of school premises, the student will not be permitted to attend his or her shop area until he or she is able to produce a drug test indicating that the student is drug free. He or she will spend shop time in the In-School Suspension room completing written work from his or her shop until such a test is provided

GANG ACTIVITIES AND HAZING

Consistent with its policy of maintaining a safe and secure learning environment for students, the Whittier District prohibits the establishment and/or operation of gangs and any gang-related activity on school grounds, or at any school-sponsored or school-related event. This prohibition extends to all manifestations of gang representation; including dress, signals, graffiti, trademarks, colors, or any other attribute which signifies membership or affiliation with such groups. Students who violate this proviso, in any way, shall be subject to disciplinary action.

This prohibition extends to all fraternities, sororities, and/or any other society, or organization, which operates in secret.

HAZING

All students should understand that hazing, defined as any conduct or behavior, which willfully, or recklessly, endangers the physical or mental health of any student or person, is a crime (See Appendix: pp. I, M.G.L. Chapter 269). Thus, hazing, or any behavior which can be construed to have the effect of hazing is prohibited while students are on school grounds, or at school-sponsored or school-related events. Those having knowledge of such behavior are required to inform a teacher, or other school official, of it.

BULLYING PREVENTION AND INTERVENTION

Whittier Regional Vocational Technical School prohibits all forms of bullying in school or at school-sponsored events/activities, whether on or off campus. All forms of bullying at school will be subject to disciplinary actions, which may include suspension. Off campus bullying which causes a disruption within the school setting may be grounds for disciplinary action.

Relevant sections of the law (M.G.L. c. 71, § 37O) are described below.

Definitions

Perpetrator is a student or member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor or an extracurricular activity or para- professional who engages in bullying, cyberbullying, or retaliation.

Bullying is the repeated use by one or more students or member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor of an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying includes cyberbullying.

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

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

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

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

Prohibition Against Bullying

Bullying is prohibited:

- on school grounds,
- property immediately adjacent to school grounds,
- at a school-sponsored or school-related activity, function, or program whether on or off school grounds,
- at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school,
- through the use of technology or an electronic device that is owned, leased, or used by a school district or school (for example on a computer or over the Internet),
- at any program or location that is not school-related, or through the use of personal technology or electronic devices, if the bullying creates a hostile environment at school, or material and substantially disrupts the education process or the orderly operation of a school.

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

Reporting Bullying

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the Principal or another staff member, or reports may be made anonymously. Please call the Principal of Whittier Regional Vocational Technical High School, at 978-373-4101 ext. 216 or email principalsoffice@whittiertech.org to report issues of Bullying.

School staff members must report immediately to the Principal or his/her designee if they witness or become aware of bullying or retaliation. Staff members include, but are not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity or paraprofessionals.

When the school Principal or his/her designee receives a report, he or she shall promptly conduct an investigation. If the school Principal or designee determines that bullying or retaliation has occurred, he or she shall (i) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; (ii) notify the parents or guardians of an aggressor; (iii) take appropriate disciplinary action; and (iv) notify the local law enforcement agency if the school Principal or designee believes that criminal charges may be pursued against the aggressor.

Professional Development

Schools and districts must provide ongoing professional development to increase the skills of all staff members to prevent, identify, and respond to bullying.

The content of such professional development is to include, but not be limited to: (i) developmentally appropriate strategies to prevent bullying incidents; (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying; (iv) research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; (v) information on the incidence and nature of cyberbullying; and (vi) Internet safety issues as they relate to cyberbullying.

Complaint Procedures

Any student who wishes to file a complaint as a result of hazing, sexual harassment, bullying or discriminatory practices should report incidents to the Assistant Principals' Office or to a member of the Guidance Department. Students may file complaints regarding sexual harassment to the Title IX coordinator see **Appendix B, C**. Other complaints will be addressed via grievance procedures set out in **Appendix L**.

SCHOOL SURVEILLANCE

The use of cameras and videotapes are used at Whittier Tech to record students' behavior, to foster security, promote students' safety, and monitor student conduct. Access to video recordings from security cameras shall be limited to school administrators. Whittier Tech has added advanced vape and elevated sound sensor, technology and alert systems in order to combat vaping where cameras are prohibited. (See Appendix FFF)

CARE OF SCHOOL PROPERTY

Students are called upon to recognize that the Whittier Regional Vocational Technical High School and all its facilities and assets are the result of substantial expenditures by District taxpayers. Students must respect this investment. Any students found responsible for either incidental or malicious damage, or loss, of school property will be held to account for such property and will be subject to restitution up to the full value of the damage done or property lost. This condition extends to all books, library resources, and other educational materials. Parent(s)/guardian(s) will be held responsible for such damage or loss of school property caused by their child. In addition to fines and/or restitution, students may also be subject to other disciplinary action for failure to respect school property.

VANDALISM

A special caution is in order concerning acts of vandalism. The Whittier District regards vandalism as an act of criminal mischief requiring prosecution. The Superintendent, or his/her designee, may sign a criminal complaint and press charges against those who, in any way, vandalize school property. Moreover, acts of vandalism which contain the elements of a hate crime, or which rise to the level of a threat to school safety, will be prosecuted to the fullest extent of the law.

SEARCH AND SEIZURE

Whittier students need to understand that they, their personal belongings, desks, lockers, and vehicles may be subject to search by school personnel when School Administrators have reasonable grounds to believe that a search will yield evidence that a student has violated the law and/or school rules. Ordinarily, searches will be conducted by a member of the School Administration in the presence of another adult. As soon as is practicable after the conclusion of a search, the parents/guardians of the student will be notified.

Similarly, if a search uncovers objects, etc., prohibited by school rules, or which may be otherwise disruptive to the educational environment, these objects may be retained by school officials and returned later to the student or his/her parents/guardians. Searches may include the use of canines.

Search Procedures

- 1.** It is prohibited to store any illegal items/substances in violation of any school rule in a locker.
- 2.** Items/substances prohibited from being in lockers include: guns, knives, weapons (real or fake), illegal drugs, alcoholic beverages, fireworks, explosives, fire/smoke/odor producing products, and any other article not permitted in school.
- 3.** Students should be aware that, at the discretion of a School Administrator, a student's locker, luggage, and personal belongings may be searched when there is reason to believe that prohibited items/substances may be found and when the student is on school grounds, or at a school-sponsored or school-related event. Should prohibited items/substances be found, they will be seized.
- 4.** A search of a student's belongings and/or vehicle will be performed and seizure of prohibited items/substances discovered in the course of such a search will occur only if there exist reasonable grounds for suspecting that the student has violated, or is violating, either the law or the rules of the school. The search will be conducted in a manner reasonably related to its objectives, and will not be excessively intrusive in light of the age and the gender of the student and the nature of the infraction.
- 5.** When possible within reason, a search of a student will be made in the presence of a School Administrator accompanied by another adult. When possible within reason, a search of a student's automobile parked on school grounds will be in the presence of the student(s) whose conduct is under scrutiny and in the presence of a school official.

Should a search reveal objects or substances, the possession of which may give rise to a crime, notice will be given to the police. In the event of the questioning, custody or arrest of students by law enforcement officials, the school Principal, or his/her designee, will be present when possible. The Principal will request that all procedural safeguards are observed and that parents are notified.

TRANSPORTATION

The Whittier District provides transportation for its students. Students need to understand that transportation by way of school buses is a privilege which may be revoked in the event of its abuse, or the misconduct of students being transported. Conduct while a passenger on a school bus must be such that it does not annoy other passengers, does not distract the driver, and does not otherwise create a safety hazard. All buses have surveillance equipment that monitors and records student behavior. The Transportation Coordinator is responsible for establishing bus schedules, routes, stops, procedures, and other matters relative to the bus program.

USE OF AUDIO/VIDEO ON BUSES

Cameras may be used to monitor and record students' behavior on buses in order to promote the safe transportation of students. Videotapes of students riding on buses may be used to foster security, promote students' safety and monitor student conduct.

Parental requests to review the videotapes shall be directed to the Superintendent. Those viewing the videotapes must have prior authorization from the Superintendent. Students shall not view these tapes without explicit authorization from the Superintendent.

School buses, as well as qualified drivers, are provided by the District for the use of its students. Every student is expected to board the bus at his/her designated stop. Students should be at their bus stop at least five minutes before the scheduled pick up time. Missing the bus is not an acceptable reason for being late. Students are expected to be well behaved and courteous. If an individual is reported for being unruly, or for endangering the safety of others, that person's bus privilege will be taken away. Students need to understand that they are the responsibility of the school from the time they get on the bus in the morning to the time they get off the bus in the afternoon. Students need to observe the following points:

1. Bus assignments are according to your HOME address. Any bus changes will need to be authorized by the Assistant Principal(s).
2. Students shall enter the bus in an orderly fashion, go directly to a seat, and remain seated until the bus reaches its destination.
3. Students must have their identification card with them and present it when requested.
4. All students shall cross the street in front of the bus ONLY.
5. Any student found vandalizing a bus will be subject to suspension, as well as possible expulsion and will be required to pay for the damages.
6. Students shall keep their hands, heads, and arms inside the bus at all times.
7. No articles will be placed in the aisle of the bus.

8. There will be NO SMOKING/VAPING on a bus at any time.
9. No alcoholic beverages, or controlled substances, shall be brought onto a school bus.
10. The use of matches, or cigarette lighters, for any reason is a major infraction which will result in the loss of bus privileges, and/or suspension from school.
11. Roughhousing, shouting, throwing objects, tampering with bus controls, or emergency equipment is a major infraction.
12. Students will not be allowed to get off the bus at any destination other than that location designated as their assigned bus stop nearest to their home.
13. Bus passes: Occasional requests to ride another bus, or to exit the bus at a stop other than the student's assigned stop requires the following:
 - a. A signed parental note explaining the reason for the change and identifying the location at which the student is to be allowed to leave the bus.
 - b. Approval of the change by the Transportation Coordinator.
 - c. Approval of the change by the Assistant Principal(s).

NOTE:: It is the responsibility of the Whittier bus program to provide transportation service first to the students who live in the area serviced by the bus. Requests for bus passes may be refused if the bus a student is requesting to ride is determined to be full by the Transportation Coordinator. Every effort consistent with safety will be made to accommodate each request.

14. Bus drivers have the right to assign seats to students at their discretion.
15. Frequent violations of bus rules may lead to out-of-school suspension, exclusion, or denial of transportation privileges.
16. On each bus, the bus driver is the school staff person in charge. Students will do nothing to distract the driver and will follow the directions of the driver as to conduct on the bus.

BUS DISCIPLINE

The bus drivers have the responsibility for the students under their control. The discipline of the students is a shared responsibility involving the cooperation of students, parents/guardians, School Administration, and the bus drivers. Without active participation and cooperation among these parties, there cannot be effective discipline.

List of Offenses

- | | |
|---------------------------------------|--------------------------------------|
| Refusing to obey the driver | Use of profanity |
| Fighting or other violent behavior | Lighting matches |
| Throwing objects on or out of the bus | Smoking/Vaping on the bus Possession |
| of and/or use of drugs | Spitting |
| Possession of and/or use of alcohol | Vandalism |
| Hanging out of bus windows | Destruction of property |
| Tampering with emergency equipment | Changing or climbing over seats |
| Illegal use of electronic devices | |

Action

In the event of misconduct, or any violation of bus rules, a discipline report will be completed by the bus driver and submitted to the Assistant Principal(s). The Assistant Principal(s) will determine the disciplinary action to be taken. This action may include any of the following: warnings, school suspensions, and/or suspension of bus privileges ranging from one week to permanent exclusion from the bus.

In cases where several students, acting as a group, violate bus rules, the entire group will be:

1. Mailed a letter regarding their conduct.
2. Assigned to specific seats.
3. Subject to disciplinary action.

APPENDIX



Whittier Regional Vocational Technical High School

115 Amesbury Line Road
Haverhill, MA 01830-1898

Maureen Lynch
978-373-4101
Superintendent
978-521-0260

Fax:

www.whittiertech.org

Dear Student and Parent/Guardian:

In compliance with the federal and state regulations (Title IX and Chapter 76, Section 5), we are informing you of the following:

In compliance with federal and state law, it is the policy of the Whittier Regional Vocational Technical High School not to discriminate on the basis of race, color, sex, religion, national origin, sexual orientation, age, ancestry, disability, gender identity, veteran status, genetic information, limited English speaking ability, homelessness, or any other class protected by state or federal law, its educational programs, activities or employment policies.

Inquiries regarding compliance with these policies may be directed to the Principal's office at Whittier Regional Vocational Technical High School, 115 Amesbury Line Road, Haverhill, Massachusetts 01830, Tel. 978-373-4101, or to the US Department of Education, Office of Civil Rights (OCR), 617-289-0111, www.ed.gov/ocr.

Maureen Lynch
Superintendent

ML/lr

Whittier Tech: *Working on your future*

"Equal Educational Opportunity - Equal Employment Opportunity"

GRIEVANCE PROCEDURES IN COMPLIANCE WITH TITLE IX

TITLE IX NOTICE AND PROCEDURES

Title IX of the Education Amendments of 1972 states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. 20 USC §1681.

Sexual harassment, including sexual violence, is unlawful sex discrimination. As required by Title IX and in compliance with Title IX, the Whittier Regional Vocational Technical High School does not discriminate on the basis of sex in its education programs or activities including in its admission or employment practices. Inquiries regarding the application of Title IX to the Whittier Regional Vocational Technical High School education program and activities are directed to the Title IX Coordinator.

The following conduct constitutes sexual harassment:

- A school employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (often called "quid pro quo" harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f), and the Violence Against Women Act, 34 U.S.C. § 12291(a)).

How to Report Sex Discrimination, including Sexual Harassment

Any person may report sex discrimination, including [sexual harassment](#) in person, by mail, by telephone, or by electronic mail, to the [Title IX](#) Coordinator, or by any other means that results in the [Title IX](#) Coordinator receiving the person's verbal or written report. Reports may be made at any time by using the telephone number or electronic mail address, or by mail to the office address, listed for the [Title IX](#) Coordinators.

Kristine Morrison
Title IX Coordinator
Director of Pupil Personnel Services
Whittier Regional Vocational Technical High School
115 Amesbury Line Road
Haverhill, MA 01830
978-373-4101 ext. 213
kmorrison@whittiertech.org

How to File a [Formal Complaint](#) of [Sexual Harassment](#)

A complainant may file a formal complaint with the Title IX Coordinator by mail, email, telephone or in person.

The Title IX Coordinator may also initiate a formal complaint.

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that Whittier Regional Vocational Technical High School investigate the allegation.

How Whittier Regional Vocational Technical High School will respond:

The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures.

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent. Supportive measures are offered whether or not the complainant files a formal complaint and are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or deter sexual harassment. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The [Title IX](#) Coordinator will consider the [complainant](#)'s wishes with respect to [supportive measures](#), inform the [complainant](#) of the availability of [supportive measures](#) with or without the filing of a [formal complaint](#), and explain to the [complainant](#) the process for filing a [formal complaint](#). The Title IX Coordinator must treat [complainants](#) and respondents equitably and offer supportive measures to the complainant and respondent.

The Whittier Regional Vocational Technical High School may remove a respondent from school or an activity on an emergency basis, provided that an individualized safety and risk analysis determines that there is an immediate threat to the physical health or safety of any [student](#) or other individual. Respondents removed on an emergency basis will receive [notice](#) and an opportunity to challenge the decision immediately following the removal. This provision may not modify any rights for students with disabilities.

Grievance Process:

In response to a [formal complaint](#), Whittier Regional Vocational Technical High School will adhere to the following grievance process.

Written Notice:

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice to the parties who are known. The written notice shall include:

- Notice of the grievance process, including notice of an informal resolution process;
- Notice of the allegations that includes sufficient details known at the time and with sufficient time to prepare a response before any initial interview;
- Notice that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- Notice that the parties may have an advisor of their choice and may inspect and review evidence; and
- Notice that the Whittier Regional Vocational Technical High School code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If any new allegations arise during the grievance process, the Title IX Coordinator will provide written notice of the additional allegations to the parties whose identities are known.

Investigation:

The Whittier Regional Vocational Technical High School will investigate the allegations in the formal complaint. WRVTHS will use trained personnel to objectively evaluate all relevant evidence without prejudgment of the facts at issue and free from conflicts of interest or bias for or against either party.

The WHITTIER TECH may dismiss the formal complaint if:

- The conduct alleged would not constitute sexual harassment even if proved, did not occur in a Whittier Regional Vocational Technical High School education program or activity, or did not occur in the United States.
- The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint of any of the allegations in the formal complaint, or if the respondent is no longer enrolled or employed by the Whittier Regional Vocational Technical High School; or specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint.

Upon a dismissal, the Title IX Coordinator will promptly send written notice for the dismissal and reason(s) therefore simultaneously to the parties.

When investigating a formal complaint and throughout the grievance process, the Whittier Regional Vocational Technical High School will:

- Apply a presumption of innocence, and ensure that the burden of proof and the burden of gathering evidence rests on the Whittier Regional Vocational Technical High School and not on the parties;
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Protect parties' privacy by requiring a party's written consent before using the party's medical, psychological or similar treatment records during the grievance process;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney;
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint;
- Prior to the completion of an investigative report, send to each party and the party's advisor the evidence subject to inspection and review and provide the parties at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.
- Create an investigative report that fairly summarizes relevant evidence for their review and written response.

The investigator shall strive to complete investigations within thirty (30) school days of the filing of the formal complaint. Although the District's goal is to complete investigations generally within thirty (30) school days, the time may be extended for good cause upon written notice to the complainant and respondent. Additionally, the timeline for investigation may be suspended during any informal resolution procedure or meeting.

Determination Regarding Responsibility:

- The decision-maker, who shall not be the investigator or the Title IX Coordinator, will provide each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Complainants may not be asked inappropriate questions about prior sexual history. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.
- The decision-maker must issue a written determination regarding responsibility. To reach this determination, the decision maker shall apply a preponderance of the evidence standard. Preponderance of the evidence means that it is more likely than not that the alleged conduct occurred.

- The decision maker shall review all of the evidence and issue a written determination within fifteen (15) school days of receipt of the matter from the investigator, absent extenuating circumstances.
- The Title IX Coordinator is responsible for effective implementation of any remedies.

Appeals:

Either party may appeal the determination regarding responsibility (or from a dismissal) on the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against the complainant or respondents generally or the individual that affected the outcome of the matter.

Appeals must be submitted to the Title IX Coordinator within five (5) school days of receipt of the written determination and contain a written statement in support or challenge of the outcome. In the event of an appeal, the Title IX Coordinator will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

Informal Resolution:

An informal resolution process is available when a formal complaint is filed. An informal resolution process is available without a full investigation and nothing in the informal process shall preclude the parties from resuming a formal complaint process. Participation is voluntary and written consent is required. An informal resolution process is not permitted to resolve allegations that an employee sexually harassed a student.

Record Keeping

The Whittier Regional Vocational Technical High School will maintain records regarding sexual harassment reports and complaints for a period of seven years.

Retaliation Prohibited

Retaliation is prohibited against any individual, including complainants, respondents, and witnesses for reporting sexual harassment, participating (or refusing to participate) in any investigation/grievance process. Individuals may report retaliation to the Title IX Coordinator who will investigate and take measures to protect individuals from retaliation.

Complaints of Discrimination and/or Harassment on the basis of sex may also be reported to:

The Office for Civil Rights, US Department of Education

5 Post Office Square, 8th Floor

Boston, MA 02109-3921

Telephone: 617-289-0111, FAX: 617-289-0150

Electronic Mail: OCR.Boston@ed.gov

CHAPTER 76, SECTION 5 NOTICE OF NONDISCRIMINATION

Title IX is that portion of the Education Amendments of 197 which forbids discrimination on the basis of sex in educational programs or activities which receive federal funds.

In compliance with federal and state law, it is the policy of the Whittier Regional Vocational Technical High School not to discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, age, ancestry, veteran status, genetic information, disability, homelessness, limited English language ability or any other class protected by state or federal law in its educational programs, activities or employment policies. Inquiries regarding compliance with these policies may be directed to the Principal's Office at Whittier Regional Vocational Technical High School, 115 Amesbury Line Road, Haverhill, MA 01830, Telephone 978-373-4101, or to the US Department of Education, Office of Civil Rights (OCR), Telephone 617-289-0111, www.ed.gov/ocr.

Student Complaints and Grievances

The Whittier School Committee expects that if a student has a problem, request, or grievance, he/she will refer it directly to a teacher, guidance counselor, mediator, principal, or to a student government representative depending on the nature of the issue.

The Student Advisory Council also has lines of communication with the Administration and the School Committee.

STUDENT RECORD GUIDELINES

A "Guide for Students and Parents on the Massachusetts Regulations Pertaining to Student Records" is available from the Massachusetts Advisory Council of Education (MACE). Copies of the Massachusetts student records regulations are available at the Whittier Guidance office and the Assistant Principals' Office.

Notification

Whittier participates in all mandatory state testing programs such as the Massachusetts Comprehensive Assessment System. The Stanford Achievement Test is also administered to all grade 9 students at the beginning and end of freshman year and the MEPA and MELA-O is administered to English Language Learners. Other routine information such as address changes, emergency contact numbers and data supporting free or reduced lunch requests may be collected throughout the school year. Under Mass School Records Regulations, 603 CMR 23.07 (4) (a), Whittier may release the following information without prior consent: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class participation in officially recognized activities and sports, degrees, honors and awards and post-high school plans. Parents and students do have a right to request to the Guidance Department at Whittier that this information not be released without written consent. This request should be in writing and submitted to the Director of Guidance. Whittier routinely discloses "directory information" such names, addresses and telephone numbers to outside organizations, such as military recruiters, upon request. This disclosure is required in § 9528 of ESEA (20 U.S.A. § 7908) as amended by the "No Child Left Behind Act 20" (P.L. No. 107-110).

Your temporary record will be destroyed one year after graduation, transfer or withdrawal from Whittier. You have the right to receive all or any of the information in it when you graduate, withdraw or transfer. College Boards and other tests voluntarily subscribed to by students and/or parents become part of the student temporary record.

Your permanent record (transcript) will be maintained by Whittier. It will be destroyed 60 years after graduation, transfer or withdrawal from the school system.

As of 1998 Massachusetts law (General Laws Chapter 71 Section 34-H) specifies detailed procedures that govern access to student records by parents who do not have physical custody of their children. For more information, please contact the School Principal.

A question and answer guide to the student records law is reproduced below:

1. What is a student record?

The student record includes all the information regardless of physical form concerning a student, which is kept by the school system. All the information in a student record is either in the transcript or the temporary record.

The transcript contains your name, address, telephone number and your birthday; course titles, grades (or equivalent when grades are not applicable); grade level completed and the year completed.

The temporary record consists of all the information in the student record which is not contained in the transcript. This information may include your standardized test scores, class rank, school-sponsored extracurricular activities in which you took part, and evaluations by your teachers, counselors or other school staff. A school health record, which gives a general profile of your health, is included. The temporary record should not contain any information added by unnamed persons or coming from unidentified sources.

2. How will I know then information will be collected to become part of my student record?

You can expect that just about everything that is of importance to your education will be placed in your student record. Some information, such as evaluations by counselors, teachers or other school staff is placed in your record on an irregular basis. Other information is collected on a regular schedule. This includes the results of standardized tests or other routine information.

At least once every school year, the school must publish and distribute a routine information letter telling you when standardized tests will be given and when other routine information will be collected. The school must also inform you that copies of the Regulations Pertaining to Student Records are available to you in the school. If you have any questions about why information is being collected or how information is being used, you should ask for an explanation.

All written notices or letters sent to your home by the school must be in the language spoken in your home.

3. Where is my student record kept?

This varies from school to school. Your student record might be kept in the Principal's Office or in the Guidance Office. No matter where it is kept, your school Principal or someone appointed by him/her is responsible for its protection. If you wish to see your student record or determine its location, ask your Superintendent of Schools.

4. How long is my student record kept by the school?

As you will recall, your student record consists of two parts. The transcript is maintained by the Superintendent of Schools and may only be destroyed sixty years following your graduation, transfer or withdrawal from the school system.

While you are in school, the Principal or someone appointed by him/her may periodically review and destroy misleading, outdated, or irrelevant information. This can only be done if you and/or your parents/guardians have been notified in writing and are given an opportunity to get the information or copy of it before it is destroyed.

If you are enrolled in school at the time or after these regulations take effect, your temporary record will be destroyed within one year after you graduate, transfer or withdraw from the school. The school must notify you and your parents/guardians in writing that the temporary record will be destroyed and also of your right to receive all or any of the information in it, when you graduate, withdraw or transfer from the school.

5. Am I allowed to see my student record?

Yes, provided that you have at least reached your fourteenth birthday or entered the 9th grade, whichever comes first. Your school Principal or the person appointed by him/her must let you see your entire student record within 10 days of your request. Nothing in the regulations prevents a school committee from allowing younger students to see their student record. If you wish to have copies of any of the information contained in your student record, they shall be provided for a reasonable fee. In addition, students of any age have the right to receive a copy of their transcript.

6. Am I permitted to have someone with me to explain the meaning of the information in my student record?

Yes. A professionally qualified member of the school staff will be available upon your request to interpret any of the contents of your school record for you. You may, however, examine your records without having a staff member present.

7. Access of Third Parties.

Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record.

Except for information described in 603 CMR 23.07(4) (a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

- a. A school may release a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.
- b. Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.
- c. A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, 57, 69A respectively.
- d. Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.
- e. A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, § 37L and M.G.L. c. 119, § 51A.

- f. Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, § 9.
- g. Authorized school personnel of the school to which the student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.
- h. School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.
- i. Per Massachusetts student records regulations, Whittier may forward student records to authorized school personnel at schools which a Whittier student seeks or intends to attend or enroll without the consent of eligible student or parent. 603CMR 23(4)(g).

8. How can I find out who has been looking at my student record?

All individuals who do not qualify as "authorized school personnel" or administrative staff must enter into the log the following: his/her name, signature, position, the date, the part of the record used and the purpose for which the information will be used

9. What must I do to allow someone from outside the school system to see my student record?

You or your parent or guardian must give the person written permission to see your record. The permission can be given for him/her to see the whole record or only part of the record. The written statement of permission will be kept with your temporary record.

10. What should I do if I am not allowed to see my record?

If you are not allowed to see your student record, you should immediately notify the nearest office of the Department of Education in writing. Explain what has happened and ask for help. The Department is responsible for protecting your rights.

11. Am I permitted to add information to my own student record? Yes. You or your parent or guardian have the right to add any information, comments, data or any other relevant written materials to your student record.

12. If I find something in my student record that I believe is incorrect or is untrue, is there anything I can do about it?

Yes. You or your parent or guardian have the right to request the removal from your record of information you believe is untrue or incorrect. Or, you can request that the information necessary to make the record true or correct be added.

If you believe that adding information to your record is not enough to explain or correct the record, you have the right to have a conference with the Principal to let him/her know how you feel. In other words, if you want the Principal to do more than let you add information to your record, go see him/her and let your wishes be known.

The Principal must notify you within one week of his/her decision. If he/she decides in your favor he/she must promptly put the decision into effect.

13. What can I do if my Principal makes a decision involving my student record and I do not agree with his/her decision?

Your parent or guardian has the right to appeal the Principal's decision to the Superintendent of Schools. The request for the appeal must be in writing within two weeks.

If you do not agree with the decision of the Superintendent of Schools, you have the right to appeal to the school committee. The request for appeal must be made in writing; the school committee must conduct a hearing to decide the issues.

At the school committee hearing, you have the right to be represented by someone of your choice. You will be allowed to cross-examine, to present evidence, to make a tape or other recording of the proceedings, and to receive a written decision.

CHAPTER 76, SEC. 2 DUTIES OF PARENTS: PENALTY

Every person in control of a child described in the preceding section shall cause him/her to attend school as therein required, and, if she/he fails to do so for seven day sessions or fourteen half day sessions within any period of six months, he/she shall on, complaint by a supervisor of attendance, be punished by a fine of not more than twenty dollars. No physical or mental condition capable of correction, or rendering the child a fit subject for special instruction at public charge in institutions other than public day schools, shall avail as a defense unless it appears that the defendant has employed all reasonable measures for the correction of the condition and the suitable instruction of the child.

MASSACHUSETTS GENERAL LAWS CHAPTER 269

C.269.S.17. Crime of Hazing: Definition: Penalty

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

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

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

C. 269, S.18. Duty of Report Hazing

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

C.269,S.19.Hazing Statutes to Be Provided: Statement of Compliance and Discipline Policy Required

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

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

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

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annual, a report with the regents of higher education and in the case of secondary school, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institutions adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students.

The board of regents and, in the case of secondary institution, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report. Added by St. 1985, c.536; amended by St. 1987, c.665.

STUDENT DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE

I. Where to file a Complaint

Any student who believes that the Whittier Regional Vocational Technical School District, or a member of the school community, has discriminated against or harassed them because of their race, color, national origin, sex, disability, or age in admission to, access to, treatment in, or employment in its services, programs, and activities may file a complaint with the Office of the Superintendent, or his/her designee, who will serve as the grievance officer in such matters. Complaints will be investigated promptly and resolved as quickly as possible.

(Any person who alleges discrimination on the basis of a disability relative to the identification, evaluation, or educational placement of a person, who becomes of a handicap needs or is believed to need special instruction or related services, pursuant to Section 504 of the Rehabilitation Act of 1973, Chapter 766, and/or the Individuals with Disabilities Education Act, must use the procedure outlined in the Massachusetts Department of Education's Parents' Rights Brochure, rather than this procedure. Information on this alternative process may be obtained from the Guidance Office at Whittier Regional Vocational Technical High School.)

II. Contents of complaints and Timelines for Filing

Complaints under this procedure must be filed within twenty (20) days of the alleged discrimination or harassment. The complaint must be in writing. The complainant may select another person to help with the filing of the complaint. The written complaint must include the following information:

1. The name and grade level (or address and telephone number if not a student or employee) of the complainant.
2. The name (or address and telephone number if not a student or employee) of the complainant's representative, if any.
3. The name of the person(s) alleged to have committed or caused the discriminatory or harassing action, or event (respondent).
4. A description, in as much detail as possible, of the alleged discrimination or harassment.
5. The date(s), time, and location of the alleged discrimination or harassment.
6. The name of all persons who have knowledge about the alleged discrimination or harassment (witness) as can be reasonably determined.
7. A description, in as much detail as possible, of how the complainant wishes to see the matter resolved.

III. Investigation and Resolution of the Complaint

Respondents will be informed of the charges as soon as the grievance officer deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated.

The grievance officer will interview witnesses who are deemed to be necessary and appropriate to determine the facts relevant to the complaint, and will gather other pertinent information. Interviews of students will be conducted in such a way as to reflect the age and emotional condition of the student. Such interviews and gathering of information will be completed within fifteen (15) school days of the receipt of the complaint.

Within twenty (20) school days of receiving the complaint, the grievance officer will meet with the complainant and/or his/her representative to review information gathered and, if appropriate, to propose a resolution designed to stop the discrimination or harassment and to correct its effect. Within ten (10) school days of the meeting with the complainant and/or representative, the grievance officer will provide written disposition of the complaint to the complainant and/or his/her representative and to the respondent(s).

Notwithstanding the above, it is understood that in the event a resolution contemplated by the grievance officer involves disciplinary action against an individual, the complainant will not be informed of such disciplinary action, unless it directly involves the complainant (e.g., a directive to “stay away” from the complainant, as might occur as a result of a complaint of harassment).

Any disciplinary action imposed upon an individual will be subject to applicable procedural requirements.

All the timelines indicated above will be implemented as specified, unless the nature of the investigation or exigent circumstances prevent such implementation in which case the matter will be completed as quickly as practicable. If the timelines specified above are not met, the reason(s) for not meeting them must be clearly documented. In addition, it should be noted that in the event the respondent is subject to a collective bargaining agreement which sets forth a specific time quickly as practicable. If the timelines specified above are not met, the reason(s) for not meeting them must be clearly documented. In addition, it should be noted that in the event the respondent is subject to a collective bargaining agreement which sets forth a specific timeline for notice and/or investigation, such timelines will be followed.

Confidentiality of complainants/respondents and witnesses will be maintained, to the extent consistent with the obligations of the WRVT School District relating to the investigation of complaints and the due process rights of individuals affected.

Retaliation against someone because he/she has filed a complaint under this procedure is strictly forbidden. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion/discharge.

Upon request, the grievance officer will provide the complainant with the names and addresses of those state and federal agencies which handle discrimination and harassment matters.

WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents/guardians or eligible students should submit to the School Principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records are inspected.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate.

Parents/guardians or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the Principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent/guardian or student of the records' request unless it states in its annual notification that it intends to forward records on requests.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Whittier School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parents/guardians;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents/guardians; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of students’ information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any student who is older or an emancipated minor under State Law.)

Consent [for ED funded, protected information surveys only]: a parent/guardian must sign and return the attached consent form no later than 30 days after the start of the current school year so that your child may participate in this survey.

OPT-out [for any non-ED funded protected information survey]: Contact the Principal at 978 373-4101, x228 no later than 30 days after the start of the current school year if you do not want your child to participate in this activity.

WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents/guardians and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 1. Political affiliations or beliefs of the student or student’s parents/guardians;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behaviors or attitudes;
 4. Illegal, antisocial, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility

Receive notice and an opportunity to opt a student out of -

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- ***Inspect, upon request and before administration or use -***
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

[Whittier School District will/has develop[ed] and adopt[ed]] policies, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. [Whittier School District will directly notify parents/guardians and eligible students of these policies at least annually at the start of each school year] and after any substantive changes [Whittier School District] will also directly notify parents/guardians and eligible students, such as through the U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above. Parents/guardians/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of
Education 400
Maryland Avenue, SW
Washington, DC
20202-4605

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

As required by law, the district will work with homeless children and youth and unaccompanied youth (collectively, "homeless students") as well as their families or legal guardians to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable preschool programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs, summer programming and extracurricular activities.

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

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

Students Remaining in Schools of Origin

It is presumed to be in the best interest of homeless students to remain in their schools of origin i.e. the school that the student was attending at the time he or she became homeless, or the last school the student attended prior to becoming homeless. Homeless students may continue to attend their school of origin for as long as they remain homeless or until the end of the academic year in which they obtain permanent housing. For homeless students who complete the final grade level served by the school of origin, the term "school of origin" shall also include the receiving school in the same school district educating students at the next grade level.

Homeless students are entitled to transportation comparable to that provided for all other students attending school in the District. The District will transport students who are sheltered or temporarily residing within the District to the students' school or origin. For homeless students attending a school of origin located outside the District in which the student is sheltered or temporarily residing, the District in which the school of origin is located will coordinate with the District in which the student is sheltered or temporarily residing to provide the transportation services necessary for the student, and these districts will divide the cost equally. Formerly homeless students who find permanent housing mid-school year will continue to receive transportation services until the end of the school year.

Students Enrolling in District Where Sheltered or Temporarily Residing

Parents or guardians may elect to enroll homeless students in the school district in which the student is sheltered or temporarily residing, rather than having the student remain in the school of origin. Enrollment changes for homeless students should take place immediately.

If homeless students are unable to provide written proof of their shelter or temporary residence in the district, the homeless liaison will work with the family seeking enrollment to determine homelessness. Information regarding a homeless student's living arrangement shall be considered a student education record, and not directory information. Records containing information about the homeless student's living arrangement may not be disclosed without the consent of the parent or satisfaction of another student-privacy related exemption.

If the student does not have immediate access to immunization records, the student shall be permitted to enroll under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. After enrollment, the district will immediately request available records from the student's previous school.

Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families who reside in the district. Accordingly, the district will provide transportation services to school in a manner comparable to the transportation provided for all other students in the district.

Dispute Resolution

If the district disagrees with a parent or guardian's decision to keep a student enrolled in the school of origin and considers enrollment in the district where the student is sheltered or temporarily residing to be in the student's best interest, the district will explain to the parent, in writing and in a language the parent can understand, 2 the rationale for its determination and provide parent with written notice of their rights to appeal the district's determination to the Massachusetts Department of Elementary and Secondary Education 3. During the pendency of any such appeal, the student should remain enrolled in the school selected by the parent or guardian, receiving transportation to school and access to other available services and programs.

The Massachusetts Department of Elementary and Secondary Education's Advisory on Homeless Education Assistance contains additional information about educating homeless students and the appeal process. This advisory is available at the following link: <http://www.doe.mass.edu/mv/haa/mckinney-vento.docx>

Homeless Liaison

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families. The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in locations such as schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students. The liaison shall ensure district staff receive professional development and other support on issues involving homeless students.

LEGAL REFS.: The McKinney-Vento Act and Title I, Part A, as Amended by the Every Student Succeeds Act of 2015

SOURCE: MASC October 2019

EDUCATIONAL STABILITY FOR STUDENTS IN FOSTER CARE

The purpose of this policy is to ensure the educational stability of students in foster care. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting all efforts to ensure that students in foster care have equal access to high-quality, stable educational experiences from preschool (if offered) through high school graduation.

Irrespective of the location of a foster care placement, students in foster care will continue to attend their school of origin, unless after a collaborative decision-making process, it is determined to be in the student's best interest to enroll in and attend school in the district in which the student resides in foster care. Enrollment of students in the District where they reside in foster care will take place immediately upon such a determination.

The District has designated a point of contact for students in foster care. The District and the point of contact will collaborate with DCF to ensure that students can access transportation and the other services to which they may be entitled.

Best Interest Determination

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (or, if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when appropriate) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student to account for unique factors about the student and his or her foster care placement. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care; however, DCF will finalize the best interest determination if the relevant parties cannot agree on the best school for the student to attend.

The district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by DESE and DCF. Decisions made through this process are not subject to review. To the extent feasible and appropriate, the District will ensure that a child remains in his or her school of origin while the disputes are being resolved to minimize disruptions and reduce the number of moves between schools.

Transportation

The district of origin must collaborate with DCF on how transportation will be arranged and provided to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care.

Transportation options may include using Title I funds, establishing regional collaborations among districts, coordinating with existing routes for transportation, seeking help from foster parent(s), etc. Absent other agreements between the district and DCF, the district of origin is responsible for providing transportation to and from the school of origin.

Immediate Enrollment

If it is in the best interest of a student in foster care to leave the school of origin, the student must be immediately enrolled in the district in which he or she resides in foster care. During enrollment of students in foster care, DCF representatives will present the District with a form indicating that the student is in foster care, along with a state-agency identification badge.

If the student does not have immediate access to immunization records, the student shall be permitted to enroll under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. After enrollment, the district will immediately request available records from the student's previous school.

Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to students in foster care (homeless families) on the same terms as families who reside in the district. Accordingly, the district will provide transportation services to school in a manner comparable to the transportation provided for all other students in the district.

LEGAL REFS: Every Student Succeeds Act (ESSA);
Fostering Connections to Success and Increasing Adoptions Act of 2008
(Fostering Connections Act)
SOURCE: MASC October 2019

EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN

To facilitate the placement, enrollment, graduation, data collection and provision of special services for students transferring into or out of the District because of their parents or guardians being on active duty in the U.S. Armed Services, the District supports and will implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children. The District believes it is appropriate to remove barriers to educational success imposed on children of military families resulting from frequent moves required by parents' or guardians' military deployment.

Definitions

Children of military families: means School aged children, enrolled in kindergarten through 12th grade, in the household of an active duty member of the uniformed service of the United States, including members of the National Guard and Reserve serving on active duty.

Deployment: The period one month before the service members' departure from their home station on military orders through six months after return to their home station.

Education(al) records: Official records, files, and data directly related to a student and maintained by the school including, but not limited to, records encompassing all the material kept in the student's cumulative folder.

Eligible students are children of military families as well as the children of veterans who have been severely injured or medically discharged, and children of active duty personnel who died on active duty. Children of retired active duty personnel are also eligible to receive services for one year following the discharge due to severe injury, or the retirement or death of an active military parent. The Compact does not apply to children of inactive Guard or Reserves, veterans and retired personnel not included above or U.S. Department of Defense personnel and other federal civil service employees and contract employees.

The District's responsibilities to eligible children include the following:

- Sending schools must send either official or unofficial records with the moving students and District receiving schools must use those records for immediate enrollment and educational placement.
- Upon enrollment of an eligible student, the receiving school must request official records and the sending schools shall respond within 10 days with the records.
- Immunization requirements of the District may be met within 30 days from the date of enrollment (or be in progress).
- Receiving schools must initially honor placement of students in all courses from the sending school. These include, but are not limited to, Honors, International Baccalaureate, Advanced Placement, vocational-technical, and career pathway courses if those courses are offered in the receiving school and space is available. The receiving schools must also initially honor placement of like programs to those of the student in the sending state, including, but not limited to, Gifted and Talented programs, and English as a Second Language programs. Receiving schools are not precluded from performing subsequent evaluation to ensure the appropriate placement and continued enrollment of the student in courses and programs.
- In compliance with federal law, the District will assume financial and programmatic responsibility for the special education program of students with existing IEP's drafted in other states.
- As appropriate, the District will exercise the right to waive prerequisites for all courses and programs, while also maintaining its right to re-evaluate the student to ensure continued enrollment, also as deemed appropriate.
- Students of active duty personnel shall have additional excused absences, as necessary, for visitations relative to leave or deployment.
- An eligible student living with a noncustodial parent or other person standing in loco parentis shall be permitted to continue to attend the school in which he or she was enrolled while living with the custodial parent or guardian, without any tuition fee imposed.
- The District high school will accept exit or end-of-year exams required from the sending state, national norm-referenced tests, or alternate testing instead of testing requirements for graduation in the District (receiving state.) If this is not possible, the alternative provision of the Interstate Compact shall be followed to facilitate the on-time graduation of the student in accordance with Compact provisions.

LEGAL REFS: M.G. L. [15E](#);

Interstate Compact on Educational Opportunity for Military Children

SOURCE: MASC October 2019

Approved by SC 7/8/2020

IMPORTANT PHONE NUMBERS

Holy Family at Merrimack Valley Hospital, Haverhill	(978) 374-2000
Anna Jaques Hospital, Newburyport	(978) 463-1000
Beverly Hospital	(978) 356-4366
Holy Family Hospital, Methuen	(978) 687-0151
Lahey Health and Behavioral Services	(978) 373-1126
24 Hour Crisis Line	(800) 281-3223
Boston Alliance for Gay & Lesbian Youth (B.A.G.L.Y.)	(617) 227-4313
Turning Point, Newburyport	(978) 462-8251
Community Action, Haverhill	(978) 373-1971
AA Hotline, Boston	(617) 426-9444
Child at Risk Hotline (24 Hours)	(800) 792-5200
Dept. of Children & Families (D.C.F.)	
Haverhill (9 a.m. - 5 p.m.)	(978) 469-8800
Samaritans (suicide prevention)	(978) 688-6607
Samaritan (suicide prevention Greater Boston area)	(866) 912-4673
Teen Hotline (3 p.m. - 9 p.m.)	(800) 252-8336
National Runaway Safeline	(800) 621-4000
Bridge Over Troubled Waters (Runaway, Boston)	(617) 423-9575
Jeanne Geiger Crisis Center	(978) 388-1888
New England Region of Narcotics Anonymous	(866) 624-3578
Poison Center	(800) 682-9211
Emmaus House, Haverhill	(978) 469-0035
Rape Crisis Center, Cambridge	(800) 841-8371
Team Coordinating Agency	
(T.C.A. drug & alcohol programs) Haverhill	(978) 373-1181
Trevor Help Line	
(suicide prevention of G.L.B.T.Q)	(866) 488-7386

**WHITTIER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL'S
INTERNET/COMPUTER NETWORK ACCEPTABLE USE POLICY AND EMPOWERED DIGITAL USE POLICY**

A. Educational Purpose:

1. The Whittier Tech District internet system has been established for a limited educational purpose. The term “educational purpose” includes classroom activities, continuing education, professional or career development, and educationally enriching research.
2. iPads will be disseminated to students for educational purposes only.
3. Digital devices, software, and networks shall be used for educational purposes only.
4. The Whittier Tech District recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the District provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating and interacting effectively; and engaging and competing in a global environment.
5. The Whittier District Internet system has not been established as a public access service or public forum. The District has the right to place reasonable restrictions on the material you access or post through the system. The user is expected to follow the rules set forth in this policy and the law in his/her use of the District internet system. Whittier Tech students are also expected to follow the student disciplinary code outlined in the Whittier Tech Student/Parent handbook in his/her use of the District internet system.
6. Users may not use the District internet system for commercial purposes. This means users may not offer, provide, or purchase products or services through the District's internet system.
7. Users are expected to act in a manner consistent with all other district policies and protocols.

B. Scope of Technology Policies:

1. Policies, guidelines and rules refer to all computing devices including but not limited to computers, mobile web enabled devices, iPads, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones or electronic communication devices, digital cameras, etc., as well as technology infrastructure, associated peripheral devices and/or software that access the Whittier Tech internet/computer network; and all computers and devices owned by Whittier Tech.
2. This Technology Acceptable Use Policy/Empowered Digital Use Policy also applies to any online service provided directly or indirectly by the District for student use, including but not limited to email, Apps for Education, and iPass.

C. Expectation of Privacy:

1. Electronic mail messages and other use of electronic resources by students/staff are the property of Whittier Tech and should not be considered confidential. At any time and without prior notice, Whittier Tech reserves the right to monitor, inspect, copy, review, and store any and all usage of technology devices, digital resources, and network infrastructure, along with information technology as well as any information sent or received in connection with this usage.
2. Communication including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.
3. Copies of all information created, sent, retrieved are stored on the computer's network's backup files in accordance with public record laws.
4. Whittier Tech employs internet safety measures to prevent the disclosure, use and dissemination of personal information regarding minors.
5. An individual's personal information and that of others shall be kept private.

D. User Access and Explanation Guideline:

1. Access to information technology through Whittier Tech is a privilege, not a right. Students, parents and/or guardians, and staff shall be required to read this Technology Acceptable Use Policy/Empowered Digital Use Policy sign, accept and return it to school.
2. Information technology is constantly changing, not all circumstances can be anticipated or addressed in this policy. All users are expected to understand and comply with both the "letter" and the "spirit" of this policy and show good judgment in their use of these resources.
3. Users will show respect for themselves and others when using technology, including social media.
4. Users shall give acknowledgment to others for their ideas and work.
5. Users shall report inappropriate use of technology immediately.

E. Limitation of Liability:

1. The Whittier Tech District makes no warranties of any kind, implied or expressed, that the services and functions provided through Whittier Tech's technology devices, digital resources and network infrastructure, along with information technology will be error free or without defect.
2. All users shall assume full liability, legal, financial or otherwise for their actions while connected to the internet.
3. Whittier Tech assumes no responsibility for any information or materials transferred or accessed from the internet including the receipt of any such information and materials by a student.
4. The District will not be responsible for any damage the users may suffer, including but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people.
5. The District is not responsible for the accuracy or quality of the information obtained through the system.

6. The District will not be responsible for financial obligations arising through the unauthorized use of the system.
7. Parents and guardians may be responsible for any expenses or damages incurred as a result of their student's inappropriate or illegal activities on the Whittier Tech network.
8. Parents and guardians agree to reimburse Whittier Tech for any expenses or damages caused by their students to District owned devices such as iPads in 1:1 deployments.
9. Parents and guardians will have access to optional third party insurance carriers.

F. Content Filtering/Safety Procedures and Guidelines:

1. Whittier Tech uses software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act. Parents/Guardians are aware that not all inappropriate information can be filtered and the District will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by staff and students.
2. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile.
3. Whittier Tech implements safety measures to address the safety and security of minors when they are using email, instant messaging applications, and other forms of direct electronic communications.
4. Whittier Tech implements safety measures to prevent unauthorized access, including hacking, viruses, and other unlawful activities by minors online.
5. Whittier Tech implements safety measures to address unauthorized disclosure, use and dissemination of personal information regarding minors.

G. Monitoring:

1. Whittier Tech monitors the use of the school department's network to protect the integrity and optimal operation of all computer and system networks. Whittier Tech will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of Whittier Tech.
2. School administrators and District IT staff, maintain full access rights to all storage devices, and may need to access/manage such storage devices.
3. Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating Whittier Tech's Acceptable Use/Empowered Digital Use Policy, other school committee policies, state laws, or federal laws.

H. Email:

1. School sponsored email should be used for educational or administrative purposes only.
2. Email transmission, stored data, or any other use of online services by students, shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.

BB

3. Student email accounts may be filtered to limit communication to only Whittier staff, other Whittier students, and other third parties as required for educational services.
4. Student email that is identified as inappropriate will be reviewed by the school administration and are subject to school and criminal consequences.

I. Unacceptable Uses of Technology Resources:

1. Interfering with the normal functioning of devices, computer systems, or computer networks.
2. Damaging or theft of devices, computer systems, or computer networks.
3. Attempting to gain unauthorized access to system programs or computer equipment, including attempts to over-ride any firewalls established on the network.
4. Accessing, modifying or deleting files/data that do not belong to the user.
5. Sending or publishing offensive or harassing messages and content.
6. Accessing dangerous information that, if acted upon, could cause damage or danger to others.
7. Giving your username or password to any other student, or using the username or password of someone else to access any part of the system.
8. Attempting to disable or impair the functionality of Whittier Tech's website.
9. Failing to log off the computer network at the request of system administrators and/or administration.
10. Sharing and/or distribution of passwords or using another student or faculty member's password.
11. Intentional viewing, downloading or distribution of inappropriate and/or offensive materials.
12. Gaining unauthorized access to computer and/or telecommunication networks and resources.
13. Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials.
14. Using obscene language, harassing, insulting or bullying others, posting of private or personal information about another person.
15. Using electronic devices to make video/sound recordings or digital images of others without the consent of those being recorded.
16. Restrictions against inappropriate language apply to all speech communicated through the District internet system, including but not limited to public messages, private messages, and material posted on web pages.
17. Spamming of the school email system.
18. Using the Whittier Tech technology network for commercial purposes.
19. Copying software or applications from Whittier Tech devices through any electronic means unless the particular licensing agreement in place for the software allows user distribution.
20. Intentionally wasting limited network or bandwidth resources.
21. Transmitting or receiving information pertaining to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms or other weaponry.
22. Destruction/vandalism of system software, applications, files or other network resources.

23. Employing the network for commercial or political purposes.
24. Using the network/internet to buy or sell products.
25. Hacking and other illegal activities in an attempt to gain unauthorized access to restricted files, other devices or computer systems.
26. Uploading any harmful form of programming by bypassing filters.
27. Installing any type of server, aliasing/spoofing, peer to peer networking or remote control software.
28. Possession of and/or distribution of any of software tools designed to facilitate any of the above actions will also be considered an offense.
29. Saving inappropriate files to any part of the system, including but not limited to:
 - a. Music files
 - b. Movies
 - c. Video games of all types, including ROMs and emulators
 - d. Offensive images or files
 - e. Programs which can be used for malicious purposes
 - f. Any files for which you do not have a legal license
 - g. Any file which is not needed for school purposes or a class assignment
 - h. Uses that contribute to the violation of any other student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.
30. Responding to any unsolicited online contacts is prohibited at all times and should immediately be reported to administration.
31. Attempting to bypass filtering restrictions by employing proxy circumvention sites or programs.
32. Violating the District's harassment, discrimination, and bullying policies.
33. Messages that students feel are inappropriate should be reported to school officials immediately.

J. Cyberbullying:

1. Cyberbullying is prohibited and is defined as repeated use by one or more students of an electronic expression (including the transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic, photo optical system, including but not limited to electronic mail, internet communications, instant messages or facsimile communication, creation of web pages or blogs in which the creator assumes the identity of another person, the knowing impersonation of another person, the knowing impersonation of another person as the author of posted content or messages or the distribution of communications to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons), alone or in combination with any written or verbal expression or physical acts or gestures directed as a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself/herself or of damage to his property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially or substantially disrupts the education process or the orderly operation of school. See Massachusetts General Laws, Chapter 71, Section 370.

K. Consequences:

1. Whittier Tech will apply progressive discipline for violations of the District policy and the signed Acceptable Use Agreement form which may include revocation of the privilege of a user’s access to technology devices, digital resources, and network infrastructure, along with the information technology.
2. Students committing these infractions may be subject to sanctions such as, but not limited to detentions, suspensions, expulsions, legal consequences and fines.

L. Modification:

1. The Whittier Tech School Committee reserves the right to modify or change this policy and related implementation procedures at any time.

¹ Individuals who refuse to sign the Acceptable Use and Empowered Digital Use Policy or who violate Whittier Tech rules governing the use of District technology and/or networks shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, and network. Individuals shall reimburse the District for repair or replacement of District property lost, stolen, damaged or vandalized while under their care.

M. iPad Replacement Pricing:

After researching market prices for new and used devices, we have come up with the following proposed schedule of replacement prices based on the age of the iPad:

1st Year: \$329 (full price)	3rd Year: \$249
2nd Year: \$279	4th Year: \$199

This takes into account wear, depreciation, and model differences and changes over the typical 4 years of ownership, as well as accessory replacement costs incurred with a lost device.

These prices are for students who do NOT purchase the optional protection plan, or willfully damage/destroy their iPad and forfeit their replacement under the terms of that plan.

As always, as special circumstances dictate, these prices and/or payment details can be amended per Administration if a student demonstrates hardship or other extenuating circumstances. Payment will be to the Business Office iPad Repair revolving account.

PHYSICAL RESTRAINT OF STUDENTS

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

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

The definitions of forms of restraint shall be as defined in 603 CMR 46.02. The use of mechanical restraint, medical restraint, and seclusion is prohibited. Physical restraint, including prone restraint where permitted under 603 CMR. 46.03, shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

The Superintendent will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements including, but not limited to making reasonable efforts to orally notify a parent of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00;
- A process for obtaining Principal approval for a time out exceeding 30 minutes.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.

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

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

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

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

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

TITLE I HOME/SCHOOL FAMILY COMPACT

The Whittier Regional district and the parents of the students participating in activities, services, and programs funded by Title I agree that this compact outlines how they will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

Parent/Guardian

I realize that my child's school years are very important. My participation in my child's education will help his/ her success in school. I agree to carry out the following responsibilities to the best of my ability:

- Support the school's discipline policy by reinforcing positive behaviors at home.
- Set up a PowerSchool Parent Portal account to view my child's grades.
- Provide adequate rest, food, and medical attention so my child is ready to learn.
- Send my child to school daily and help my child start the school day on time.
- Communicate regularly with my child and the Whittier Regional Vocational Technical High School staff, so that I will stay aware of what my child is learning and accomplishing in school.
- Assist my child with homework and encourage my child to read.

Student

I know education is important. It will help me to become better prepared for my future and my career. I know my parents/guardians want to help me, but I need to be responsible for my learning. I agree to:

- Be responsible for my own behavior.
- Work hard to do my best in class and to complete my homework assignments.
- Attend school regularly and on time, unless I am sick.
- Show respect for myself, my school, and other students and adults at Whittier Regional Vocational Technical High School.
- Ask for help when necessary.
- Utilize my PowerSchool Student Portal to monitor my progress in class and shop.

School

We understand the importance of the school experience to every student and our role as a teacher, model, and mentor. We agree to carry out the following responsibilities:

- Provide high quality curriculum, instruction, and assessment in accordance with the Massachusetts Common Core Curriculum Frameworks and Whittier Regional Vocational Technical High School's Improvement Plan.
- Maintain positive and open communication between school and home.
- Provide learning experiences and resources that will help students reach their fullest potential.
- Provide successful strategies to help students reach Proficient and Advanced on their MCAS tests.

HARASSMENT OF STUDENTS

Harassment of students by other students, employees, vendors and other third parties will not be tolerated in the Whittier Regional Vocational Technical High School. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including termination of employment, subject to contractual disciplinary obligations.

Employee-to-Student Harassment means conduct of a written, verbal or physical nature that is designed to embarrass distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities; or
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.

Student-to-Student Harassment means conduct of a written, verbal, or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students, when:

- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Written, verbal, or physical (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others.

The District will promptly and reasonably investigate allegations of harassment through designation of Title IX Coordinator or building based employees, who may include principals or their designees. The superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training. Where it is determined that discrimination or harassment has occurred, the District will act promptly to eliminate the conduct and will impose developmentally appropriate disciplinary, restorative and/or corrective action.

The District will respond promptly and reasonably investigate allegations of sexual harassment through designation of the Title IX Coordinator or building based employees to any reports or complaints of discrimination, including harassment and retaliation, or other violations of civil rights, pursuant to our detailed response protocol. Where it is determined that discrimination or harassment has occurred, the District will act promptly to eliminate the conduct and will impose developmentally- appropriate disciplinary, restorative, and/or corrective action.

LEGAL REF.: M.G.L. 151B:3A
Title IX of the Education Amendments of 1972
BESE 603 CMR 26:00
34 CFR 106.44 (a), (a)-(b)
34 CFR 106.45 (a)-(b) (1)
34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

CROSS REF.: AC, Non-Discrimination Policy Including Harassment and Retaliation

SOURCE: MASC – December 2021
School Committee Approved: June 8, 2022

NON-DISCRIMINATION POLICY INCLUDING HARASSMENT AND RETALIATION

The Whittier Regional Vocational Technical High School Committee is committed to maintaining an education and work environment for all school community members that is free from all forms of discrimination, including harassment and retaliation. The members of the school community include the School Committee, employees, administration, faculty, staff, students, volunteers in the schools, and parties contracted to perform work for the Whittier Regional Vocational Technical High School District.

Whittier Regional Vocational Technical High School District does not exclude from participation, deny the benefits of Whittier Regional Vocational Technical High School from or otherwise discriminate against, individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, national condition, ancestry, ethnic background, national origin, or any other category protected by state or federal law in the administration of its educational and employment policies, or in its programs and activities.

This commitment to the community is affirmed by the following statements. The School Committee commits to:

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

The Whittier Regional Vocational Technical High School requires all members of the school community to conduct themselves in accordance with this policy.

It shall be a violation of this policy for any member of the school community to engage in any form of discrimination, including harassment and retaliation, or to violate any other civil right of any member of the school community. We recognize that discrimination can take a range of forms and can be targeted or unintentional; however, discrimination in any form, including harassment and retaliation, will not be tolerated.

It shall also be a violation of this policy for any school community member to subject any other member of the school community to any form of retaliation, including, but not limited to, coercion, intimidation, interference, punishment, discrimination, or harassment, for reporting or filing a complaint of discrimination, cooperating in an investigation, aiding or encouraging another member of the school community to report such conduct or file a complaint, or opposing any act or practice reasonably believed to be prohibited by this policy.

*Race to include traits historically associated with race, including, but not limited to hair texture, hair type, hair length and protective hairstyles.

LEGAL REFS: Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 Executive Order 11246, as amended by E.O. 11375
Equal Pay Act, as amended by the Education Amendments of 1972 Title IX, Education Amendments of 1972
Rehabilitation Act of 1973
Education for All Handicapped Children Act of 1975
No Child Left Behind Act of 2001, 20 U.S.C. § 7905 (The Boy Scouts of America Equal Access Act)
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)
Acts of 2022, Chapter 117
<https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter117>

CROSS REF: ACE, Non-Discrimination on the Basis of Disability
ACAB, Sexual Harassment
GBA, Equal Employment Opportunity
IJ, Instructional Materials
JB, Equal Educational Opportunities

SOURCE: MASC December 2021
School Committee Approved: June 8, 2022

NON-DISCRIMINATION POLICY INCLUDING HARASSMENT AND RETALIATION

Whittier Regional Vocational Technical High School will respond promptly to any reports or complaints of discrimination, including harassment and retaliation, or other violations of civil rights, pursuant to our detailed response protocol. Where it is determined that discrimination or harassment has occurred, Whittier Regional Vocational Technical High School will act promptly to eliminate the conduct and will impose developmentally- appropriate disciplinary, restorative, and/or corrective action.

Any member of the school community, who is found, after investigation, to have engaged in any form of discrimination, including harassment or retaliation, against another member of the school community, will be subject to consequences determined appropriate by the administration. Such consequences may include restorative measures and corrective action, and/or student discipline or staff disciplinary action, up to and including termination of employment.

Definitions

"Discrimination" and "Harassment" are defined as unwelcome conduct, whether verbal or physical, that is based on any individual's actual or perceived race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy or pregnancy-related conditions, homelessness, national condition ancestry, ethnic background, national origin, or any other category protected by state or federal law. Discrimination and/or harassment includes, but is not limited to:

- Display or circulation of written materials or pictures that are degrading to a person or group described above.
- Verbal abuse or insults about, directed at, or made in the presence of, an individual or group described above.
- Any action or speech that contributes to, promotes or results in a hostile or discriminatory environment to an individual or group described above
- Any action or speech that is sufficiently severe, pervasive or persistent that it either (i) interferes with or limits the ability of an individual or group described above to participate in or benefit from employment or a program or activity of Whittier Regional Vocational Technical High School; or (ii) creates an intimidating, threatening or abusive educational or working environment.

Harassment may include, but is not limited to, any unwelcome, inappropriate, or illegal physical, written, verbal, graphic, or electronic conduct, and that has the intent or effect of creating a hostile education or work environment by limiting the ability of an individual to participate in or benefit from the district's programs and activities or by unreasonably interfering with that individual's education or work environment or, if the conduct were to persist, would likely create a hostile educational or work environment.

"Title IX Sexual Harassment" (effective August 14, 2020) means verbal, physical or other conduct that targets a person based on their sex, and that satisfies one or more of the following:

- A school employee conditioning educational benefits or services on participation in unwelcome sexual conduct (i.e., quid pro quo);
- Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's educational program or activity;
- Any instance of "sexual assault", "dating violence", "domestic violence", or "stalking", as those terms are defined by the Clery Act (20 U.S.C. 1092(f)(6)(A)(v)) and the Violence Against Women Act (34 U.S.C. 12291(a)(8), (10) & (30)).

Allegations of Title IX Sexual Harassment shall be reported and investigated pursuant to Whittier Regional Vocational Technical High School's Protocol for Investigating Sexual Harassment and Retaliation Pursuant to Title IX.

Resources

The following individual is designated as the District ADA, Title VI, Title IX, and Sexual Harassment Coordinator, and Grievance Officer for the School Committee, administration, faculty, staff, volunteers in the schools, and for parties who are contracted to perform work for the Whittier Regional Vocational Technical High School, and can be reached at:

Kristine Morrison, Director of Pupil Personnel
115 Amesbury Line Rd., Haverhill, MA 01830
978-373-4101 x213

The following individual is designated as the District ADA, Title VI, Title IX, and Sexual Harassment and Civil Rights Coordinator for students in the Whittier Regional Vocational Technical High School. In addition, the Director of Guidance and Admissions is the District 504 Coordinator, and can be reached at:

Jill Karatkewicz, Director of Guidance and Admissions
115 Amesbury Line Rd., Haverhill, MA 01830
978-373-4101 x263

Inquiries concerning the Whittier Regional Vocational Technical High School policies and protocols, compliance with applicable laws, statutes, and regulations, and complaints may also be directed to the Director of Human Resources. Inquiries about laws, statutes, regulations and compliance may also be directed to the Massachusetts Department of Elementary and Secondary Education or the Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Suite 900, Boston, MA 02109; (617) 289-0111; Email: OCR.Boston@ed.gov; Website: www.ed.gov/ocr

LEGAL REFS.: Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 Executive Order 11246, as amended by E.O. 11375
Equal Pay Act, as amended by the Education Amendments of 1972 Title IX, Education Amendments of 1972
Rehabilitation Act of 1973
Education for All Handicapped Children Act of 1975
No Child Left Behind Act of 2001, 20 U.S.C. § 7905 (The Boy Scouts of America Equal Access Act)
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)

MM

CROSS REF: ACE, Non-Discrimination on the Basis of Disability
ACAB, Sexual Harassment
GBA, Equal Employment Opportunity
IJ, Instructional Materials
JB, Equal Educational Opportunities

Title IX Sexual Harassment Grievance Procedure
Civil Rights Grievance Procedure

SOURCE: MASC December 2021
Approved by School Committee: June 8, 2022

SEXUAL HARASSMENT

The Whittier Regional Vocational Technical High School Committee and Whittier Regional Vocational Technical High School are committed to maintaining an education and work environment for all school community members that is free from all forms of harassment, including sexual harassment. The members of the school community include the School Committee, employees, administration, faculty, staff, students, volunteers in the schools, and parties contracted to perform work for Whittier Regional Vocational Technical High School.

Sexual harassment is unwelcome conduct of a sexual nature. The definition includes unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity it also, includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes conduct by an employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct, often called quid pro quo harassment and, sexual assault as the Federal Clery Act defines that crime. Sexual violence is a form of sexual harassment. Sexual violence, as the Office of Civil Rights (OCR) uses the term, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Massachusetts General Laws Ch. 119, Section 51 A, requires that public schools report cases of suspected child abuse, immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families. For the category of sexual violence, in addition to Section 51A referrals these offences and any other serious matters shall be referred to local law enforcement. Schools must treat seriously all reports of sexual harassment that meet the definition of sexual harassment and the conditions of actual notice and jurisdiction as noted above. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstance).

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment, depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances—whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, to male, female, or gender non-conforming students or employees may also constitute sexual harassment.

Because the District takes allegations of harassment, including sexual harassment, seriously, we will respond promptly to complaints of harassment including sexual harassment, and following an investigation where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting an environment that is free of harassment including sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment or sexual harassment.

Retaliation against a complainant, because they have filed a harassment or sexual harassment complaint or assisted or participated in a harassment or sexual harassment investigation or proceeding, is also prohibited. A student or employee who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including student suspension and expulsion or employee termination.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.

NOTICE OF SEXUAL HARASSMENT

The regulations require a school district to respond when the district has actual notice of sexual harassment. School districts have actual notice when an allegation is made known to any school employee. Schools must treat seriously all reports of sexual harassment that meet the definition of harassment and the conditions of actual notice and jurisdiction as noted whether or not the complainant files a formal complaint. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstances). Schools are required to investigate every formal complaint and respond meaningfully to every known report of sexual harassment.

The regulation highlights the importance of supportive measures designed to preserve or restore access to the school's education program or activity, with or without a formal complaint. Where there has been a finding of responsibility, the regulation would require remedies designed to restore or preserve access to the school's education program or activity.

DUE PROCESS PROTECTIONS

Due process protections include the following:

- 1) A presumption of innocence throughout the grievance process, with the burden of proof on the school;
- 2) A prohibition of the single investigator model, instead requiring a decision-maker separate from the Title IX Coordinator or investigator;
- 3) The clear and convincing evidence or preponderance of the evidence, subject to limitations;
- 4) The opportunity to test the credibility of parties and witnesses through cross examination, subject to “rape shield” protections;
- 5) Written notice of allegations and an equal opportunity to review the evidence;
- 6) Title IX Coordinators, investigators, and decision-makers must be free from bias or conflict of interest;
- 7) Equal opportunity for parties to appeal, where schools offer appeals;
- 8) Upon filing a formal complaint the school must give written notice to the parties containing sufficient details to permit a party to prepare for any initial interview and proceed with a factual investigation. For K-12 schools a hearing is optional but the parties must be allowed to submit written questions to challenge each other’s credibility before the decision-maker makes a determination. After the investigation, a written determination must be sent to both parties explaining each allegation, whether the respondent is responsible or not responsible, including the facts and evidence on which the conclusion was based by applying either the preponderance of the evidence or the clear and convincing standard; however, a school can use the lower preponderance standards only if it uses that standard for conduct code violations that do not involve sexual harassment but carry the same maximum disciplinary sanction. As long as the process is voluntary for all parties, after being fully informed and written consent is provided by both parties, a school may facilitate informal resolution of a sexual complaint.

A district may establish an informal investigation process that may, upon the request of the complainant, be followed by a formal process.

The Superintendent in consultation with the Title IX Coordinator shall designate the principal of each school in the district, or their designee (or some other appropriate employee(s)) as the initial entity to receive the sexual harassment complaint. Also, in a matter of sexual harassment, the district shall require that the Title IX Coordinator be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients. The investigating officer may receive the complaint orally or in writing, and the investigation shall be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and in compliance with applicable law. The investigation will be prompt, thorough, and impartial, and will include, at least, a private interview with the person filing the complaint and with witnesses. Also, the alleged harasser will be interviewed. When the investigation is completed, the complaint recipient will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

RECORD KEEPING REQUIREMENTS

Schools must create and maintain records documenting every Title IX sexual harassment complaint. This could include mediation, restorative justice, or other models of alternative dispute resolution. Schools must keep records regarding the school's response to every report of sexual harassment of which it becomes aware even if no formal complaint was filed, including documentation of supportive matters offered and implemented for the complainant.

This policy, or a summary thereof that contain the essential policy elements shall be distributed by the Whittier Regional Vocational Technical High School District to its students and employees and each parent or guardian shall sign that they have received and understand the policy.

Title IX Coordinator is Kristine Morrison, Director of Pupil Personnel 978-373-4101 x213

Please submit complaints to Kristine Morrison, Director of Pupil Personnel 978-373-4101 x213

Please note that the following entities have specified time limits for filing a claim.

The Complainant may also file a complaint with:

- The Mass. Commission Against Discrimination, 1 Ashburton Place, Room 601
Boston, MA 02108.
Phone: 617-994-6000.
- Office for Civil Rights (U.S. Department of Education)
5 Post Office Square, 8th Floor
Boston, MA 02109.
Phone: 617-289-0111.
- The United States Equal Employment Opportunity Commission,
John F. Kennedy Bldg.
475 Government Center
Boston, MA 02203.

LEGAL REF.: M.G.L. 151B:3A
Title IX of the Education Amendments of 1972
BESE 603 CMR 26:00
34 CFR 106.44 (a), (a)-(b)
34 CFR 106.45 (a)-(b) (1)
34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

Note: A summary of the attached Policy, as adopted, must be sent to parents/guardians, students, employees, unions, and prospective employees of the school district including Title IX Coordinator(s), investigator(s) and the decision-maker. The above referenced employees must attend training sessions on the implementation of the Policy.

SOURCE: MASC December 2021
School Committee Approved: June 8, 2022

RR

EFD - MEAL CHARGE POLICY

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances.

The provisions of this policy pertain to regular priced school meals only. The School Committee will provide a regular meal to students who forget or lose their lunch money.

Meal Charges and Balances

Students will pay for meals at the regular rate approved by the School Committee and for their meal status (regular, reduced-price, or free) each day. Payment options will be delineated in student handbooks and provided to parents of incoming students. After the balance reaches zero and enters the negative, students will not be allowed to purchase a la carte items including but not limited to a second entrée, snack, ice cream, or an additional beverage. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. The parent/guardian is responsible for any meal charges incurred. If there is a financial hardship, a parent/guardian should contact food services directly to discuss payment options such as an individualized repayment plan.

Payments

Parents/Guardians are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent directly to parent/guardians via email or regular postal mail at regular intervals during the school year. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parent/guardians have issues with student purchases they should contact food services for assistance.

Parents/Guardians may pay for meals in advance. Further details are available on the school district webpage and in student handbooks. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents by setting up an online account (see student handbooks for more details) or by speaking with the school's food service manager. The point of sale system is designed to prevent direct identification of a student's meal status. Parents will receive automated low-balance emails or mailed notices weekly, if applicable. If notices do not result in payment, parents will receive a phone call from food services. If the phone call does not result in payment the food service manager shall turn the account over to the business office.

Refunds

Refunds for withdrawn and/or graduating students require a written request (email, postal, or in person) for a refund of any money remaining in their account to be submitted. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

Delinquent Accounts/Collections

Failure to maintain up to date accounts may result in a delay of a student's extra-curricular school services, especially those that are fee based. Graduating seniors may lose the ability to participate in certain graduation related activities.

The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of the Law.

If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child. Each school handbook shall contain detailed instructions for parental assistance.

Policy Communications

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

LEGAL REFS: MGL 71:72; USDA School Meal Program Guidelines May 2017

CROSS REFS: JQ, Student Fees, Fines & Charges

SOURCE: MASC August 2017

Approved by SC 8/8/18

Athletic Extracurricular/Co-Curricular Activities Release of Liability Form

Students participating in voluntary co-curricular activities, including but not limited to intramural or interscholastic athletics, are required to return a signed release of liability to the director of the event/activity prior to engaging in the activity, event, or the commencement of the athletic season. As these activities are voluntary, the student's participation in an event, activity, or athletic season is conditioned upon receipt of the signed and returned release of liability form. Massachusetts law permits use of such releases for school-related voluntary co-curricular activities, including but not limited to athletics. Release forms will be distributed by the Athletic Director and/or by the administrator overseeing activities.

The student's participation in any co-curricular activity, including but not limited to intramural or interscholastic athletics of any nature, is conditioned on compliance with all applicable laws, district policies (including but not limited to policies relative to student conduct and discipline, bullying, hazing, harassment, and discrimination), all MIAA policies, and district values and behavioral expectations. In the interest of student safety and compliance with these laws, policies, values, and expectations, coaches and/or other school staff will routinely monitor locker room activities. Such monitoring may include physical presence by coaches or other staff in locker rooms. While monitoring students in locker rooms, all coaches and staff will give appropriate consideration to student privacy. Students seeking increased privacy when changing clothes/uniforms may utilize individual stalls and/or privacy curtains or screens where available, and are encouraged to address any privacy related concerns with the coach or building principal.

JIC - STUDENT DISCIPLINE

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parents/guardians.

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is subject to the remainder of this policy, law, or regulation.

The superintendent shall provide each Principal with a copy of the regulations promulgated by DESE and shall have each Principal sign a document acknowledging receipt thereof, which shall be placed in their personnel file.

Suspension

In every case of student misconduct for which suspension may be imposed, a Principal shall consider ways to re-engage the student in learning. Unless specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and/or in cases where the infliction of serious bodily injury or other serious harm upon another person while in school, principal shall not suspend or exclude a student until alternatives have been employed and their use and results documents. Alternatives may include but shall not be limited to the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and collaborative problem-solving.

The superintendent and/or principal shall also implement district/school-wide models to re-engage students in the learning process which shall include but not be limited to positive behavioral interventions and support models, and trauma sensitive learning models. (See page 38)

Notice of Suspension

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent/guardian oral and written notice, and provide the student an opportunity for a hearing and the parent/guardian an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to student and parent/guardian in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent/guardian present, the Principal must be able to document reasonable efforts to include the parent/guardian.

For any suspension or exclusion under this section, the principal or designee of a school in which the student is enrolled, shall provide to the student and parent/guardian, notice of the charges and the reason for the suspension or exclusion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal, or a designee, to discuss the charges and reasons for the suspension. The principal, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal, or a designee, can document reasonable efforts to include the parent or guardian in that meeting.

Emergency Removal

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption.

The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent/guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent/guardian; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

In School Suspension - not more than 10 days consecutively or cumulatively

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

Principal's Hearing - Short Term Suspension of up to 10 days

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining consequences for the student.

The Principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent/guardian of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

Principal's Hearing - Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice at the student's/parent's/guardian's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent/guardian requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent/guardian upon request.

The Principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances that the Principal should consider in determining consequences for the student.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense and if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the Principal and the parent/guardian. The notice shall include the rights enumerated in law and regulation.

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information: The process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension: provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

Superintendent's Hearing

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing - Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent/guardian in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent/guardian and Superintendent to participate. The Superintendent shall send written notice to the parent/guardian of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent/guardian upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent/guardian of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is excluded or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents/guardians of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent/guardian and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student excluded or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

Reporting

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

SOURCE: MASC - August 2023

LEGAL REF: M.G.L. 71:37H; 71:37H 1/2; 71:37H3/4 ; 76:17; 76:21
603 CMR 53.00
603 CMR 53.10 (3) through (5)
603 CMR 53.13 (1)
Chapter 222 An Act Relative to Student Access to Educational Services and Exclusion from School

REFS.: **Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline under Section 504 of the Rehabilitation Act of 1973 and Questions and Answers Addressing the Needs of Children with Disabilities and the Individuals with Disabilities Education Act's (IDEA's) Discipline Provisions.**

<https://www2.ed.gov/about/offices/list/ocr/docs/504-discipline-guidance.pdf>

<https://sites.ed.gov/idea/files/qa-addressing-the-needs-of-children-with-disabilities-and-idea-discipline-provisions.pdf>

NOTE: The DESE regulations on student discipline and this policy, consistent with law, set forth the minimum procedural requirements applicable to the suspension of a student for a disciplinary offense other than: possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. 71. S. 37H or 37H1/2. The Principal, pursuant to the previously referenced statute may remove a student who has committed any of the disciplinary offenses above referenced from school for more than 90 days in a school year. Except that the removal from school for such offenses is subject to the provision of continuing educational services needed to make academic progress and, the requirement that all school districts regardless of the type of offense shall report school discipline data and analysis to DESE. Also, the prohibited actions above referenced are subject to the provision that allows the Commissioner to investigate each school that has a significant number of students suspended and expelled for more than 10 cumulative days in a school year and to make recommendations thereon.

Chapter 222, An Act Relative to Student Access to Educational Services and Exclusion from School, addresses continuation of educational services for students when they are excluded from school.

New Federal Guidance related to Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline under Section 504 of the Rehabilitation Act of 1973

Approved by SC 9/14/22

BBB

JICA - STUDENT ATTIRE

The responsibility for the dress and appearance of students rests with individual students and parents/guardians.

They have the right to determine how the student will dress providing that the attire is not destructive to school property, complies with the requirements of health and safety, and does not cause disorder or disruption. Additional considerations in determining appropriate attire involve the various requirements of shops and what is considered appropriate dress in the workplace. The administration is authorized to take actions in instances where individual dress does not meet these requirements.

This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above.

LEGAL REF: [Creating a Respectful and Open World for Natural Hair Act of 2022](#)

SOURCE: MASC – August 2022

Approved by SC 9/14/22

JFBB - SCHOOL CHOICE

It is the policy of this School District not to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law. This decision must be reaffirmed annually prior to June 1st by a vote of the School Committee following a public hearing. In the event the School Committee votes to participate, the following local conditions would apply:

1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students.
2. That by June 1 of every school year a public meeting will be held to review participation in the School Choice program.
3. That resident students be given priority placement in any classes or programs within the District.
4. That the selection of non-resident students for admission when the number of requests exceeds the number of available spaces be in the form of a random drawing. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
5. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the District until graduation from high school except if there is a lack of funding of the program.
6. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race*, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related conditions, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law, academic performance or proficiency in the English language.

SOURCE: MASC August 2022

LEGAL REFS.: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B

603 CMR 26:00

Acts of 2022. Chapter 117 (*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.)

Approved by SC 9/14/22

DDD

JB - EQUAL EDUCATIONAL OPPORTUNITIES

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race*, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law.

To accomplish this, the Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law, which prohibits discrimination in public school admissions and programs.

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

All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed.

SOURCE: MASC August 2022

LEGAL REFS.: Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972

Executive Order 11246, as amended by E.O. 11375

Title IX, Education Amendments of 1972

M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)

603 CMR 26:00, 603 CMR 28.00

The McKinney-Vento Act and Title I Part A as amended by the Every Student Succeeds Act of 2015

Acts of 2022. Chapter 117 (*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.)

CROSS REF.: AC, Nondiscrimination

Approved by 9/14/22

NOTE: The cross reference is to a related statement in this manual.

EEE

File: ECAF - SECURITY CAMERAS IN SCHOOLS

The School Committee works to maintain a safe and secure environment for the students, staff, visitors, and facilities. Security means more than having locks and making certain that doors are locked at the proper times. Security also means minimizing fire hazards, reducing the possibility of faulty equipment, keeping records and valuables in a safe place, protection against vandalism and burglary, the prosecution of vandals, and developing crisis plans.

School facilities and their contents, constitute one of the greatest investments of the community. The School Committee believes it to be in the best interest of students and taxpayers for the district to exert every reasonable means to protect the investment adequately.

In pursuit of this objective, the School Committee authorizes the use of security cameras in school district building and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials as well as local law enforcement and emergency response agencies. They may be used in any area, inside or outside of school buildings where there are no reasonable expectations of privacy.

The district shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time. Students and staff identified on security cameras in violation of School Committee policies will be subject to disciplinary action.

The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recording from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement and emergency response officials shall be granted access to video recording or the security system as the situation requires.

The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy.

SOURCE: MASC - Updated 2022

FFF